SOP-GEN-003 Communications

1.0   Introduction

This SOP describes the policies and procedures for communications on the vessel and those between the vessel and shore-based facilities, including the main office.

2.0   Responsibility

TDI-Brooks is responsible for providing all the necessary communications equipment to the vessels. Communication equipment and protocols are the responsibility of the Port Captain.

The Port Captain shall ensure that the communications equipment is in good order and meets the needs of the vessel, home office, client, and is accessible worldwide. The Port Captain will coordinate any maintenance and repairs.

The Master has the immediate responsibility for communication equipment on board the vessel. The Master will contact **IT@tdi-bi.com** should he/ she need support at any time. For emergencies or if e-mail services are down, the Information Technology department can be contacted directly at the main office number 979-693-3446, Monday through Friday during regular business hours. For emergencies, during the weekends or outside of regular hours, the Master can contact IT personnel on the cell phone number(s), posted onboard the ship near the communications equipment.

3.0   Types of Communication Equipment

Each vessel is equipped with a variety of communication as required by SOLAS or deemed necessary. The equipment ranges from satellite devices to handheld radios and may include the following:

- Global Marine Distress and Safety System (GMDSS)
- Long Range Identification Transmission (LRIT)

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- Ship Security Alert System (SSAS)
- UHF and VHF systems including handheld radios
- Emergency Position Indicating Radio Beam (EPIRB) and Search and Rescue Transponders (SARTS)
- Telephone and data communications systems
- Intercom systems

The GDMSS, SSAS, EPIRB, and SARTS are communication devices for vessel emergencies such as sinking and launch of survival crafts. UHF and VHF are used for local communications such as monitoring other ship's communications, calling ports, and on vessel communications. Satellite communications, e-mail and mobile phone communications are used to communicate with the home office, clients and other contacts.

4.0   Communications Protocols

When operating in remote locations of the world it is important to be able to communicate with the home office, emergency groups, clients, agents, port authorities, etc. Thus, redundant data and voice communications are provided and maintained on the vessel for non-emergency communications.

For emergency communications, the minimum requirement is at least one working voice communications system and one working data communications system always available to the Master of the vessel.

Voice communications is considered critical to "real time" emergency communications. Where possible a secondary voice communications system will be maintained in the event that the primary Voice Communications system is either malfunctioning, or out of service.

Email communication is not considered an appropriate medium for emergency communications, except for email communications provided by Inmarsat-C, which is highly redundant and part of SSAS and GMDSS systems.

4.1   Ship Position Report

Whether in transit, in port or during active operations the Master is expected to send a Ship Position Report (SPR) once every 24 hours via e-mail to **DPR@tdi-bi.com**.

4.2   Science Communications

The Party Chief will submit a Daily Progress Report once every 24 hours during science/ technical services operations via e-mail to **DPR@tdi-bi.com**.

4.3 Communication System Constraints

When available and it doesn't interfere with ship operations, crew and staff are allowed access to the Internet for personal purposes (i.e. news and communications with friends and family). Shore based systems are used to monitor the ships' data connectivity and policies are implemented as needed to ensure bandwidth is provided for the highest priority usage.