Team Trident LLC., is a premier provider of offshore technical manpower utilizing experienced offshore personnel and transitioning military technicians and places a primary commitment to safe operations and a high quality of service.

The company has established an Integrated Management System that combines Quality, Occupational Health and Safety, and Environmental Management Systems to ensure a ISO 9001, ISO 14001 and OHSAS 18001 compliant system.

TTL places great importance on QHSE and is committed to developing, maintaining and continually improving effective and efficient processes and systems to meet and exceed the requirements of ISO 9001, ISO 14001 and OHSAS 18001 through the identification of health and safety hazards and environmental aspects in compliance with applicable legal and other requirements.

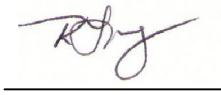
Management sets and reviews objectives and targets that represent our obligation to the wellbeing of personnel, the environment and to provide a superior service to our clients.

The QHSE Policy and management system are communicated to all employees and contractors during the onboarding process. All employees and contractors are responsible for adhering to the company's QHSE policy at all times.

All employees and contractors are required to mitigate risk through the identification of hazards that may affect people, assets, environment, schedule, financial impact and reputation.

In order to continually improve our processes TTL demonstrates a commitment to reduce the impact of our operations through the education in the prevention of injury and ill health to personnel and environmental pollution.

Our management system is documented, implemented and maintained in electronic format and reviewed annually by management to ensure its effectiveness, applicability and suitability. This QHSE policy is made available to all interested parties and the public upon request.



Rod Long,

President

October 1, 2012

Date

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Manual Title : Safe Work Practices Manual

Manual Ref. : TTL-M-002

Owner : President

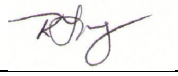
Rev #	Description	Prepared	Reviewed	Approved	Date
A	Issued for Review	G. Wooten	R. Long		**September 14, 2012**
0	For Issue	R. Restivo	R. Long		**October 1, 2012**

TABLE OF CONTENTS

REVISION HISTORY

Rev.	Section	Date	Amendment Description
A	All	September 21, 2012	Issued for review and comment.
0	All	October 1, 2012	For Issue

1. INTRODUCTION

1.1. GENERAL

The aim of this document and its associated procedures is to ensure that all personnel have a safe system of work process, awareness of best industry practices, statutory requirements and internal company expectations.

2. SCOPE OF SYSTEM

This manual and contents within shall be communicated to all employees and contractors. All of the safe work practices contained shall be utilized by employees on TTL worksites. Contractors supplied by TTL to clients shall utilize the clients procedures and processes on client worksites.

3. RESPONSIBILITY

3.1 PRESIDENT

- The President owns the QHSE Policy and shall approve all changes. He is to be overall responsible for the implementation and review of this system.

3.2 QHSE ADVISOR

- The QHSE Advisor shall be consulted by TTL on all QHSE matters requiring expert advice.

3.3 ALL PERSONNEL

- All personnel shall be familiar with the QHSE program and always strive to conduct their work in the most safe and efficient manner possible.

4. PROCEDURE

4.1 QHSE COMMUNICATION

All personnel are expected to attend any company or client meetings as required. When in attendance of meetings all personnel must sign in as appropriate. The following meetings may be implemented on client or company worksites. (This list is not exhaustive)

- Daily or weekly safety meetings
- Pre-shift safety meetings
- Kick off meetings
- Weekly or monthly safety committee meetings

- Shift handover
- Crew change handover
- Post project meetings
- Toolbox meetings
- Task specific or Job Safety Analysis talks

4.2 RISK ASSESSMENTS

TTL personnel may be invited to participate in various types of risk assessment processes. These processes ensure that all personnel are aware of the potential risk involved with the task and may include mitigations in place to control them.

Risk assessments may be conducted in the following manner: (This list is not exhaustive)

- HAZIDs
- HAZOPs
- Hazard hunts
- Hazard observation card process (i.e. STOP)
- Job Safety Analysis (JSAs)
- Etc.

