Fleet Memorandum



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

Fleet Memo #19: New Permits with Instructions and JSAs

The last several audits, both internal and external, have showed that our Permit to Work system has not been very well understood or implemented across the fleet. As Management we realize we have not given clear written guidance and that it is not always possible to provide in-person instruction for these procedures.

To improve compliance and understanding, we have created an SOP detailing TDI's Permit to Work system. The new SOP-GEN-012A describing the permit system was sent to the fleet via email on October 26 and can be found on the Crewing Module under the Memo/ Inc tab. In addition, the permits have been revised so that each one now includes the required Job Safety Analysis along with permit specific instructions and examples.

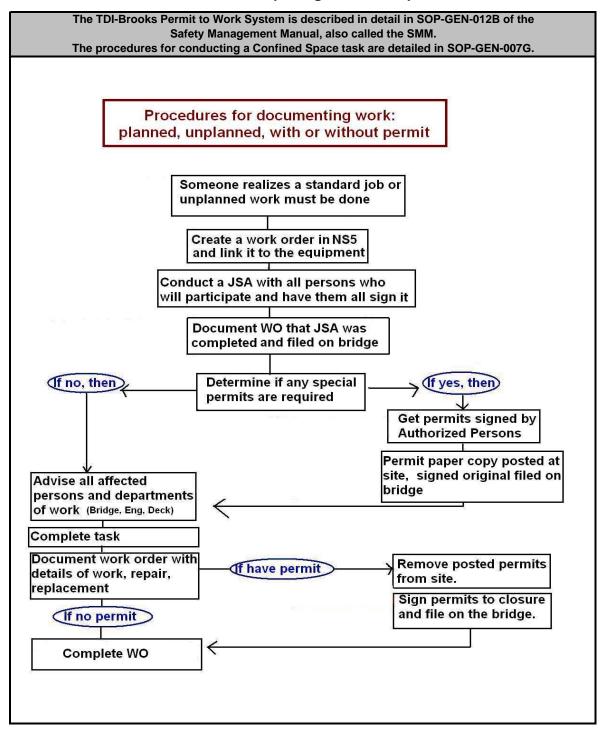
One topic that has been in question is how long can permits be extended? All permits, including Energy Isolation, are only valid for 12 hrs. However, an exception can be made to an Energy Isolation permit if it is a situation where you are waiting on an ordered part or a contractor to finish the repair and it could be days or months before the repair can be completed. In those rare cases, you may write in the "Permit extended until" field, "Waiting on parts or technician". All other permits must be renewed every 12 hrs.

Upon receiving this memo, download the new permits to the bridge and email computers and delete the old electronic versions. Review the new permits and SOP with your crew in a meeting. Document the meeting in NS5 in the Quality and Compliance module as a new meeting and send a pdf report of it to shannonsmith@tdi-bi.com.

Print and post the memo, permits and SOP in the galley or other accessible area for the crew to review. The SOP and permits will be published and updated in the next version of the SMM.

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Directions for Completing Confined Space Permit



Directions for Completing Confined Space Permit

Work Description

The name of the permit user is the name of the person who will be doing the actual work.

The Chief Engineer is the only person who may authorize a Confined Space entry.

Briefly describe work to be done: Example: "Patch rust holes in Tank #4"

Location on vessel: physical location of work, tank number or chain locker, etc.

Affected equipment and ops: Will the work in this area prevent other departments from completing their work?

Example- you cannot conduct run anchor winch if someone is working in the chain locker.

SIMOPS evaluation required: If a situation like the one above occurred where permitted work could impede or

delay other work in that area, cooperate with the other parties to agree on a schedule.

Required Notification: Always notify Bridge and Engineering; notify other departments as needed.

