

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

Fleet Memo #62: Smoking and Vaping Policy

In light of the increased popularity of vaping in public spaces and objections to the same, TDI has chosen to establish a written policy for vaping in alignment with our smoking policy.

Vaping will have the same restrictions as smoking. No vaping on the interior of the vessel, including in individual rooms. Vaping may only be done in designated smoking areas. Vaping and smoking in non-designated places are prohibited on all TDI-Brooks International's vessels, properties, and company vehicles.

The next revision of the Safety Management Manual will reflect this change. However, the policy is in effect immediately.

As a Company, as Managers, as Professional Mariners, and Professional Survey / Technical staff, our policies are put in place for the safety of our employees, contractors, clients, and vessels.

If you have any questions, please email.



Richard Byno
Director of Marine Operations

Vessel Orientation - New Crewman

Crewman Name _____ Date _____
 (Please Print) (Spell month -Ex. 01-January-2022)

Each new person joining the crew will be given a tour of the vessel and an overview of policies and job expectations. The information covered in this orientation fulfills the STCW requirements for familiarization with Basic Safety (VI/1), Security (VI/6), and Ship Specific information (I/14). **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 six months?
 If yes, you are a Short Service Employee and must be assigned a mentor.

TDI HSE Policy Review Completed- Date _____

If you answered YES to the question above, the TDI HSE Policy review is required. (Formerly Safety at Sea PowerPoint presentation/ Pre-Start Safety Meeting) The PowerPoint and sign-in sheet are on ShipNet under "Meetings." Bridge Team- 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 Director of Marine Operations----- Richard Byno DPA & Port Captain-----Capt. Roy Robbins	HSE Manager -----Dr. James Howell Port Engineer-----Mr. Charlie Emerson

<p>Ship Security Briefing Completed: Date of briefing: _____</p> <p>Orientee Initials _____ Initials of SSO who conducted briefing _____</p>

----Continued on next page----

Title of Document:	Vessel Orientation - Crew	Document Number:	TBD
Authority:	Designated Person Ashore	Revision:	January 2022
Custodian/Owner:	Port Captain	Issue Date:	January 2022
			Page 1 of 2

Vessel Tour - Orientee will initial next to each item as it is completed.

Initial	Item Reviewed	Initial	Item Reviewed
	1. General Walk around the vessel		12. Station Bill, Life Raft assignment
	2. Fire Fighting equipment		13. Safety Expectations
	3. Fire detection system		14. Location Fire & Safety Plan, Safety Data Sheets for chemicals, etc.
	4. Procedure for reporting an emergency		15. SOLAS manual location and purpose
	5. Communications on board- internal phones, radios, frequencies		16. Safety Management Manual- location and use
	6. Ship's policies- smoking, vaping, ppe during ops and at the dock		17. Posted TDI Environmental Policy
	7. PPE Matrix and where to get PPE		18. Work Attire
	8. Room Assignment		19. Ship's Routines
	9. PFD's		20. Trash and waste policies
	10. Survival Suit (if aboard)		21. Fire Extinguishers
	11. Muster point		22. Eye Wash stations/ First Aid kits

Position Specific Information - Orientee will initial next to each item as it is completed.

Initial	Item Reviewed	Initial	Item Reviewed
	1. Immediate Supervisor		7. Muster assignment
	2. Introduction to rest of crew		8. Fire fighting role
	3. Drill Assignments		9. MOB role
	4. Expected duties		10. Abandon ship role
	5. Record keeping requirements		11. Job description
	6. Incident/ injury reporting		12. ILO MLC representative and complaint process

Project Specific Issues/ Hazards

Initial	Item Reviewed
	1. Danger of high pressure air bottles on machinery space deck
	2. No walk zones around survey equipment
	3. No go areas during operations

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 policies and procedures of TDI-Brooks International.

	Printed Names	Signatures
Orientee		
Person giving orientation		

Title of Document:	Vessel Orientation - Crew	Document Number:	TBD
Authority:	Designated Person Ashore	Revision:	January 2022
Custodian/Owner:	Port Captain	Issue Date:	January 2022
			Page 2 of 2

Vessel Orientation – Tech Crew and Contractors Sailing with Vessel

Orientee Name _____ **Date** _____
 (Please Print) (Spell month -Ex. 01-January-2022)

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 six 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 six 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, the TDI HSE Policy review is required. (Formerly Safety at Sea PowerPoint presentation/ Pre-Start Safety Meeting) The PowerPoint and sign-in sheet 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 Director of Marine Operations----- Richard Byno DPA & Port Captain-----Capt. Roy Robbins	HSE Manager -----Dr. James Howell Port Engineer-----Mr. Charlie Emerson

Ship Security Briefing Completed: Date of briefing: _____ Orientee Initials _____ Initials of SSO who conducted briefing _____
--

--- Continued on next page ---

Title of Document:	Vessel Orientation - Tech	Document Number:	TBD
Authority:	Designated Person Ashore	Revision:	January 2022
Custodian/Owner:	Port Captain	Issue Date:	January 2022
			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. Smoking and vaping policy & designated areas
	9. Drug and alcohol policy
	10. Tour of berthing areas, room assignment
	11. Tour of common areas: <input type="checkbox"/> Galley <input type="checkbox"/> Heads/ showers <input type="checkbox"/> Lounge areas <input type="checkbox"/> Laboratories
	12. 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		

Title of Document:	Vessel Orientation - Tech	Document Number:	TBD
Authority:	Designated Person Ashore	Revision:	August 2020
Custodian/Owner:	Port Captain	Issue Date:	August 2020
			Page 2 of 2

Visitor Safety Briefing

Vessel _____ Date _____
(Print Name) (Spell month -Ex. 01-January-2022)

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 fundamental overview of the safety procedures and policies that apply to them while onboard. **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/ vaping 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:

Title of Document:	Vessel Orientation - Crew	Document Number:	TBD
Authority:	Designated Person Ashore	Revision:	January 2022
Custodian/Owner:	Port Captain	Issue Date:	January 2022
			Page 1 of 1