

## Vessel Orientation – Tech Crew and Contractors Sailing with Vessel

**Orientee Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
 (Please Print) (Spell month -Ex. 01-January-2022)

Each new person joining the crew will be given a tour of the vessel and an overview of HSE policies. TDI-Brooks is committed to providing its employees, contractors, clients, and visitors a safe environment in which to work. **STORE THIS PAPER COPY IN BINDER #2- no need to put into Helm**

### Short Service Employees

**YES / NO** Have you occupied your assigned TDI position for less than 6 months?  
 If yes, you are a Short Service Employee and must be assigned a mentor.

**Mentor Assignment (print name of mentor)** \_\_\_\_\_

If you answered **YES** to the question above, then a mentor will be assigned to you. The mentor is responsible for showing you how to do your work safely and monitoring your work until he/ she feels you are competent enough to work on your own. Mentor has been advised of new mentee. \_\_\_\_\_ (✓)

### Other TDI Employees & Contractors

**YES / NO** Has it been more than 6 months since you last sailed on a TDI vessel?  
 If yes, then TDI HSE Review training is required on computer based training.

**Contacts** The following individuals may be contacted should you have any questions or issues.

Captain of the Vessel	First Mate/ HSE Officer
Party Chief	Ship Security Officer
<b>Additional Contacts:</b>	
President-----Dr. James Brooks Director of Marine Operations----- Richard Byno DPA & Port Captain-----Capt. Roy Robbins	HSE Manager -----Dr. James Howell Port Engineer-----Mr. Charlie Emerson

<b>Ship Security Briefing Completed:</b> Date of briefing: _____  Orientee Initials _____ Initials of SSO who conducted briefing _____
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<b>Authority:</b>	Designated Person Ashore	<b>Revision:</b>	May 2022
<b>Custodian/Owner:</b>	Port Captain	<b>Issue Date:</b>	May 2022
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## Vessel Tour

Orientee will initial next to each item as it is completed.

Initial	Item Reviewed
	1. Explanation of station bill and posted location
	2. Location and explanation of muster area
	3. Explanation of general alarm signals and where to go
	4. Types and frequency of drills- ALL ABOARD MUST ATTEND
	5. Location and use of life-saving equipment- lifeboats, rescue boat (if applicable)
	6. Location and use of secondary life-saving equipment: <input type="checkbox"/> Life jackets <input type="checkbox"/> Life rings <input type="checkbox"/> Work Vests <input type="checkbox"/> Life Lines <input type="checkbox"/> Immersion suits
	7. Location and use of PPE. Where and when required (back deck, ops areas, PPE matrix)
	8. Smoking and vaping policy & designated areas
	9. Drug and alcohol policy
	10. Tour of berthing areas, room assignment
	11. Tour of common areas: <input type="checkbox"/> Galley <input type="checkbox"/> Heads/ showers <input type="checkbox"/> Lounge areas <input type="checkbox"/> Laboratories
	12. Tour of ship work areas (** Note all restricted areas & obey all posted signage): <input type="checkbox"/> Navigation room <input type="checkbox"/> Bridge <input type="checkbox"/> Labs

I acknowledge by my signature that I have been fully briefed on the above topics, fully understand the layout of vessel, and agree to follow the HSE policies of TDI-Brooks International.

	Printed Names	Signatures
Orientee		
Person giving orientation		

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