

SOP-GEN-028 Crew Management

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1.0 Introduction

This SOP provides guidance to vessels and Masters 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, an 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 as part of a team. Specific topics to focus on prior to conducting the evaluation are listed below.

Leadership/ Teamwork

- Works well with crewmates

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- 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.

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 Master*) rotates off the vessel. However, an evaluation may be conducted at any time the Master 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.

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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 Master 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

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 Top side Department.

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