

SOP-GEN-028 Crew Management

- 1.0 [Introduction](#)
- 2.0 [Seaman’s Employment Agreement](#)
- 3.0 [Crew Evaluations](#)
- 4.0 [Completing the Evaluations](#)
- 5.0 [Discipline](#)
- 6.0 [Crew Handovers](#)

[Appendix A](#) – Evaluation Form

[Appendix B](#) – Disciplinary Form

1.0 Introduction

This SOP provides guidance to vessels and Captains with regard to crew management. In accordance with ISM Code TDI-Brooks has established crew evaluations to verify that those responsible for ISM related tasks are acting in conformity with the company’s responsibilities under the code and according the Safety Management System as stated in the SMM.

2.0 Seaman’s Employment Agreement

Prior to joining a Vanuatu flagged TDI-Brooks vessel, each crewman is given a seafarer’s employment agreement (SEA) stating what position he/she will serve in and the skills they are expected to know, as well as the rate of pay.

The SEA will be valid up to but no longer than (6) six months. This is not a guarantee of employment for the entire 6 months. It only establishes conditions of hire as work is available during a 6-month period. If the duration of employment exceeds six months, a SEA extension contract will be signed.

3.0 Crew Evaluations

Crew evaluations are created to evaluate how well the crewman performs in their specific position on board the vessel, their understanding and compliance with the Company’s Safety Management System, and how well they relate to fellow crewmates

| | | | |
|---------------------------|-------------------------------|-------------------------|-------------|
| Title of Document: | Safety Management Manual | Document Number: | SOP-GEN-028 |
| Authority: | Director of Marine Operations | Revision: | 2 |
| Custodian/Owner: | Designated Person Ashore | Issue Date: | May 2022 |
| | | | Page 1 of 9 |

as part of a team. Specific topics to focus on prior to conducting the evaluation are listed below.

Leadership/ Teamwork

- Works well with crewmates
- Seeks to solve problems aboard and improve personal skills
- Communicates clearly and professionally with supervisor, officers
- Follows chain of command to report and resolve issues

Safety/ Security

- Follows Safety Management System, best practices and encourages others to do the same
- Maintains gangway watch as needed
- Ensures visitors, contractors and guests sign in and out

Maintenance

- Reports maintenance issues to the Chief Engineer or bridge officers
- Keeps personal quarters and work space clean and organized
- Maintains equipment and personal PPE in good working order

Science Ops

- Assists science/ technical party as directed by supervisor

Reporting

- Reports incidents, accidents, near misses, injuries and illnesses in a timely manner
- Utilizes the Safety Observation Card system to report items or conditions requiring attention or repair

Additional Duties

- Crew will be evaluated on additional responsibilities specific to their position.

| | | | |
|---------------------------|-------------------------------|-------------------------|-------------|
| Title of Document: | Safety Management Manual | Document Number: | SOP-GEN-028 |
| Authority: | Director of Marine Operations | Revision: | 2 |
| Custodian/Owner: | Designated Person Ashore | Issue Date: | May 2022 |
| | | | Page 2 of 9 |

4.0 How and When to Complete Evaluations

For mariners typically signing a (6) six-month SEA contract, it is recommended **at least two evaluations** be conducted; one at three months into the service agreement and another when the individual (*or Captain*) rotates off the vessel. However, an evaluation may be conducted at any time the Captain feels it is necessary.

The purpose of an evaluation is to note the individual's strengths and accomplishments at their job as well as identify the areas in which they can improve, preferably while they are still on board the vessel.

The evaluations are used to facilitate decisions for Human Resource issues such as training and skill development, potential pay raises, and future employment eligibility. As such, please take them seriously and provide informative comments as needed.

Once the evaluation has been completed, it must be signed by the supervisor conducting the assessment and by the employee (*employee signature does not necessarily indicate agreement with the supervisor's comments, either in part or in total*). Digital signatures will be acceptable.

A copy is to be provided to the employee for their records as well as a copy sent to Evaluation@tdi-bi.com for office use.