4.2.1 Hazard Identification

Upon identifying a hazard personnel should take steps to remedy the situation or correct the unsafe behavior. To correct unsafe conditions the hierarchy of controls should be used to ensure a proactive approach. When carrying out any task specific risk assessment or hazard identification process harm to the environment should always be considered.

The hierarchy of controls are:

- Elimination
- Substitution
- Engineering controls
- Administrative
- PPE

4.2.2 Hazard Communication

The hazard communication standard or right to know law has been developed to ensure potential risk to health and safety arising from coming into contact with, handling or using chemicals and substances are identified, eliminated where possible or controlled and reduced to an acceptable level.

Anytime employees or contractors come in contact with chemicals a hazard assessment of the potential consequences should take place to ensure the proper PPE and other precautions are present.

Material Safety Data Sheets (MSDS) should be consulted prior to working with any chemical(s). These MSDSs should be kept in a conspicuous place to ensure all personnel have access prior to working with chemicals and during any emergency situation where the MSDS needs to be reviewed for first aid instruction.

4.3 PERMIT TO WORK

Personnel are advised that TTL will not provide a permit to work system as the company does not own any assets. When personnel are working at client worksites the permit to work system in place at that worksite should be adhered to.

If personnel feel that this is not giving sufficient control or protection the job should be stopped and the matter referred to the a onsite supervisor.

In general, the person issuing the permit to the person in charge of the work should ensure that:

- The work site has been examined, and all precautions specified, including isolations, to be taken before work commences have in fact been taken and will remain effective while the permit remains in force;
- The person in charge of the work being conducted under the permit is aware of the precautions taken, any additional ones which are to be taken, particular equipment to be used or worn, and the procedures to be followed, during the period of the permit; and
- The work site is examined at any time when work is suspended, and before it is resumed, and finally when the work is completed to ensure that it is in a safe condition.

The following work may require permits. Personnel are advised to contact the worksite supervisor prior to commencing any potential permitted work. (This list is not exhaustive)

- Hot work
- Cold work
- Lock Out / Tag Out (Energy Isolations)

- Working at Heights (Working Aloft)
- Confined Space Entry (Permit Required Confined Space Entry)
- Working Over Water
- Personnel Transfers (Boat to Boat, Helicopter, etc.)
- Working With Pressure
- Etc.

4.3.1 Hot Work

Hot work is any process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace. Hot work may require a permit to be issued by an authority at the worksite.

Common hot work processes are: (This list is not exhaustive)

- Welding
- Soldering
- Cutting
- Grinding
- Brazing
- Drilling

4.3.2 Fire Watch

Fire watches are usually performed by personnel that have undergone specific training on the prevention of fire and basic fire fighting techniques. These positions cannot have any other duties assigned to them during the time they are fire watching.

Fire watches are required to wear identifiable clothing so as to easily be spotted, this is usually a brightly colored mesh work vest with reflective tape attached to it, and must stay in the vicinity of any previously conducted hot work for at least thirty minutes (30) after the work is complete.

4.3.3 Lock Out / Tag Out (LOTO)

When on client locations the client Lock Out / Tag Out process and procedures must be followed. This activity may also require a permit to work to be completed and contractors are advised to check with the onsite supervisors prior to performing the activity.

LOTO is a method to ensure that equipment containing energy sources (electrical, pressure, etc.) are disconnected prior and during any type of maintenance, installation and commissioning or servicing work.

Isolations which may be covered by this method are as follows: (List is not exhaustive)

- Mechanical
- Pressure
  - Liquid
  - Gas
- Thermal
- Chemical
- Other
  - Conversion of Potential Energy into Kinetic Energy, such as Springs

4.3.4 Confined Space / Permit Required Confined Space

When on client locations the client confined space entry process and procedures must be followed. This activity may also require a permit to work to be completed and contractors are advised to check with the onsite supervisors prior to performing the activity. This confined space / Permit required confined space section is only for awareness purposes and is not a written confined space program as defined in 29 CFR 1910.146.

