

## Visitor Safety Briefing

Vessel \_\_\_\_\_ Date \_\_\_\_\_  
 (Spell month -Ex. 01-November-2020)

Purpose of visit (audit, inspection, kick off meeting, etc.) :

Visitors who are not sailing with the vessel and are not contractors may be given a safety briefing when boarding the ship. This is a very basic overview of the safety procedures and policies that will apply to them while on board. **STORE THIS PAPER COPY IN BINDER #2- no need to put into Helm**

No.	Print Name	Signature	Company or Agency Represented
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

**Briefing Topics-- Check the boxes as you cover the items**

<input type="checkbox"/>	Have visitor sign the visitor's log and check their photo ID
<input type="checkbox"/>	Visitors and Contractors to follow all TDI procedures
<input type="checkbox"/>	Obey signage -PPE protection required areas and restricted areas
<input type="checkbox"/>	Advise visitors of locations of restrooms and smoking in designated outdoor areas only- NEVER in the vessel- No butts in trash or over the side
<input type="checkbox"/>	Be aware of multiple increased hazards in work areas. Visitors may not enter work areas unrelated to their visit while work is in progress.
<input type="checkbox"/>	Where will all personnel muster in case of emergency?

Name of person conducting the briefing: (printed)	Signature:

<b>Title of Document:</b>	Vessel Orientation - Crew	<b>Document Number:</b>	TBD
<b>Authority:</b>	Designated Person Ashore	<b>Revision:</b>	August 2020
<b>Custodian/Owner:</b>	Port Captain	<b>Issue Date:</b>	August 2020
			Page 1 of 1