JSA and NS5 Work Order-

A Job Safety Analysis or Risk Assessment must be conducted prior to any permitted work. The team that will be doing the work needs to create the JSA together and sign it- EVEN IF PART OF THE TEAM CONSISTS OF CONTRACTORS. The JSA has been included as a part of this permit and may reveal the need for additional permits. such as hot work. If so, create additional permits and write the permit work order numbers in the provided sections.

In NS5, create a work order to document this task, permit and JSA. The title should be "CS-" followed by equipment/ location and a short work description. Example, "CS-TANK #4- PATCH RUST HOLES". Include a statement in the work order that the JSA and permit were conducted and are filed on the bridge. Include the permit number in the title section below.

Hazards-

Check all physical and chemical hazards that may apply to this task. List any potential risks for environmental spill, such as fuel, oil or hydraulic fluid going into the water. If none, check N/A.

Controls-

Check all PPE required for the task. Verify that all permits and Marine Chemist declaration that space is safe for work are posted. When work is complete, have all parties sign the permit to closure, staple the chemist tag to the permit and file permit on bridge. Clear the area of tools and clutter, remove permit copies.

Final Checks before Starting- Verify these final steps are completed and checked before starting work.

<u>After Task Completion</u>- When work is complete, make sure all these steps are completed and checked before filing final signed permit on bridge.

Authorizations-

Only the Chief Engineer can authorize confined space work. The Chief Engineer cannot issue a permit to himself. If the C/E is completing the work himself, then a bridge officer must sign off on the permit as well.

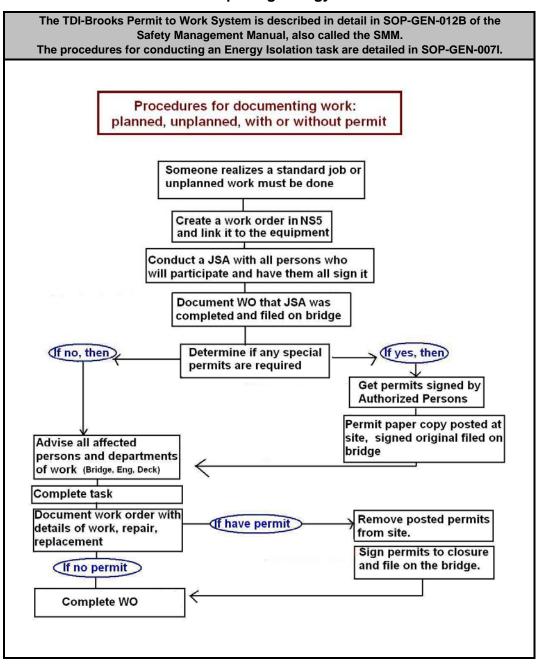
Confined Space Permit

(All parts of this permit must be completed. Any other associated documents must be linked to this permit. Emergencies or unexpected circumstance may suspend or cancel this permit.)

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Directions for Completing Energy Isolation Permit



Directions for Completing Energy Isolation Permit to Work

Work Description

The name of the permit user is the name of the person who will be doing the actual work.

The Chief Engineer is the only person who may authorize Energy Isolation of any equipment.

Briefly describe work to be done: Example: "Main winch- replace master link"

Location on vessel: physical location of work, engine room, back deck, bridge, etc.

Affected equipment and ops: Will the work in this area prevent other departments from completing their work? Example- you cannot conduct a load test or other ops using lifting gear while it is locked/ tagged out.

SIMOPS evaluation required: If a situation like the one above occurred where permitted work could impede o delay other work in that area, cooperate with the other parties to agree on a schedule.

Required Notification: Always notify Bridge and Engineering; notify other departments as needed.

JSA and NS5-

A Job Safety Analysis or Risk Assessment must be conducted prior to any permitted work. The team that will be doing the work needs to create the JSA together and sign it- EVEN IF PART OF THE TEAM CONSISTS OF CONTRACTORS. The JSA has been included as a part of this permit and may reveal the need for additional permits. such as working at heights. If so, create additional permits and write the permit work order numbers in the provided sections.

