

Notice of Change to Controlled Documents #1--- 15 Oct 2010

Change to Safety Management Manual and HSE Manuals

**All Chapters
All Sections**

Topic: SMM and HSE Manuals -- conversion from paper to electronic controlled documents

Summary of Change: All previous paper copies are outdated and need to be destroyed or discarded. The electronic documents are now the controlled version and contain many revisions. Paper copies may be printed for shipboard reference but are considered UNCONTROLLED and should be updated when Notices of Change are sent to the vessel.

All Chapters	All Topics
Old Version: Revision #5	Revision #5 is the last revision made to the paper copy of the SMM.
New Changes: Revision #6	The entire SMM and HSE Manuals will now be posted on the Ship Web Pages of each vessel. The HSE Manager or his designee will announce any changes to these documents with a Notice of Change email to the vessel, which must be acknowledged by a return email from the vessel. Updates will be loaded electronically from College Station as soon as reasonably possible. It is anticipated the updates will be posted to the ship within the same week.
Reason for the change	<p>The paper copies are very difficult to update- especially when they must be hand carried to remote destinations. This leaves vessels with outdated instructions and procedures for possibly months before someone can be sent with it. Paper forms to acknowledge receipt are easily lost.</p> <p>The electronic documents are easy to update and can be broadcast to all vessels within a day or two via Sailor System.</p> <p>Notices of Change will be posted within the document itself with the updates listed by date and summary. Anyone who has been off the vessel for a long time will be able to quickly see all changes since leaving the vessel.</p>