

Notice of Change to Controlled Documents #25--- 25 February 2011

Change to Safety Management Manual

Chapter 11: Document Control and Distribution Sections - All

Topic: This chapter further refined to fit new electronic format of controlled document (SMM)

Summary of Change: The procedure and scheduled updates for the SMM will continue to evolve. The chapter has been amended to state that we will have a procedure in place, but does not specify particular steps of the procedure.

All Chapters	All Topics
New Changes: Revision #9	<p>1.0 Introduction</p> <p>Controlled documents internally generated by TDI Brooks International are in electronic format. Suggestions, code/rule/regulation changes, audits, incident, accidents and reevaluation of best practices may necessitate the need to revise these documents more frequently than the scheduled publication dates. Revisions to controlled documents will be managed through a system of reviews, approvals and e-mail notifications.</p> <p>Internally generated documents (IGD) and externally generated documents may be kept as hard copies or in electronic format. At this time, the only IGD that is controlled is the TDI-Brooks International Safety Management Manual. The only official and controlled copy of the SMM is in electronic format. Any part of a controlled document that is printed is considered UNCONTROLLED and may not contain the most recent information.</p> <p>** (Unchanged material omitted for the sake of brevity. The omitted section contains a list of required publications, which need to be edited and updated by Roger) **</p>

2.0 Responsibility

It is the responsibility of the HSE manager or his/ her designee to notify the fleet and affected personnel of any changes and revisions to controlled documents. The HSE manager must also ensure that any changes are reviewed by appropriate company experts for **accuracy**.

It is the responsibility of the master to ensure that controlled documents as well as any revisions have been read by all ship's officers.

It is the responsibility of the Party Chief, Master and Chief Engineer to be familiar with controlled documents and the Safety Management System.

It is the responsibility of the Compliance Officer to ensure that all appropriate EGDs are current and distributed to the vessels and office.

3.0 Procedure

Any suggestions for changes to a controlled document must be submitted to the HSE manager or his/ her designee in writing - which includes e-mails, Corrective Action Reports in NS5 and Masters Reviews. The HSE manager or his designee is responsible for investigating suggested changes. All changes must be approved by the company management. Controlled documents will be updated annually at a minimum.