A common definition for confined space may include the following:

- Any space that has limited or restricted means of entry or exit;
- A space that is large enough for a person to enter to perform tasks and
- A space that is not designed or configured for continuous occupancy.

Examples of confined spaces may include: (This list is not exhaustive)

- Storage tanks
- Manholes
- Silos
- Vessel tanks
- Sewers

- Pits, including closed and open top
- Etc.

Permit required confined spaces are spaces that contain one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section or
- Contains any other recognized serious safety or health hazard.

Entry into a confined space poses potential risk and a risk assessment should be completed prior to any confined space entry takes place. Training must be completed for the following before the initial work assignment begins:

- Authorized entrant
- Attendant
- Entry supervisor

And may be required when:

- The job duties change;
- A change occurs in the permit space program or the permit space operation presents any new hazard and
- An employee's job performance shows deficiencies. In addition to this training, rescue team members also require training in CPR and first. Aid. Employers must certify that this training has been provided.

Rescue service personnel or responders must be capable of responding to an emergency in a timely manner. Personal protective and rescue equipment, including respirators, and training in how to use it must also be provided to any responders.

Entrants must wear a full body harness with a retrieval line attached to the center of their backs near shoulder level or above their heads. This retrieval line must be attached to a mechanical device or a fixed point outside of the permit space. A mechanical device must be available to retrieve someone from a vertical type permit spaces more than five feet (1.524 meters) deep.

4.3.5 Welding, Burning and Brazing

Potential health, safety and property hazards may result from fumes, gases, sparks, hot metals and radiant energy produced during welding, burning and brazing activities.

These activities may also require a permit to work and personnel are advised to check with onsite supervisors prior to conducting these task. Personnel conducting these activities should also be appropriately trained in the safe operation and use of the equipment.

When carrying out these activities you should follow these guidelines: (This list is not exhaustive)

- Use a trained fire watch
- Ensure a flashback or flame arrestor is installed
- Only use a striker to light torches (lighters, matches, etc. are not acceptable)
- Use appropriate face and eye protection when grinding (Face shield and safety glasses at a minimum)
- Use leather gloves and arm bands as appropriate
- Inspect all welding leads and/or cutting torch gas lines to ensure there are no leaks, punctures, cuts, etc.
- Only use appropriate welding hose repair kits when making repairs
- Mark bottles empty or full and ensure the bottle cap is in place when not in use
- Keep hoses and leads out of the way to prevent trip hazards
- All gas welding and cutting equipment, hoses and cylinders are kept clear of oil, grease and other hydrocarbons

4.4 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) is defined as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety', e.g., safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, personal flotation devices and safety harnesses, etc.

All employees and contractors are expected to have available the following PPE as a minimum where required on TTL or client worksites:

- Protective head gear (Hard Hat)
- Protective footwear (Steel or Composite Footwear)

- Protective eyewear (ANSI Z87.1 or equivalent with side shields, includes prescription eyewear)

The following PPE may be required but is usually provided onsite: (This list is not exhaustive)

- Respiratory protection
- Personal flotation device (offshore work vests, life jackets, etc.)
- Fall protection
- Hearing protection
- Hand protection
- Face and eye protection (face shield, goggles, etc.)
- Etc.

All PPE issued to any employee or contractor regardless of who issues it is their responsibility. Responsibility includes the maintenance, cleaning and requesting replacements when it is lost, damaged or out of certification.

4.5 HAND AND POWER TOOLS

Injuries from hand and power tools are all too common. It is important to ensure that you use the right tool for the right job.