In NS5, create a work order to document this task, permit and JSA. The title should be "WH-" followed by equipment and a short work description. Example: "EI-MAIN WINCH-REPLACE MASTER LINK". Include a statement in the work order that the JSA and permit were conducted and are filed on the bridge. Include the permit number in the title section below.

Hazards-

Check all physical and chemical hazards that may apply to this task. List any potential risks for environmental spill, such as fuel, oil or hydraulic fluid going into the water. If none, check N/A.

Controls-

Check all PPE required for the task. Verify that all permits are posted, locks and tags are in place, and test the equipment to make sure it cannot be accidentally activated. When work is complete, clear the area of tools and clutter, remove locks, tags and permits, test equipment to ensure it runs properly.

Final Checks before Starting- Verify these final steps are completed and checked before starting work.

<u>After Task Completion</u>- When work is complete, make sure all these steps are completed and checked before filing final signed permit on bridge.

Authorizations-

Only the Chief Engineer can authorize energy isolations or extensions of EI permits. The Chief Engineer cannot issue a permit to himself. If the C/E is completing the work himself, then a bridge officer must sign off on the permit as well.

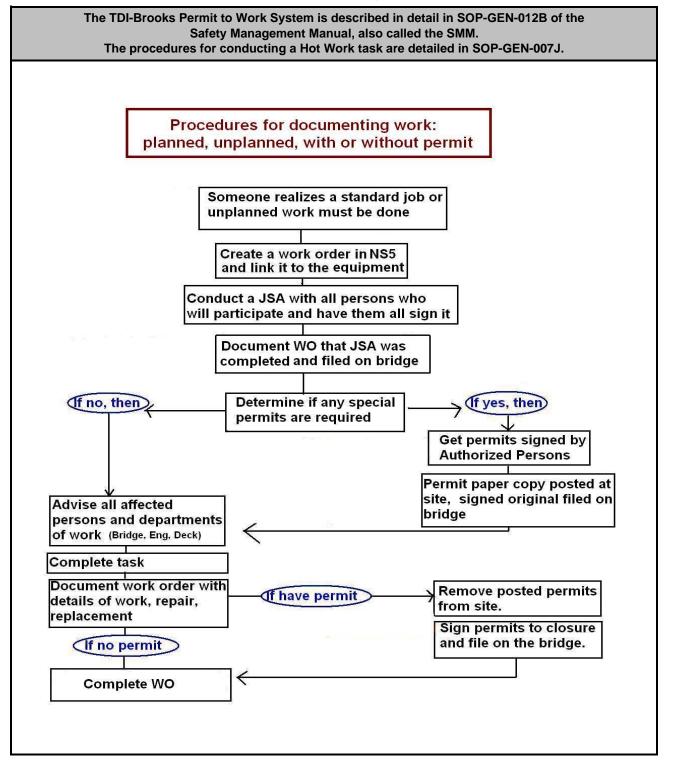
Energy Isolation Permit to Work (All parts of this permit must be completed. Any other associated documents must be linked to this permit.

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	PPE	☐ Ear Protection ☐ Face Shield ☐ Gloves ☐ Non-conducting mats											
		□ Other- List											
		Directions for Risk Assessment: Break down the task into steps. List the hazards associated with each step, then list the actions you will take to mitigate those hazards. (Fields will expand as you type.)											
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Directions for Completing Hot Work Permit



Directions for Completing Hot Work Permit

Work Description

The name of the permit user is the name of the person who will be doing the actual work.

The Chief Engineer is the only person who may authorize Hot Work.

Briefly describe work to be done: Example: "Weld new ladder rung on stern a-frame"

Location on vessel: physical location of work, engine room, back deck, 01 deck plate, etc.

Affected equipment and ops: Will the work in this area prevent other departments from completing their work?

Example- you cannot conduct hot work in an area where flammables are in use.

