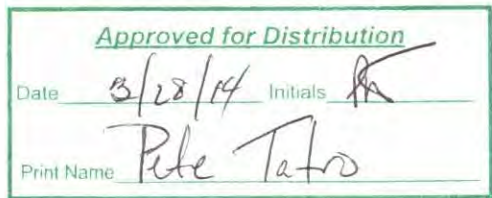
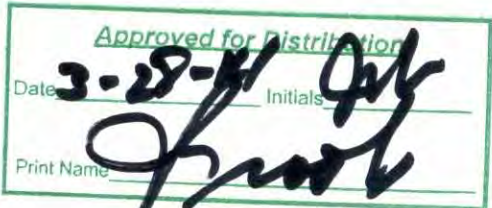


Notice of Change to Controlled Documents #179 /28 March 2014

Summary of Changes

NOC#	Ch., Sec., SOP	Summary	Revision#
§179	Ch 11 Sec 1	Vanuatu required publications added	#10

28 March 2014 - SS SMM TOC web page updated
28 March 2014 - SS NOC web page updated
28 March 2014 - SS SMM - each section updated
 _____ NOC sent to fleet
 _____ NOC pdf posted on CM

Approvals	Approvals
 <p><i>Approved for Distribution</i> Date: 3/28/14 Initials: PT Print Name: Pete Tatro</p>	 <p><i>Approved for Distribution</i> Date: 3-28-14 Initials: JB Print Name: J. Brook</p>

NOC # 179 Ch. 11 Document Control and Distribution Section 1.0 Introduction

Topic: Vanuatu required publications added.

Revision #	Section(s)
Revision #10	<p>1.0 Introduction</p> <p>Controlled documents internally generated by TDI Brooks International are in electronic format. Suggestions, code/rule/regulation changes, audits, incident, accidents and reevaluation of best practices may necessitate the need to revise these documents more frequently than the scheduled publication dates. Revisions to controlled documents will be managed through a system of reviews, approvals and e-mail notifications.</p> <p>Internally generated documents (IGD) and externally generated documents may be kept as hard copies or in electronic format. At this time, the only IGD that is controlled is the TDI-Brooks International Safety Management Manual. The only official and controlled copy of the SMM is in electronic format. Any part of a controlled document that is printed is considered</p>

include the following and are provided to the vessels and maintained current by the office thru weekly updates as they become available.

- Ballast Water Management - 2005 edition-
 - Call Signs and Numerical Identities of Stations used by the Maritime Mobile and Maritime Mobile-Satellite Services (List VII A)
 - Fire Fighting Training Manual
 - IAMSAR Manual: Volume III, 2005 Consolidated Edition-
 - International Code of Signals - 2005 edition
 - ISM Code, International Safety Management Code, 2010 Edition
 - ISPS, International Ship and Port Facility Security Code, 2003.
 - List of Coast Stations (List IV)
 - List of Ship Stations
 - Manual for Use by the Maritime Mobile and Maritime Mobile-Satellite Services
 - Marine Radio Telephone logbook
 - MARPOL A booklet addendum with amendments
 - STCW--2001 edition-(including amendment #1 and amendment #2)
 - Updated List of Radio Signals (ITU Pub 5)
- Audit or survey reports

Survey reports (class, load line, IOPP, COI, safety radio, etc) are produced at intervals established by the class society or flag administration. These are maintained and accessed on the class society and TDI-Brooks web sites, and on the vessels. In addition, clients perform HSE/CMID audits prior to conducting oceanographic surveys. These reports are provided directly to and maintained on the vessel, with copies to the office where corrective actions are monitored.