

Party Chief Demobilization Checklist

Party Chiefs, please complete the following checklist prior to demobilizing the job and leaving the vessel. This checklist is to remind you of all the necessary deliverables that may be associated with the job just completed. Once you have gathered all the data / forms that need to be returned to the office, make sure the completed the checklist is added Party Chief folder.

Item	Possible Job Deliverable	Status (Y, N, N/A)	Location
APOS	Entire job folder 1. Screen grabs of USBL/CAL procedures 2. Screen shots of Sound Velocity profile		
Navigation	Entire Winfrog folder - final waypoint and event log files clearly indicated		
Field Notebook	Includes 1. Signed DPR 2. Crew Manifest 3. Checklists 4. Lab Data Sheets 5. Permits/Incidents 6. JSAs - signed 7. Meetings 8. Position Averaging Report 9. Weather		
Field Data	SGE 1. Corelog database and inventory 2. Chirp images / photos 3. Field sheets Geotech - coring 1. Core photos (labeled correctly) 2. MV/TV database 3. Field sheets (e.g. BC/PC/JPC) CPT 1. CPT data Other 1. MBES raw Chirp data 2. CTD and sound velocity data 3. Multibeam data 4. Chirp and MBES images		

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USBL Cal	<ol style="list-style-type: none"> 1. screen captures (SVP) 2. .svt from USBL calibration 3. All svt from all CTD casts 4. Hex data from CTD casts 		
JSA Forms	<p>Forms that may have been modified during the cruise (e.g. improvements, procedures unique to vessel, etc.)</p> <ol style="list-style-type: none"> 1. JSA changes (if modified) sent to danielbrooks@tdi-bi.com 		
Deck	Hand-over notes from Deck Chief to Chief Eng on any technical equipment issues		
Coring	Inventory of all PC,JPC,BC,CPT parts sent to danielbrooks@tdi-bi.com (if need master inventory to modify quantities email DanielB)		
Tech	Inventory of all HF, Rosette, Camera sled parts sent to danielbrooks@tdi-bi.com Inventory of CTD and CTD computer, APOS/Winfrog, USBL system and Beacons sent to danielbrooks@tdi-bi.com		
Lab	Inventory of all SGE, Geotech, EBS supplies sent to danielbrooks@tdi-bi.com (if need master inventory to modify quantities email DanielB)		
Document Control	All project related documents removed from postings if no longer applicable.		
Ship Resupply	Are there any issues raised by ship crew that need special attention or related back to the office		
Lifting Registry	Are all items up to date in the Lifting Registry. Any items put into or taken out of service need to be updated.		
Winch	Is there an accurate line count for the winches, how much plasma remains and was any used. -Spares needed?		
Sample Shipment	If sending samples has the cooler inventory list / form been sent to BB Labs? Has the commercial invoice/packing list been completed?		

Please add any items you think should be on list

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