SIMOPS evaluation required: If a situation like the one above occurred where permitted work could impede or delay other work in that area, cooperate with the other parties to agree on a schedule.

Required Notification: Always notify Bridge and Engineering; notify other departments as needed.

JSA and NS5-

A Job Safety Analysis or Risk Assessment must be conducted prior to any permitted work. The team that will be doing the work needs to create the JSA together and sign it- EVEN IF PART OF THE TEAM CONSISTS OF CONTRACTORS. The JSA has been included as a part of this permit and may reveal the need for additional permits. such as working at heights. If so, create additional permits and write the permit work order numbers in the provided sections.

In NS5, create a work order to document this task, permit and JSA. The title should be "HW-" followed by equipment and a short work description. Example: "HW-A-FRAME-STERN-WELD NEW LADDER RUNG". Include a statement in the work order that the JSA and permit were conducted and are filed on the bridge. Include the permit number in the title section below.

Hazards-

Check all physical and chemical hazards that may apply to this task. List any potential risks for environmental spill, such as fuel, oil or hydraulic fluid going into the water. If none, check N/A.

Controls-

Check all PPE required for the task. Verify that all permits are posted and all flammables are removed from immediate area. If flammables cannot be removed or the situation meets the circumstances in CFR 1915.504(b), then a fire watchman must be standing by. **THE PERSON DOING THE WORK CANNOT BE THEIR OWN FIRE WATCHMAN. When work is complete, remove posted permit, sign the permit to closure, clear the area of tools and clutter.

Final Checks before Starting- Verify these final steps are completed and checked before starting work.

<u>After Task Completion</u>- When work is complete, make sure all these steps are completed and checked before filing final signed permit on bridge.

Authorizations-

Only the Chief Engineer can authorize Hot Work permits. The Chief Engineer cannot issue a permit to himself. If the C/E is completing the work himself, then a bridge officer must sign off on the permit as well.

Hot Work Permit

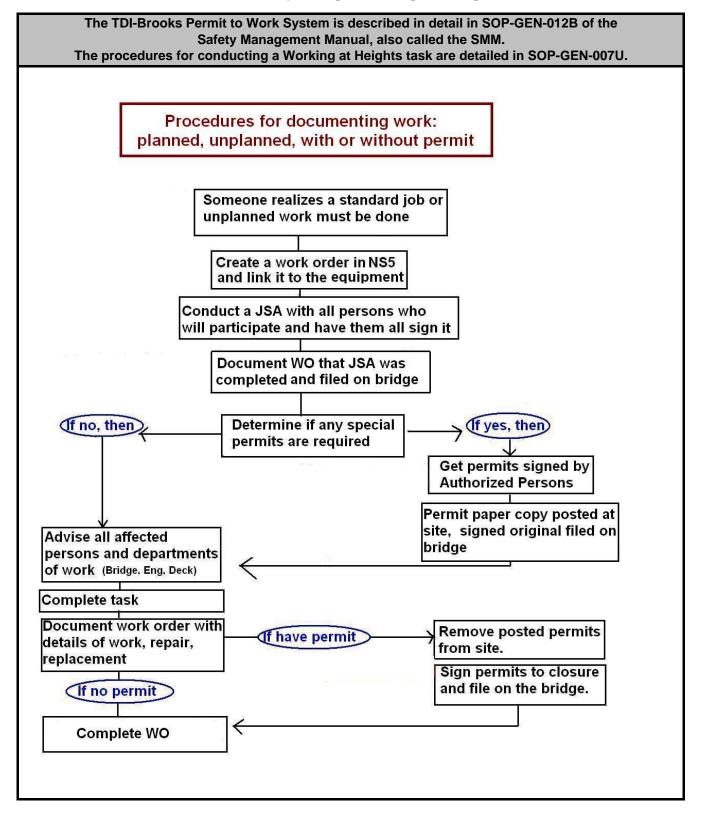
(All parts of this permit must be completed. Any other associated documents must be linked to this permit.

