

Notice of Change to Controlled Documents #20 --24, 8 February 2011

Changes to Safety Management Manual

Notice #	Chapter and Section	Summary of Change
20	Chapter 12 Sec 3.4	Masters Review to be included in Mgmt Review
21	Chapter 5 Sec 2 & 4	Captains to review new crew docs and scan to office. Masters Review form created
22	SMM Chapter 14 added	Chapter 1 had a reference to HSE Manual. That reference removed and chapter on Risk Assessment imported to SMM
23	SOP-GEN-008E	Report required after drills now as well as crises
24	SOP-GEN-006C	Crew Orientation forms updated w/ HSE officer and include SOLAS Training Manual -- location/ purpose

-- NOC #20: Change to Safety Management Manual

Chapter 12: Company Verification, Review and Evaluation Section 3.4- Management Review

Topic: Masters Reviews to be included in Management Reviews

Summary of Change: Previous version did not mention Masters Reviews as a required part of Management Reviews.

All Chapters	All Topics
New Changes: Revision #8	<p>3.1 Management Review</p> <p>There are two categories of management review, those conducted ashore and those conducted by the senior Masters within the fleet. The HSE manager, compliance officer, DPA, and Company president will conduct the yearly management review to evaluate the Company SMS.</p> <p>The Management Review shall include the analysis of major incidents, re-occurring issues, manning/training of vessel crew, updates to the SMS, the annual Masters Reviews of the SMS and any other relevant issues.</p>

	<p>The Master of each vessel will conduct his annual Masters review. The annual review is to evaluate the vessel's SMS.</p> <p>All reports generated by management and master's reviews will be tracked by management for review and possible improvements to the SMM.</p>
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NOC #21: Change to Safety Management Manual

Chapter 5 Master's Responsibility and Authority Sections 2 and 4

Topic: New Masters Review form listed in the SMM Forms Only web page. Captains to review new crew docs and scan, send to office.

Summary of Change: A standard form was created to encourage thorough review of SMS by Masters. Masters required to check all new crew docs to make sure licenses/ certs are valid and not out of date.

All Chapters	All Topics
<p>New Changes: Revision #7</p>	<p>2.0 The Master's (Captain's) Primary Responsibilities:</p> <ul style="list-style-type: none"> • Ensure safe and effective daily operation of the vessel; • Maintain security standards consistent with ISPS standards; • Comply with the laws of navigation, regulations, codes, and statutes that regulate the safe operations of ships; .../(this section not included for brevity's sake)/... • Provide written cruise records applicable to vessel operations; • Prepare the annual review of the SMS using the form provided (located in the "SMM Forms Only" page on the ship web pages); <p>4.0 <u>Review of Crew Documents</u></p>

	<p>Upon joining the vessel, all new crewmembers must submit to the Master or his designee all necessary documents required for his position. Before the new crewman may begin work on the vessel, the Master shall first review all documents for validity and expiration dates. The Master or his designee will make color scans of these documents for the ship's file and then send copies to the TDI-Brooks International office for posting to the Crewing Module.</p>
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NOC #22: Change to Safety Management Manual

Chapter 1 Description of Requirements and Program

Section 2.0: Safety Management System under ISM Code

Topic: Chapter 1 had referred to the HSE Manual for TDI-Brooks Procedures on Risk Assessment. As the HSE is no longer a controlled document, this chapter needs to be imported into the SMM and all reference to the HSE Manual deleted.

Summary of Change: There is only one referral to the HSE, which has been removed. Chapter 14 on Risk Assessment will need to be added to the SMM.

All Chapters	All Topics
<p>New Changes: Revision #8</p>	<p>2.0 Safety Management System under ISM Code</p> <p>The International Management Code for Safe Operation of Ships' and Pollution Prevention (International Safety Management (ISM) Code) was originally adopted by the International Maritime Organization (IMO) by Resolution A.741 (18) and made mandatory on 1 July 1998 by entry into Safety of Life at Sea (SOLAS), Chapter IX. The ISM Code provides an international standard for the safe management and operations of ships and for pollution prevention.</p> <p>The ISM Code 2010 section 1.2.1 requires that companies establish safety objectives to ensure safety at sea, prevention of human injury or loss of life, and avoidance of damage to the</p>

	<p>environment (in particular the marine environment) and to property.</p> <p>The ISM Code 2010 Section 1.2.2.2 states that the company will assess all identified risks to which ships, personnel and the environment and establish appropriate safeguards. This is done using the procedures established in Chapter 14 of this manual.</p>
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NOC #23: Change to Safety Management Manual

SOP-GEN-008E

Sec's 3.3 and 8: Annual Emergency Drill requires after drill report

Topic: There was provision for a review and report after an incident/ but not for a regular drill. Internal Relations Associate to be named at the time of the emergency based on available personnel.

