**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**

|  |  |  |
| --- | --- | --- |
| 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**

# Verification

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