Emergencies or unexpected circumstance may suspend or cancel this permit.)

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Directions for Completing Working at Heights Permit



Directions for Completing Working at Heights Permit

Work Description

The name of the permit user is the name of the person who will be doing the actual work.

The Master or Mate is the only person who may authorize Working at Heights.

Briefly describe work to be done: Example: "Replace sheave on stern A-Frame"

Location on vessel: physical location of work- wheelhouse roof, back deck, etc.

Affected equipment and ops: Will the work in this area prevent other departments from completing their work?

Example- you cannot conduct a load test or other ops using A-Frame if someone is working on it.

SIMOPS evaluation required: If a situation like the one above occurred where permitted work could impede or

delay other work in that area, cooperate with the other parties to agree on a schedule.

Required Notification: Always notify Bridge; notify other departments as needed.

JSA and NS5-

A Job Safety Analysis or Risk Assessment must be conducted prior to any permitted work. The team that will be doing the work needs to create the JSA together and sign it- EVEN IF PART OF THE TEAM CONSISTS OF CONTRACTORS. The JSA has been included as a part of this permit and may reveal the need for additional permits. such as working at heights. If so, create additional permits and write the permit work order numbers in the provided sections.

In NS5, create a work order to document this task, permit and JSA. The title should be "WH-" followed by equipment and a short work description. Example: "WH-A-FRAME-STERN-REPLACE SHEAVE". Include a statement in the work order that the JSA and permit were conducted and are filed on the bridge. Include the permit number in the title section below.

Hazards-

Check all physical and chemical hazards that may apply to this task. List any potential risks for environmental spill, such as fuel, oil or hydraulic fluid going into the water. If none, check N/A.

Controls-

Any task that requires working 5 feet or more above the deck requires a Working at Heights permit and the use of a climbing harness and lanyard. Inspect climbing harness and lanyard before climbing. Check all other PPE required for the task. Verify that all permits are posted. Plan how you will hold or store the tools you need when climbing. Bucket, pockets or toolbelt? Ensure no one will be working under you who may be hit by falling tools. If you fall or get hung up, how will you get back into a safe working position from hanging in the harness? How will you notify others if you need assistance? When work is complete, clear the area of tools and clutter, remove copy of permit, sign original permit to closure and file on bridge. Notify bridge work is complete.

Final Checks before Starting- Verify these final steps are completed and checked before starting work.

<u>After Task Completion</u>- When work is complete, make sure all these steps are completed and checked before filing final signed permit on bridge.

Authorizations-

Only the Master or Mate can authorize Working at Heights permits. The Master or Mate cannot issue a permit to himself. If a bridge officer is completing the work himself, then another bridge officer must sign off on the permit as well.

Working at Heights Permit (All parts of this permit must be completed. Any other associated documents must be linked to this permit. Emergencies or unexpected circumstance may suspend or cancel this permit.)

