

## SOP-GEN-027 Contractors

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### 1.0 Introduction

TDI-Brooks hires contractors such as medics, technicians, marine mammal observers or survey specialists for various positions or projects. In addition, contractors are frequently required for construction or repair on our vessels.

Contractors and their subcontractors are expected to follow TDI-Brooks safety policies and procedures at all times.

TDI-Brooks reserves the right to audit/ inspect the contractor's HSE program, equipment, records and operations before, during and after performance of the work.

### 2.0 Responsibilities

The **Chief Mate**, as the HSE Officer aboard, is responsible for ensuring that all employees, visitors and contractors follow the TDI-Brooks safety policies and procedures and any variations covered by the Project Specific HSE Plan.

### 3.0 Evaluation and Verification of Contractors

The person hiring the contractor for the job is responsible for ensuring that the contractor is properly trained and certified for that job. This can be done in a variety of ways depending on the contractor and type of work.

#### 3.1 Medics and Marine Mammal Observers

Medics and Marine Mammal Observers are requested by the clients and their CVs, certifications and credentials are submitted to the client for review and approval.

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### 3.2 Survey and Technical Team

TDI-Brooks has a small pool of preferred survey contractors whom we have used for some time. On occasion we will have to hire through an agency. Prospective survey contractors are vetted via their CVs and work history.

The first survey with TDI-Brooks is a probationary position during which the Survey Manager and Party Chief review and discuss the contractor's performance. At the end of the survey the Survey Manager and Party Chief will make recommendations as to whether the contractor should be eligible for rehire.

### 3.3 Shipyard and Dry Dock

The Port Engineer schedules dry dock and shipyard services. **The Contractor Safety System Questionnaire** has been developed to assist him in evaluating the contractor's safety system during the vetting process.

Before work begins, the Port Engineer conducts a kickoff meeting with the shipyard's assigned Project Manager, Safety Officer and other affected personnel to discuss the scope of the project and safety management aspects of the work. They agree on whose safety management system to follow during the job and any bridging procedures. This is documented in the **Contractor Safety Meeting**.

The Port Engineer holds daily safety meetings with the Shipyard's Safety Officer and affected personnel for the duration of the project. He is on site to personally supervise the contractors and will often have the Chief Engineer supervise the work as well. They will discuss the skills, safety practices and quality of work to evaluate the contractors and determine if the contractor should be used again.

Records of meetings, permits, certificates and other documents related to the contractor's work are maintained on the vessel.

### 3.4 Independent Contractors

Independent contractors are referred to the Port Engineer through agents or his personal network or hired by the vessel locally. Certifications and CVs are reviewed when available. This is not always possible in remote locations.

The Chief Engineer will supervise and evaluate the work of the independent contractor and ensure that he follows TDI-Brooks safety system procedures.

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#### 4.0 Contractor's Responsibilities

Contractors are responsible for:

- Communicating to their employees and any subcontractors the health and safety policies and expectations of TDI-Brooks
- Providing task appropriate PPE for their employees
- Ensuring that their equipment is in safe and proper working condition
- Correcting unsafe conditions promptly and to the satisfaction of TDI-Brooks
- Conducting regular safety meetings for their employees or participating in joint safety meetings conducted by TDI-Brooks
- Monitoring their work activities to ensure safe working practices and conditions
- Notifying the TDI-Brooks Chief Mate immediately about any incidents involving their employees on TDI-Brooks' vessels or property.

#### 5.0 Implementation & Penalties for Violation

The Chief Mate is responsible for implementing this policy. In the absence of a vessel crew, the Port Engineer is responsible for implementing the policy. The contractor will take prompt action to correct any violations to the satisfaction of TDI-Brooks.

Violation of TDI-Brooks' policy or any applicable government law or regulation is grounds for cancelation of contract and revocation of access by the offending parties to any TDI-Brooks vessel.

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