



Please print and post at your vessel/ facility for all employees to view

Fleet Memo #47: Visitor Safety Briefings

Bridge Officers,

It has come to our attention that while we have vessel orientations for those who sail and Contractor Safety meetings for contractors who will perform work on the vessel, there is no specific instruction for providing a safety briefing for visitors who do not fit either of these categories. (Harbor/ Port Pilots are not included, as they have a specific role on the vessel and are aware of industry safety practices.)

Visitors would include inspectors, auditors, Port Sate Authorities, Customs officials, clients attending Project kick-off meetings, potential clients visiting the vessel.

Often the office will send people from B&B Labs or GEO3 to the vessels to assist with mobilizations and sample offloading. Many of these have not been to sea with us and may be unaware of vessel safety procedures.

For visitors who are not contractors and are not sailing with the vessel, a Visitor Safety Briefing form has been created. It is a very basic overview of the safety issues visitors may be exposed to and will need to know. [This form is located on the ShipNet forms page next to the other vessel orientations.](#)

As the HSE Officer of the vessel, the First Mate is responsible for ensuring visitor safety briefings are conducted, but may delegate this duty to any experienced crewman familiar with the vessel.

It is suggested that these be kept with the visitor sign in sheets, since the first item is to verify they have signed the visitor sign in sheet.

Crewmen,

If you see strangers on the boat, ask who they are, why they are there and if they have had a safety briefing. You are the eyes and ears of the boat and the first line of defense in your vessel's security.

Regards,

Pete Tatro
Director of Operations
TDI-Brooks International Inc.