

Notice of Change to Controlled Documents #283-294 / 11 Jan 2016

Summary of Changes

Revisions managed by: Shannon Smith

Purpose: Several of these NOCs were a result of the comments expressed in the 2015 Masters' Reviews. Indicated with "MR" [283] MR ISPS code to be followed by ship's cook in receiving vessel stores. [284] MR Master pointed out US mariner credential reference, removed it. MR Mgmt group decided this applies to safe gangway access to the vessel. Clarified "safe access" reference. [285] MR Many masters requested guidance on crew discipline and crew evaluations. [286] MR points out duplicate field and no checkbox for completing employee evals. [287] MR Bunkering SOP does not specify no smoking in bunkering checklist or SOP. Also per previous event, vessel to vessel transfers not allowed. [288] Bunkering forms combined with instructions and order of completion. No smoking added to checklist. [289] Voyage plan- estimated consumed (duplicate) removed per MR comments.

Other NOCs

[290] Greatly reduces file size, assists in tracking KPIs [291] Assists in tracking KPIs [292] Andrew H. has been reviewing, revising and updating Lift gear procedures and policies and lift gear registers. [293-294] Winch and crane sops combined, training requirements updated.

NOC#	Ch., Sec., SOP	Summary	Revision#
283	SOP-GEN-2014D Sec 4	Add ISPS to be followed in receiving provisions. Level of scrutiny appropriate to current MARSEC level	#3
284	Ch 5	Sec 2 bullet #3 "safe access to vessel" clarified, specific references to US mariners removed, reference to ship web pages updated	#12
285	SOP-GEN-2016A	Crew Management SOP created , formalizes crew evaluation process	#1
286	Master's Handover	Crew Evaluation completion and submission added to HO. Port Captain and Rylan T removed	Jan 2016
287	SOP-GEN-007S	Bunkering SOP updated	#8
288	Bunkering Checklist	New Unified Bunkering form includes all required steps and forms in correct order to facilitate ease of use No smoking added to checklist per MR	Jan 2016
289	Voyage Plan	New CrewDocs@tdi-bi.com address added and estimated consumed section deleted (duplicate per MR)	Jan 2016
290	Weekly Reports	Drills added, galley inspection updated- only send the findings sheet for Galley Inspection	Jan 2016
291	Risk Review	Dates and WO # of monthly sanitation inspections added	Jan 2016
292	SOP-GEN-013A	Lifting gear responsibilities and Lift gear Register sections updated by lift gear manager	#5
293	SOP-GEN-010A	DELETED combined with SOP-GEN-007X	--
294	SOP-GEN-007X	Contents of GEN-010A added	#8

*Signatures
on reverse
side.*

Date Completed

_____ SMM TOC page updated
 _____ NOC web page updated
 _____ SMM- each section
 updated
 _____ NOC sent to fleet

Date Completed

_____ NOC pdf posted on CM
 _____ Vessel acks recorded
 _____ Office controlled SMM
 updated

Approvals	Approvals
<div data-bbox="256 478 738 672" style="border: 1px solid green; padding: 5px;"> <p style="text-align: center; color: green;">Approved for Distribution</p> <p>Date <u>1/12/16</u> Initials <u>PT</u> Print Name <u>Pete Tatro</u></p> </div>	<div data-bbox="971 436 1453 640" style="border: 1px solid green; padding: 5px;"> <p style="text-align: center; color: green;">Approved for Distribution</p> <p>Date <u>1/12/16</u> Initials <u>JLB</u> Print Name <u>J. Brook</u></p> </div>

NOC # 283

SOP-GEN-2014D Galley Health and Safety

Revision #	Section(s)
Revision #3	<p>4.0 Food Supplies Receiving</p> <p>The cook will order food and housekeeping supplies for the vessel and inspect them upon arrival for expiration dates, quality and proper temperature (frozen foods still frozen, refrigerated foods still cold).</p> <p>The containers in which the food arrives will be inspected for signs of pests or insect infestation and to ensure the items received match the supplies order.</p> <p>The level of scrutiny for supplies receiving will be appropriate to the MARSEC level and will follow the Vessel Security Plan.</p>

NOC # 284

Ch 5 Master's Responsibility and Authority

Revision #	Section(s)
Revision #12	See attached revised SOP

NOC # 285
SOP-GEN-2016A Crew Management

Revision #	Section(s)
Revision #1	See attached new SOP

NOC # 287
SOP-GEN-007S Bunkering

Revision #	Section(s)
Revision #8	See attached new SOP

NOCs #286, 288, 289, 290, 291
Updates to Forms

Jan 2016	See all new forms on TDI Forms page. http://linux.geodatapub.com/publicweb/TDI%20forms.html
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NOC # 293
SOP-GEN-2013A Lifting Gear

Revision #	Section(s)
Revision #5	See attached revised SOP for Lifting updated by lift gear manager

NOC # 294-295
Crane and Winch SOPs combined

Revision #	Section(s)
Revision #8	Delete SOP-GEN-010A and replace SOP-GEN-007X with merged version