Summary of Change: Sec 3.3 was moved to become Section 8 and includes a required review for drills as well.

All Chapters	All Topics
<p>New Changes: Revision #7</p>	<p><u>Internal Relations Associate</u></p> <p>Name: To be named at time of crisis Title: varies based on availability of personnel Office: 1902 Pinon Drive, College Station, TX Residence: 5817 Stallion Ridge, College Station, TX Cell Phone: (979) 204-5634</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Prepares and communicates announcements to employees during a crisis. • Communicates with families of employees who are involved in the crisis; keeps them informed on a regular basis. • Notifies the Incident Secretary of extended travel/vacation plans.

	<p>3.3 After Incident Report</p> <p>When the crisis is over, the ERT will prepare an after-incident report that summarizes actions taken, results achieved, problems encountered, proposed solutions for future crises, and recommendations for changes in the ERT Plan or response procedures.</p> <p>...(middle section omitted for the sake of brevity)...</p> <p>8.0 After-Incident/ Drill Report</p> <p>After each crisis or drill, the ERT will prepare an after-incident/drill report that summarizes actions taken, results achieved, problems encountered, proposed solutions for future crises, and recommendations for changes in the ERT Plan or response procedures.</p>
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NOC #24: Change to Safety Management Manual

SOP-GEN-006C

Crew orientation form to include updated HSE Manager info and reference to SOLAS Manual per crew request

Topic: Aly B. wrote from the RT requesting that the SOLAS Training Manual be included on the new crew orientation. Reason: USCG wants to make sure new crew are familiar with SOLAS Training Manual.
 “Can you please refer to the SOLAS training manual in the new crew orientation check list. The coast guard wants us to do so, to make new crew members aware of the existence of that book onboard and the importance of reading it.”

Summary of Change: HSE Mgr name corrected, one checkpoint added.

All Chapters	All Topics
New Changes: Revision #7	See orientation form on next page.

Crewman Name _____ Date _____
 (Please Print)

New Crew Member Vessel Orientation Check List

Welcome to this TDI-Brooks vessel, we hope that your time aboard this vessel is productive and comfortable. The following information is to assure that you are familiar with this vessel and the policies of TDI-Brooks. Each new person joining the crew will be given a tour of the vessel and an overview of policies, and job expectations.

Contacts

The following individuals may be contacted should you have any questions or issues with this vessel.

Vessel Master _____	Port Engineer-----Jimmy Skalak
Party Chief _____	Interim HSE Mgr----- Dr. James Howell
Vessel HSE Officer _____	Ops Manager/ DPA-----Bernie Bernard
Ship Security Officer _____	President-----Dr. James Brooks
	Business Mgr----Ms. Suzanne Cardwell

Ship's Security Briefing Completed: Date of SSB
training _____

Crew Initials _____ SSO who conducted
training _____

The following items will be reviewed during your orientation; Initial the lines next to them as they are covered:

General Vessel Information

General Walk around of vessel _____
Fire fighting equipment _____
Fire detection system _____
Procedure for reporting an emergency _____
Communication systems on vessel _____
Ship's Policies _____
PPE expectations _____
Room Assignment _____
PFD _____
Survival Suit _____
Muster Point _____
Station Bill _____
Safety Expectations _____
Safety and Policy Document Locations _____
Safety Management Manual _____
Familiarization with NS-5 system _____
Working Attire _____

Job-Specific Information

Immediate Supervisor _____
Introduction to rest of crew _____
Drill assignments _____
Expected duties _____
Record keeping requirement _____
Muster assignment _____
Fire fighting role _____
MOB role _____
Abandon ship role _____
Job description _____
Housekeeping duties _____

Signature of crew receiving orientation

Date

Ship's Routines

Trash and Waste Policies

Fire Extinguishers

Eye Wash Stations

First Aid equipment/supplies

Location/ purpose of SOLAS Manual

Signature of person giving orientation

Date