

Vessel Orientation – Tech Crew and Contractors Sailing with Vessel

Orientee Name _____ **Date** _____
 (Please Print) (Spell month -Ex. 01-November-2020)

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.

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 refresher training is required.

TDI HSE Policy Review Completed- Date _____

If you answered YES to either of the above questions, then The TDI HSE Policy review is required.
 (Formerly Safety at Sea PowerPoint presentation/ Pre-Start Safety Meeting) The PowerPoint and sign in sheet on are on ShipNet under “Meetings”. Enter into Helm as a Meeting.

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 |
| Additional Contacts: | |
| President-----Dr. James Brooks Operations Mgr ----- Richard Byno DPA & Port Captain-----Capt. Roy Robbins | HSE Manager -----Dr. James Howell Port Engineer-----Mr. Charlie Emerson |

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|--|
| Ship Security Briefing Completed: Date of briefing: _____ Orientee Initials _____ Initials of SSO who conducted briefing _____ |
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|---------------------------|---------------------------|-------------------------|----------------|
| Title of Document: | Vessel Orientation - Tech | Document Number: | TBD |
| Authority: | Designated Person Ashore | Revision: | September 2020 |
| Custodian/Owner: | Port Captain | Issue Date: | September 2020 |
| | | | Page 1 of 2 |

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. Tour of berthing areas, room assignment |
| | 9. Tour of common areas: <input type="checkbox"/> Galley <input type="checkbox"/> Heads/ showers <input type="checkbox"/> Lounge areas <input type="checkbox"/> Laboratories |
| | 10. 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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| | | | Page 2 of 2 |