When using hand tools follow these simple guidelines:

- Return all tools to their storage place when not in use
- Defective tools should be destroyed and thrown away
- Never use a cold chisel with a mushroomed head
- Keep tools clean from oils and grease before storing
- Do not use screwdrivers as a prying tool, drift or chisel
- Hold tools by the designed handles so that if they slip they will not stab you or anyone else
- Always keep hands and body parts out of the line of fire
- When using wrenches do not stand or jump on wrench handles
- Avoid using cheater pipes if at all possible, but in the case where cheater pipes must be used the length of the cheater pipe must not exceed 1.5 times the length of the handle it will fit.
- Tie off all tools when working at height

Injuries with power tools often happen due to a lack of inspection and training prior to use. To minimize injuries with power tools follow these simple guidelines:

- Always inspect powered tools prior to plugging them in to a power source. This includes inspection of the plug to ensure the ground plug is secure and not loose, inspection of the cord for breaks or exposed wiring, and the tool itself for missing guards, defects or abnormalities of any kind. If any of these are noted the tool shall be red-tagged and put out of service for repair.
- Do not attempt to service or repair a powered tool unless you are certified or properly trained

4.6 VEHICLE SAFETY

Many vehicle incidents happen due to fatigue, inattention or distraction. While driving, employees and contractors are expected to:

- Obey all traffic rules of the road
- Do not use cell phones or other electronics while driving
- Make stops every 2 hours on trips lasting more than 4 hours
- Inspect vehicles prior to use
- Maintain vehicles according to manufacturer's recommendation and

Refrain from taking medications that have the potential to induce drowsiness if at all possible. If prescription medications induce drowsiness you must check with your physician for advice prior to not taking it.

4.7 COMPRESSED GAS

Compressed gases present a unique hazard. Depending on the particular gas, there is a potential for simultaneous exposure to both mechanical and chemical hazards. Gases may be:

- Flammable or combustible
- Explosive
- Corrosive
- Poisonous
- Inert
- or a combination of hazards

If the gas is flammable, flash points lower than room temperature compounded by high rates of diffusion present a danger of fire or explosion. Additional hazards of reactivity and toxicity of the gas, as well as asphyxiation, can be caused by high concentrations of even "harmless" gases such as nitrogen. Since the gases are contained in heavy, highly pressurized metal containers, the large amount of potential energy resulting from compression of the gas makes the cylinder a potential rocket or fragmentation bomb.

Identification

The contents of any compressed gas cylinder must be clearly identified. Such identification should be stenciled or stamped on the cylinder or a label. No compressed gas cylinder should be accepted for use that does not legibly identify its contents by name. If the labeling on a cylinder becomes unclear or an attached tag is defaced to the point the contents cannot be identified, the cylinder should be marked "contents unknown" and returned directly to the manufacturer.

Never rely on the color of the cylinder for identification. Color coding is not reliable because cylinder colors may vary with the supplier. Additionally, labels on caps have little value because caps are interchangeable.

Signs should be conspicuously posted in areas where flammable compressed gases are stored, identifying the substances and appropriate precautions (e.g., HYDROGEN - FLAMMABLE GAS - NO SMOKING - NO OPEN FLAMES).

Handling & Use

Cylinders may be attached to a bench top, individually to the wall, placed in a holding cage, or have a non-tip base attached. Chains or sturdy straps may be used to secure them.

Cylinders should be placed with the valve accessible at all times. The main cylinder valve should be closed as soon as it is no longer necessary that it be open (i.e., it should never be left open when the equipment is unattended or not operating). This is necessary not only for safety when the cylinder is under pressure, but also to prevent the corrosion and contamination resulting from diffusion of air and moisture into the cylinder after it has been emptied.

Cylinders containing flammable gases such as hydrogen or acetylene **must not** be stored in close proximity to open flames, areas where electrical sparks are generated, or where other sources of ignition may be present.

Transportation of Cylinders

The cylinders that contain compressed gases are primarily shipping containers and should not be subjected to rough handling or abuse. Such misuse can seriously

weaken the cylinder and render it unfit for further use or transform it into a rocket having sufficient thrust to drive it through masonry walls.

- To protect the valve during transportation, the cover cap should be screwed on hand tight and remain on until the cylinder is in place and ready for use.
- Cylinders should never be rolled or dragged.
- When moving large cylinders, they should be strapped to a properly designed wheeled cart to ensure stability.
- Only one cylinder should be handled (moved) at a time.