Please note, an evaluation is confidential information critical to an employee's personnel record and as such is not for public distribution or discussion.

5.0 Discipline

Should the Captain feel an event or crewman's actions warrant additional management attention, either negative (negative behaviors: willful violation of safety procedures, failure to perform duties, conflicts with other crew) or positive (taking initiative to improve performance, exceptional performance of duty), an additional Evaluation may be completed.

6.0 Crew Handovers

| | | | |
|---------------------------|-------------------------------|-------------------------|---------------------------|
| Title of Document: | Safety Management Manual | Document Number: | SOP-GEN-028 |
| Authority: | Director of Marine Operations | Revision: | 2 |
| Custodian/Owner: | Designated Person Ashore | Issue Date: | May 2022 |
| | | | Page 3 of 9 |

During crew changeouts, the off-signing crew should not leave the vessel until appropriate handovers have been reviewed and signed by both arriving and departing crew.

Staffing managers are to make allowances for sufficient handover time when making travel arrangements and take into consideration potential travel delays.

The crew handovers will be emailed to the either the **Port Engineer** for the Engineering Department or the **Port Captain** for the Bridge Department.

[Continued on next page]

| | | | |
|---------------------------|-------------------------------|-------------------------|-------------|
| Title of Document: | Safety Management Manual | Document Number: | SOP-GEN-028 |
| Authority: | Director of Marine Operations | Revision: | 2 |
| Custodian/Owner: | Designated Person Ashore | Issue Date: | May 2022 |
| | | | Page 4 of 9 |

Appendix A – Evaluation Form

| Employee Information: | | | |
|---------------------------------------|--|--|---|
| Name: | Date of Review: | | |
| Department: | Vessel Name: | | |
| Rank: | Master: | | |
| Immediate supervisor: | Time on board (seafarer): | | |
| Reason for Evaluation: | | | |
| <input type="checkbox"/> Mid-contract | <input type="checkbox"/> Master leaving vessel | <input type="checkbox"/> Seafarer leaving vessel | <input type="checkbox"/> Follow-up review |
| <input type="checkbox"/> Other | Specify: | | |

| Assessment of key Performance Requirements: | | | | |
|---|--|-------------------------|-------------|------------------------|
| The statements below describe “Effective” performance relative to the job/rank of the seafarer. | | | | |
| Assess the seafarer’s performance in comparison to the requirements, by checking the appropriate box. | | Highly Effective | Effective | Improvement Required * |
| 1 | Knowledge of and Ability to do the job <ul style="list-style-type: none"> Always complies with Company rules and procedures Always carries out duties as instructed If unsure about an allocated work task, always asks for clarification before starting the job | — | — | — |
| 2 | Safety and Environment <ul style="list-style-type: none"> Always carries out tasks and duties in a safe manner Advises an Officer whenever he/she becomes aware of an unsafe working practice /situation Always complies with Company Drug and Alcohol Policy Understands and complies with shipboard security procedures Complies with vessel environmental policies and regulations | — | — | — |
| 3 | Teamwork and Supervisory Skills <ul style="list-style-type: none"> Performs tasks and duties assigned in a positive and willing manner Contributes to a harmonious onboard work environment Does not wait to be asked to provide help and support to fellow crew members Remains calm and level headed when under pressure | — | — | — |
| Title of Document: | Safety Management Manual | Document Number: | SOP-GEN-028 | |
| Authority: | Director of Marine Operations | Revision: | 2 | |
| Custodian/Owner: | Designated Person Ashore | Issue Date: | May 2022 | |
| | | | Page 5 of 9 | |

| | | | | |
|---|---|---|---|---|
| | <ul style="list-style-type: none"> Shows good motivation to learn Accepts additional responsibilities to improve knowledge and skills Organizes crew members to carry out duties if required | | | |
| 4 | Personal Qualities <ul style="list-style-type: none"> Acts at all times in a professional manner Shows respect to shipboard colleagues Takes pride in doing a good job Maintains a positive outlook | — | — | — |
| 5 | Effective Communication Skills: <ul style="list-style-type: none"> Demonstrates English language level to the appropriate rank Is effective in communicating ideas to fellow crew Is effective with written tasks as needed | — | — | — |

