**Complete this form if the repair/overhaul/Service undertaken is over USD 50,000/ or if instructed by Teekay.**

**Email the completed form to** [**technical.tnk@teekay.com**](mailto:technical.tnk@teekay.com)

|  |  |  |  |
| --- | --- | --- | --- |
| Check | | Requirement | Service provider Confirmation (Initial) |
| **1.** | **Provide work plan and Work Scope** | Include details of how the work will be carried out. |  |
| **2.** | **Formal Onshore Risk Assessment** | The service provider shall identify and assesses hazards relating to the planned activities specific to the conditions affecting the location. |  |
| **3.** | **Service provider Certification** | Provide a copy of the below to Teekay before commencing the operation:   1. Qualification Certificate of the attending engineer/service provider 2. Training Certificate (if any) |  |
| **4.** | **Where applicable include:** | 1. Permission to conduct operations from the local authority, where required. 2. Contact details of the Service provider to be contacted in an Emergency. |  |

# Due Diligence

|  |  |  |
| --- | --- | --- |
| 1. | Requirement - Attending Service provider/Engineer/Technician | Comments |
| A. | Familiar with Teekay HSEQ requirements as per [Onboard HSSE Requirements to External Providers (RF1259T)](https://docmap.teekay.com/docmap/page/doc/dmDocAll.html?DOCVIEW=FALSE?DOCKEYID=906597) |  |
| B. | Has experience on this type of machinery (Make/ Model) |  |
| C. | Familiar with repair/maintenance procedures, method statements related to overhaul/repair |  |
| D. | Critical stages in the task have been identified in the work plan and communicated. |  |
| E. | Has arranged for supervision and quality control during the repair especially during critical stages of assembly, testing and commissioning. |  |
| F. | Has adequate resources will be assigned to complete the task in time. |  |
| G. | Will contact the Head office/ makers in case the repairs cannot be conducted as per original work plan. |  |

**Note:** If any of the above criteria cannot be met, contact [**technical.tnk@teekay.com**](mailto:technical.tnk@teekay.com)

# Verification

|  |  |  |  |
| --- | --- | --- | --- |
| Completed by (Name): |  | Date Completed: |  |
| Designation: |  | Signature: |  |