4.8 POWERED INDUSTRIAL VEHICLES

Each year, tens of thousands of injuries related to powered industrial trucks or forklifts occur. Many employees are injured when forklifts are inadvertently driven off loading docks, fall between the dock and tractor trailer or get caught in between moving tractor trailers and docks.

Most of these incidents can be attributed to lack of safe operating procedures, lack of safety rule enforcement or insufficient or inadequate training.

When operating a Fork Lift follow these simple guidelines:

- Operate the forklift only if you've been trained
- Maintain a safe following distance from other forklifts /vehicles - about three vehicle lengths.
- Follow the speed limit and other regulations
- Drive with your load low - six or eight inches off the ground - and tilted slightly back
- Exercise extra caution when driving over duckboards and bridge plates and make sure your load is within their capacity as well
- Raise and lower your load only when you are stopped
- Stop and sound the horn at intersections
- Avoid sharp turns.
- Keep your arms and legs inside the vehicle
- Be sure to wear a hard hat and other protective equipment when necessary
- Be sure your load is stable and secure
- Do not allow other passengers to ride the forklift
- Do not race or horseplay with the forklift

- When leaving the forklift, lower the forks, neutralize the controls, shut it off and set the brakes

4.9 HOUSEKEEPING

Housekeeping is a broad term that refers to the routine maintenance and upkeep of a workplace. Good workplace housekeeping reduces injuries and improves morale, reduces fire potential and can even make operations more efficient.

Here are some housekeeping guidelines to follow: (This list is not exhaustive)

- Keep all passageways clear
- Do not block exits
- Everything has a place and everything in its place.
- Pick up all tools after a task is complete
- If you see a spill, own it and clean it up
- Place trash receptacles in conspicuous places for people to use
- Consider marking floor areas for tool boxes
- Etc.

4.10 JOB HAZARD ANALYSIS (JHA)

A job hazard analysis (JHA) is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools and the work environment. Ideally, after you identify uncontrolled hazards, you will take steps to eliminate or reduce them to an acceptable risk level.

A JHA may also be called: (This list is not exhaustive)

- Job Safety Analysis (JSA)
- Task Risk Assessment (TRA)
- Job Safety Environmental Analysis (JSEA)
- Etc.

In many cases a JHA is required to be either created or reviewed prior to the start of a task. You are expected to pay attention and participate in these analyses.

4.11 EMERGENCY PREPAREDNESS

It is imperative that all employees and contractors understand the emergency plans of each location where they work. TTL have an emergency office action plan that provides information for anyone visiting the TTL offices. Personnel working on client worksites must become familiar with and follow the site specific emergency procedures.

Emergency preparedness procedures may contain the following: (This list is not exhaustive)

- Evacuation process
- Emergency contact list
- Shelter in place locations
- Emergency equipment list
- Employee assistance programs
- Etc.

4.12 SHORT SERVICE EMPLOYEES (SSE)

Historical data indicates that new workers to the industry are at greater risk to incur a job related injury or illness than those individuals working within the industry for six (6) months or more. Not only are the injuries or illnesses more frequent in short-service employees, but the severity of the injury or illness is also greater.

In an effort to reduce this trend, TTL has implemented a process for identifying and monitoring the health and safety of Short Service Employees (SSE) during their first six (6) months of employment.

This program is applicable to all employees, excluding office staff, associated with operational activities, both onshore and offshore. A SSE is defined as any employee or subcontractor who has worked in the oil and gas industry less than six (6) months or who has not worked in the oil and gas industry in the past two (2) years.

To be selected as a TTL SSE, the individual must pass the TTL candidate screening to include: demonstrate a minimum of 4 years of US military technician experience, performance in the to 25% of their military peer group, pass a TTL interview, and have outstanding professional references that have previously supervised the individual in a military, technical environment.

Prior to any SSE actually working in the industry, they will attend appropriate industry safety training to include: Safe Gulf, BOSIET or HUET, and Rigging. They also must pass an industry medical exam (OGUK or USCG Merchant Marine Physical) and a drug screening. Lastly all SSE's must pass a criminal background check prior to working in the industry.

