All Personnel involved in the work activity must participate in the Toolbox Talk (TBT) and sign below as being present.

The TBT objective is to communicate the Activity Task Assessment and capture any specific controls not already identified to the work party.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site / Vessel / Rig Name: **Fugro Galaxy** | | | | | | | Project Number: icecream | | | | |
| Work Location**: Back Deck** | | | | | | | Work Activity**:** SVP Deployment/Recovery | | | | |
| Date 13/02/14 | | | | | | | Discipline: Survey Engineering | | | | |
| Permit, Work Instruction  or Procedure No: WI Deployment and Recovery of the SVP | | | | | | | TRA, Lift Plan, COSHH: RA1308  or Manual Handling No:**. FSL-GLX-** | | | | |
| **CHECKLIST/PROMPT (Tick where appropriate)** | | | | | | | | | | | |
| Y | Procedures | | | Y | Risk Assessments | | |  | Other Relevant Documents | | |
| Y | Type of operation to be executed | | | Y | Work equipment | | |  | Hazardous substances used/present | | |
| Y | Methods/procedures to be adopted | | |  | Production/operational constraints | | |  | Isolation requirements | | |
|  | PTW precautions/controls | | | Y | Human factor assessment | | | Y | Conflicting activities | | |
| Y | Safety equipment location | | | Y | Crane/lifting requirements | | | Y | Environmental considerations | | |
| Y | Individual responsibilities for controls | | |  | Confined space entry requirements | | |  | Waste management | | |
|  | Access/egress | | | Y | Manual handling | | | Y | Working environmental conditions | | |
| Y | Tests/monitoring | | | Y | Potential hazards | | | Y | Hazards by 3rd Parties | | |
| **OPERATIONS SUMMARY** | | | | | | | | | | | |
| Local control locking bars are to be removed and replaced after operations.  Survey to check with Engineers that correct beacon number is being used.  Establish a system on radio to include what the engineers/surveyors are called and depth x-checks on deployment and recovery are eg 10 mts to surface etc  At surface, let out a few metres of cable and check that Survey see the beacon signal  Personnel not to walk under wires or ropes on load.  Personnel working near side or stern to wear harness and be attached to fall arrestor when railings are down  Deployment and recovery of SVP  Operation of port deployment boom and boom winch 2  Ensure there are no trailing ropes or wires before and after survey operations. Remove boom securing straps before  operations, and secure once survey operations are complete. | | | | | | | | | | | |
| **EQUIPMENT SUMMARY** | | | | | | | | | | | |
| Hydraulically operated Port boom 2.5 Tonne SWL  Hydraulically operated Auxiliary winch, suspended under the port deployment boom, 2.5 Tonne SWL; fitted with 600m  of 6mm Kevlar Rope, 0.6 Tonne SWL  Battery operated SVP probe  1Te pulley | | | | | | | | | | | |
| **SAFETY TOPICS DISCUSSED** | | | | | | | | | | | |
| Radio communications  Inspection of lifting equipment. Conflicting wok activities  Inspection of lifting/deployment equipment.  Possibility of injury due to probe swinging.  Weather considerations.  PPE and PLB’s to be worn, life vests to be worn correctly with crutch straps through crutch  To avoid any possibility of the rope being pulled into vessel’s propulsion system:  - Vessel to make minimum ahead and person to monitor the rope to ensure it does not lead under the stern.  - Port boom to be fully extended when the probe is in the water.  Ensure all equipment is secure including but not limited to ropes, wires, strops. | | | | | | | | | | | |
| **ATTENDEES** | | | | | | | | | | | |
| **Print Name** | | | **Signature** | | | | **Print Name** | | | **Signature** | |
| Wojciech Barej | | |  | | | |  | | |  | |
|  | | |  | | | |  | | |  | |
|  | | |  | | | |  | | |  | |
|  | | |  | | | |  | | |  | |
|  | | |  | | | |  | | |  | |
| **TALK CONDUCTED BY** | | | | | | | | | | | |
| Planned By | | Print Name : | | | | Signature: | | | | | Date: |
| Talk Carried  Out By | | Print Name : | | | | Signature: | | | | | Date: |