

Notice of Change to Controlled Documents #18--- 12 January 2011

Change to Safety Management Manual

Chapter 6: Resources and Personnel Section 4.0- Vessel Manager

Topic: Vessel Manager's role and duties described.

Summary of Change: Some changes to the Vessel Managers duties made to clarify the roles of VM's with various backgrounds.

All Chapters	All Topics
New Changes: Revision #8	4.1 Vessel Manager The Vessel Manager is responsible for: <ul style="list-style-type: none">• Ensuring the vessel is staffed with technical personnel having appropriate qualifications and certifications.• Monitoring vessel operations.• Assisting in planning the scientific operations with ship compliance and maintenance items.• Working with crewmembers Assisting Captain and Party Chief to ensure the vessel is in good working condition and compliant with SMM.• Recommending and assisting with vessel maintenance and repair.• Serving as a resource for monitoring the vessel and equipment conditions.• Assisting HSE Manager, Compliance Manager and office staff in ensuring color copies of crew certs get posted on the TDI Brooks Crewing Module.

Change to HSE Manual

Section 10: Incident Reporting and Investigation

Topic: HSE Manual to refer to SMM procedures for reporting and investigation of incidents.

Summary of Change: The HSE Manual's section 10 is an almost identical copy of the SMM's SOP-GEN-007L- but was not updated with the current version of the SMM. Rather than having duplicate chapters requiring formal updates, just reference the SMM SOP in the HSE Manual.

All Chapters	All Topics
New Changes: Revision #13	10.0 Incident Reporting and Investigation As required by the ISM Code, (Part A Section 1.4.4?) TDI Brooks has established a system for reporting accidents/ incidents so they may be analyzed and investigated in order to improve safety and pollution prevention. These procedures are clearly outlined in the Safety Management Manual in SOP-GEN-007L.