While offshore, SSE's will fall under TTL's client SSE programs. In the absence of a client SSE program, then SSE's will be required to do the following. 1) Work on a three (3) member team as the only SSE member of that team. 2) Wear an orange hard hat that has the letters SSE located on the two sides of the hard hat.

At the end of six (6) months, the President will review the evaluations and determine if the employee has demonstrated the necessary job skills and HSE knowledge to be removed from the SSE status. The Offshore Personnel Manager will notify the employee that he has been removed from the SSE program. Employees not qualified for removal from SSE status may be given an extension of three months with additional training. If the SSE cannot adapt to the safe offshore work practices, reassignment or termination may be considered.

5. REFERENCES

ISO 9001 – Quality Management System Requirements

ISO 14001 – Environmental Management Systems

OHSAS 18001 – Occupational Health and Safety Management Systems

6. APPENDICES

Appendix	Doc. Ref.	Retention period	Held by

Team Trident LLC, hereinafter called "the company or TTL", recognizes the potential danger to health from inhaling primary and secondary tobacco smoke and, therefore, provides all employees with a smoke-free environment.

TTL expects all employees, contract personnel and visitors to respect the provision of this policy. While supplied contract personnel are on client worksite they are expected to adhere to them.

Areas Covered

Smoking is not permitted at any time on any Company premises including, but not limited to:

- Individual or open offices
- Reception Areas
- Corridors
- Restrooms
- Meeting Rooms
- Stairwells
- Elevators
- Office Parking Lots (except in approved areas)
- Workshops
- ROV Control and Workshop Vans
- Company provided lodging

Rod Long,

President

October 1, 2012

Date

Team Trident LLC, hereinafter called “the company or TTL”, believes in a workplace free of incidents and hazards. It is to this cause that the company supports all employee, contractors, visitor or client’s right to stop an unsafe task.

TTL has developed this stop work authority in response to fears of reprisal and unjust persecution of these rights.

In supporting safe execution of work, all personnel have the following obligation:

- The responsibility and authority to stop work or decline to perform an assigned task without fear of reprisal, to discuss and resolve work and safety concerns. The stop work may include discussions with co-workers, supervision, or safety representative to resolve work related issues, address potential unsafe conditions, clarify work instructions, propose additional controls, etc.

- The responsibility and authority to initiate a stop work IMMEDIATELY, without fear of reprisal, when the employee believes a situation exists which places themselves, a coworker(s), or the environment in danger or at risk.

- The responsibility to report any activity or condition the employee believes is unsafe or for which they have initiated a stop work. Notification should be made to the affected worker(s) and to the supervisor or their supervisor’s designee at the location where the activity or condition exists.

- The responsibility to notify their supervisor if a raised stop work issue has not been resolved to their satisfaction through established channels prior to the resumption of work.

Rod Long,

President

October 1, 2012

Date

Team Trident LLC, hereinafter called “the company or TTL”, has in place a Zero Tolerance Substance Abuse Policy. In general, this means that no alcohol or drugs, or personnel under the influence of alcohol or drugs, will be allowed on TTL worksites. Worksites include any work location, vehicle, boat, property or office which is owned, serviced or used by the company, or any client of the company, and includes employee-owned vehicles transporting TTL personnel or contractors to or from a worksite, and employee owned vehicles on the property of the company or any client of the company.

TTL reserves the right to test its employees and contractors without notice. The testing program may consist of a DOT or Non-DOT test panel for:

- Pre-employment
- Post incident
- Random
- Suspicion
- Return to work
- Client specific requirements

Rod Long,
President

October 1, 2012
Date

TEAM TRIDENT	**Personnel Appraisal (Offshore)**	Reference No.: TTL-F-005 Revision: 0 Revision Date: **October 1, 2012**

The ROV Personnel Appraisal Form can be used for both Team Trident and other Agency personnel.

