

Notice of Change to Controlled Documents #17--- 07 January 2011

Change to Safety Management Manual

Chapter 3: Company Responsibility and Authority Section 4.0- Key Positions

Topic: In the absence of a full time HSE Manager, the duties of that position have been reassigned.

Summary of Change: The duties of the HSE Manager have been delegated to various personnel and Dr. James Howell has been appointed Interim HSE Manager until a full time HSE Manager is appointed.

All Chapters	All Topics
<p>New Changes: Revision #8</p>	<p>Dr. James Howell, Interim HSE Manager, TDI-Brooks— The following duties have been re-delegated temporarily until a full time HSE mgr is hired.</p> <ul style="list-style-type: none"> • Verifies compliance with ISM Code. – Capt. Pat Fallwell, Port Captain • Develops and maintains SMS documentation and training program. -- Ms. Shannon Smith, Vessel Systems Mgr. and Ms. Kathleen Neese, Quality Management Representative • Interacts with clients to ensure that their HSE requirements are met under the TDI-Brooks system.— Dr. James Howell and Dr. Bernie Bernard • Work with DPA in developing risk assessments for vessel operations— Dr. James Howell and Dr. Bernie Bernard • Schedule vessel audits, track non-compliance (non-conformity) reports and corrective actions, near misses, and incident reporting. -- Dr. Roger Fay, Capt. Pat Fallwell and Ms. Shannon Smith • Coordinate with the DPA and Port Captain to enforce and monitor completion of the Master’s annual reviews—falls to DPA and Port Captain • Coordinate with DPA to prepare agenda and material for the annual Management Review. —falls to DPA and Port Captain