□R	/V Brool	ks McCall	☐ R/V GeoE	Explorer	□ R/V G	Syre 🗆	OSV Rylan T	□ R/V	Inez McCa	all	
	Date:		Time Iss	sued:		Valid Until		NS5 W			
Work Description	Name of Briefly Work load	of person do of Master or describe wo ocation on vo	Mate: ork to be done essel:	:			Permit #	EI-	####	0	
	SIMOP	S evaluation	required:	☐ Yes	s 🗖 No						
	Special Permits	Other Speci	al Permits Re	quired?	□ No	☐ Yes	Enter NS5	numbers	of other	special permits	s below.
	Special Permits	HW-	-		CS-	•	WH-				
					Check an	nd list all the PPE re	equired for this task				
	ЭE	☐ Steel To	es 🗆 Wo	ork Vest	☐ Safety	Glasses	☐ Hard Hat	☐ Glove	es		
	PPE		П Цз	irness	□ Fac	ce Shield					
	Δ.	☐ Lanyard									
	Ь	Other -Lis	st								
	-	Other -List Directions for actions you	or Risk Asses will take to m	sment: Br	eak down the	ields will expand a	st the hazards asso as you type.) antial Hazards	ciated wit			è
JSA)	Ь	Other -List Directions for actions you	or Risk Asses	sment: Br	eak down the se hazards. (F	ields will expand a	is you type.)	ciated wit		ep, then list the	9
sis (JSA)	Ь	Other -List Directions for actions you	or Risk Asses will take to m	sment: Br	eak down the se hazards. (F	ields will expand a	is you type.)	ciated wit			Э
nalysis (JSA)	Ь	Other -List Directions for actions you	or Risk Asses will take to m	sment: Br	eak down the se hazards. (F	ields will expand a	is you type.)	ciated wit			9
ety Analysis (JSA)		Other -List Directions for actions you	or Risk Asses will take to m	sment: Br	eak down the se hazards. (F	ields will expand a	is you type.)	ciated wit			Э
Safety Analysis (JSA)		Other -List Directions for actions you	or Risk Asses will take to m	sment: Br	eak down the se hazards. (F	ields will expand a	is you type.)	ciated wit			9
Job Safety Analysis (JSA)		Other -List Directions for actions you	or Risk Asses will take to m	sment: Br	eak down the se hazards. (F	ields will expand a	is you type.)	ciated wit			е
Job Safety Analysis (JSA)	Risk Assessement P	Other -List Directions for actions you	or Risk Asses will take to m	sment: Br	eak down the se hazards. (F	ields will expand a	is you type.)	ciated wit			e
Job Safety Analysis (JSA)		Other -List Directions for actions you	or Risk Asses will take to m	sment: Br	eak down the se hazards. (F	ields will expand a	is you type.)	ciated wit			e
Job Safety Analysis (JSA)		Other -List Directions for actions you	or Risk Asses will take to m	sment: Br	eak down the se hazards. (F	ields will expand a	is you type.)	ciated wit			e
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Job Safety Analysis (JSA)		Other -List Directions for actions you	or Risk Asses will take to m	sment: Br	eak down the se hazards. (F	ields will expand a	is you type.)	ciated wit			е

					check all	that may apply:	
	Physical	□ N	/A	□ Noise □ I	Heat	Cold	
<u> </u>	Phy	□ Ot	her -List				
Hazards	le le		Des	cribe any potential risks for an er	vironme	ental spill as well as materials that could be r	eleased.
На	nenta	□ N					
	Environmental		•				
	Env						
	S	e Ig	Harness and	□ Yes □ No			
	Final Checks	Before Starting	Is a copy of t	he permit posted at the work site?			☐ Yes ☐ No
w	0	ш _{(S}	Bridge, Engin	eering and any other affected areas	notified	?	☐ Yes ☐ No
Controls			Permit signed	I by all parties and filed on bridge?			☐ Yes ☐ No
Col	After Task	Completion		emoved from site?			☐ Yes ☐ No
	ter 1	m D		eared of tools and equipment?			☐ Yes ☐ No
	₹	ပိ		eering and any other affected areas	☐ Yes ☐ No		
			NS5 work ord	ler includes notes about the job and	☐ Yes ☐ No		
	ın			Print name		Signature	Date
	Open	Permit user			0		1/0/00
		Maste	r or Mate		0		1/0/00
tion	ө	Permit user		Print name		Signature	Date
riza	Close				0		1/0/00
Authorization		Master or Mate			0		1/0/00
Ā		Pe	rmit extende				
	Extend			Print name		Signature	Date
	Ext	Permi	t user				
		Permi Permi	t issuer				
		Pr	inted names	of additional workers		Signatures of additional worker	ers
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Workers' Signatures							
Work							
****		_	eer will pe		eave t	he permit user fields blank and ha	ave the Bridge