Date:		**Assessment Duration (No. of Days)**	
Consultant Name:			
Consultant Discipline:		**Job Title:**	
Assessor's Name:			
Assessor's Discipline:		**Job Title:**	
Nature of Work:			

Performance Evaluation

(1-5 as per criteria grading matrix)
N/A: not applicable or insufficient evidence to grade
Section C to be completed by Consultant first, then submitted to Assessor

Criteria	C 1 - 5	A 1 - 5	Justification / Comments / Achievements (Note: This section must be completed.)
Teamwork and Cooperation			
Communication			
Quality			
Initiative			
Productivity			
Safety and Housekeeping			
Ability to Learn			
Ability to Teach			
Leadership (if appropriate)			
Electrical Knowledge and Application			
Electronic Knowledge and Application			

Criteria	C 1 - 5	A 1 - 5	Justification / Comments / Achievements (Note: This section must be completed.)
Mechanical Knowledge and Application			
Hydraulic Knowledge and Application			
Operating and Piloting Skills			
Manipulator Skills			
Trenching Knowledge			
Short Service Employee (SSE) Evaluation			

Competency Scheme	Yes	No	Comments
Was progress made on competency scheme?	☐	☐	

Suggested Beneficial Training

Comments / Recommendations by Assessor:			
Signed:		**Date:**	

Consultant's Comments			
Signed:		**Date:**	

Superintendent's (if aboard) Comments			
Signed:		**Date:**	

Schedule of Appraisals		
Grade	**Appraisal Performed by**	**Schedule**
Superintendent	Regional Operations Manager	Every 12 Months
Supervisor	ROV Superintendent or System Supervisor or OCM and Operations Manager	Every 6 Months
Senior Pilot Technician	ROV Superintendent or System Supervisor or Supervisor	End of each trip
Pilot/Technician I	ROV Superintendent or System Supervisor or Supervisor	End of each trip
Pilot/Technician II	ROV Superintendent or System Supervisor or Supervisor	End of each trip
Short Service Employee (SSE)	ROV Superintendent or System Supervisor	End of each trip

PERFORMANCE APPRAISAL

In order to conform to Team Trident requirements and to assist offshore personnel with their career development, regular appraisals must be carried out. This form should be used for all ROV personnel appraisals. The appraisal process is a joint exercise between the appraisee and the appraiser and should be carried out objectively in an honest and open manner.

If the appraisee has comments on the method and results of the assessment, these should be noted on the appraisal form. Following completion of the appraisal form the individuals concerned should sign it as an acknowledgement, the original is forwarded to the Offshore Personnel Assistant and copy provided for the appraisee. Appraisal forms, once completed are **PRIVATE AND CONFIDENTIAL**; surplus copies should be shredded.

CRITERIA	5	4	3	2
Teamwork and Cooperation	Exceptionally successful in working with and assisting others	Quick to volunteer to work with and assist others, even out with shift pattern	Generally works well with and assists others	Cooperation must be solicited, has to be requested to assist out with normal shift pattern
Communication	Able to communicate well at all levels, Actively encourages communication amongst others	Always demonstrates good communications between colleagues/Supervisors and clients, where applicable.	Usually makes efforts to communicate with colleagues/Supervisor	May communicate with either colleagues or Supervisors
Quality	Quality of work is exceptional	Quality is consistently above established standards.	Quality of work is generally satisfactory.	Quality of work is inconsistent, requires improvement
Initiative	Looks for improvements, regularly makes suggestions. Can be relied upon to offer new ideas, methods, or concepts.	Looks for improvements, regularly makes suggestions. Consistently offers new ideas, methods, or concepts.	Occasionally looks for improvements, regularly makes suggestions. Occasionally offers new ideas, methods, or concepts.	Seldom looks for improvements, sometimes makes suggestions. Seldom offers new ideas, methods, or concepts.
Productivity	Exceptional record for exceeding established goals, efficient and productive.	Consistently efficient and productive.	Generally efficient and productive.	Below average output of work.
Safety and Housekeeping	Exceptional use of safe work and housekeeping practices Sets example for others	Demonstrates consistently good safety and housekeeping practices.	Generally uses safe work practices, work area generally satisfactory	Occasionally demonstrates acceptable safe and housekeeping work practices.
Ability to Learn	Shows exceptional ability to learn.	Demonstrates clear willingness to learn.	Shows ability and inclination to learn	Willing to learn, requires encouragement
Ability to Teach	Exceptional ability to impart Knowledge	Constantly demonstrates an ability to teach	Able to teach if drawn	Limited teaching skills
Leadership (If appropriate)	Demonstrates the ability to take charge and lead others	Consistently demonstrates strong leadership skills.	Demonstrates good basic leadership	Demonstrates difficulty in leading others
Electrical Knowledge and Application.	Demonstrates full and complete knowledge and application of electrics. Learns quickly and can demonstrate for others.	Demonstrates better than average knowledge and application of electrics, quick to grasp new ideas and methods.	Demonstrates basic Electrical skills and abilities, average knowledge of subject.	Demonstrates low Electrical knowledge, requires improvement.

