

Notice of Change to Controlled Documents #19--- 13 January 2011

Change to Safety Management Manual

Chapter 11: Document Control and Distribution Section 1.0- Introduction

Topic: SMM is to be only controlled document at TDI.

Summary of Change: HSE Manual and Fleet Memos no longer listed as controlled documents.

All Chapters	All Topics
New Changes: Revision #9	Controlled internally generated documents include: <ul style="list-style-type: none">• TDI-Brooks International Safety Management Manual• TDI Brooks HSE Manual• Fleet Memoranda

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.