***When Improvement is required, the Appraiser MUST state below where specifically this is required**

| |
|---|
| Comments: |
| Please provide on Seafarer's overall performance. Highlight key strengths or areas needing improvement. |
| Appraisers Comments: |
| Specific actions or recommendations required for improvement: |

| | | | |
|---------------------------|-------------------------------|-------------------------|---------------------------|
| Title of Document: | Safety Management Manual | Document Number: | SOP-GEN-028 |
| Authority: | Director of Marine Operations | Revision: | 2 |
| Custodian/Owner: | Designated Person Ashore | Issue Date: | May 2022 |
| | | | Page 6 of 9 |

Seafarer's Comments and/or acknowledgement of understanding recommendations provided:

Appraiser's Signature

Date

Seafarer's Signature

Date

Name of Captain (if not appraiser)

Captain's Signature

Date

Recommended follow-up review date (if needed) _____

Date

Upon completing the review: 1) make a copy for the Ship's records; 2) provide the seafarer with the original; 3) and submit a scanned copy to the following address – evaluations@tdi-bi.com

(NOTE – this document is confidential. Please remember to remove any copies from the ship's computer when you are finished).

| | | | |
|---------------------------|-------------------------------|-------------------------|-------------|
| Title of Document: | Safety Management Manual | Document Number: | SOP-GEN-028 |
| Authority: | Director of Marine Operations | Revision: | 2 |
| Custodian/Owner: | Designated Person Ashore | Issue Date: | May 2022 |
| | | | Page 7 of 9 |

Appendix B – Disciplinary Form

| Employee Information | | | | |
|--|---|--|---|---|
| Name: | | Date of Written Warning: | | |
| Supervisor Name: | | Date of Infraction: | | |
| Reason for Disciplinary Action: | | | | |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Safety Violation | <input type="checkbox"/> Personal Conduct | <input type="checkbox"/> Work Performance | <input type="checkbox"/> Attendance / Tardy |
| <input type="checkbox"/> Other | | | | |
| Description of issues resulting in disciplinary action (indicate relevant company policies, rules, previous discipline for the same offense): | | | | |
| Disciplinary Action Taken: | | | | |
| <input type="checkbox"/> First Written Warning | <input type="checkbox"/> Second Written Warning | <input type="checkbox"/> Final Written Warning | | |
| Requirements employee must meet and consequences of not meeting them: | | | | |
| Any further disciplinary issues or violations of company policies/procedures will result in additional disciplinary action up to and including termination | | | | |

| | | | |
|---------------------------|-------------------------------|-------------------------|---------------------------|
| Title of Document: | Safety Management Manual | Document Number: | SOP-GEN-028 |
| Authority: | Director of Marine Operations | Revision: | 2 |
| Custodian/Owner: | Designated Person Ashore | Issue Date: | May 2022 |
| | | | Page 8 of 9 |

| | |
|---|-------|
| Employee comments: | |
| | |
| Employee's Signature: | Date: |
| Note: Employee's signature shows only that the employee has seen this document and not that he/she is necessarily in agreement. | |
| Supervisor's Signature: | Date: |

Upon completing the form: 1) make a copy for the Ship's records; 2) provide the seafarer with the original; 3) and submit a scanned copy to the following address – evaluation@tdi-bi.com

(NOTE – this document is confidential. Please remember to remove any copies from the ship's computer when you are finished).

| | | | |
|---------------------------|-------------------------------|-------------------------|-------------|
| Title of Document: | Safety Management Manual | Document Number: | SOP-GEN-028 |
| Authority: | Director of Marine Operations | Revision: | 2 |
| Custodian/Owner: | Designated Person Ashore | Issue Date: | May 2022 |
| | | | Page 9 of 9 |