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Electronic Knowledge and Application	Demonstrates full and complete knowledge and application of Electronics, Learns quickly and can demonstrate for others.	Demonstrates better than average knowledge and application of Electronics, quick to grasp new ideas & methods.	Demonstrates basic Electronic skills and abilities, average knowledge of subject.	Demonstrates low Electronic knowledge, requires improvement.
Mechanical Knowledge and Application	Demonstrates full and complete knowledge and application of mechanics.	Demonstrates better than average knowledge and Application of mechanics, quick to grasp new ideas.	Demonstrates basic mechanical skills and abilities.	Demonstrates low mechanical knowledge, requires improvement.
Hydraulic Knowledge and Application	Demonstrates full and complete knowledge and application of hydraulics. Learns quickly and can demonstrate for others.	Demonstrates better than average knowledge and application of Hydraulics, quick to grasp new ideas & methods.	Demonstrates basic Hydraulic skills and abilities, average knowledge of subject.	Demonstrates low Hydraulic knowledge, requires improvement.
Operating and Piloting Skills	Capable of operating ROV/Trencher under extreme conditions, performing all tasks in a quick, safe and efficient manner.	Can operate ROV/trencher in difficult conditions & in complex structures. Can assess weather conditions/ job procedures to determine tasks safe for system and efficient for the client. Can operate system in a quick, safe and efficient manner.	Capable of operating ROV/trencher to worksite in most conditions, Fully aware of potentially dangerous positions and weather parameters for the system Capable of operating system without immediate Supervision.	Unable to consistently operate ROV/trencher. Can put the system into an unsafe position. Requires supervision.
Manipulator Skills	Capable of performing complex tasks with the manipulator with very good hand/ eye co-ordination, requires no supervision.	Capable of performing complex tasks with the manipulator with very good hand/ eye co-ordination, requires minimal supervision.	Capable of performing general manipulator duties with good hand/ eye coordination, May require some supervision during more complex tasks.	Capable of performing simple tasks with the manipulator but requires supervision.
Trenching Knowledge	Demonstrates full and complete knowledge of trenching specific requirements , jet trenching theory, operation of trencher and soil types	Demonstrates better than average knowledge of trenching specific requirements , jet trenching theory, operation of trencher and soil types	Demonstrates basic knowledge of trenching specific requirements, jet trenching theory, operation of trencher and soil types	Demonstrates low knowledge of trenching specific requirements, jet trenching theory, operation of trencher.
Short Service Employee (SSE) Evaluation	Demonstrates exceptional Safety Leadership qualities by consistently leading safety discussions, exceeding observation program targets, excels in hazard identification by submitting Near Misses and safety suggestions and participates in incident investigations.	Exceeds company expectations. Demonstrates Safety Leadership by encouraging, mentoring and training other employees. Leads safety discussions, consistently exceeds observation program targets.	Meets company expectations. Participates and engages in safety meetings, JSAs, Hazard Hunts, Observation Program, etc.	Meets minimal company expectations. Has to be instructed to wear PPE at times, minimally engages in safety meetings, JSAs, Hazard Hunts, Observation Program, etc.