

# Notice of Change to Controlled Documents #339/ 21 June 2017



## Summary of Changes

Revisions managed by: Shannon Smith

**Purpose:** [339-341] To clearly state how TDI as a company will verify crew qualifications and documents and what role Master has in this, if any.

NOC#	Ch., Sec., SOP	Summary	Revision#
339	Master's Handover	Sect 7(a) verification of crew docs removed. This form is completed after the cruise, so too late anyway. Already covered in Pre-Departure Checklist	<b>June 2017</b>
340	Ch 5 Sec 3.2	Master's Responsibility with regard to verification of crew docs and qualifications clarified	<b>14</b>
341	Ch 6 Sec 2	Master not responsible for hiring crew in foreign ports	<b>16</b>

Date Completed	Date Completed
_____ SMM TOC page updated	_____ NOC pdf posted on CM
_____ NOC web page updated	_____ Vessel acks recorded
_____ SMM- each section updated	_____ Office controlled SMM updated
_____ NOC sent to fleet	

Approvals	Approvals
	

Approvals	Approvals

## NOC # 339 Master's Handover

Revision #	Section(s)
Revision # June 2017	<p>7. <b>Crew Qualifications, Sanitary Inspections &amp; Pre-Departure Checks</b></p> <p>a. <del>Did offsigning Master review crew credentials and medical fitness verification documents (originals only) and note in ship's log?</del></p> <p>b. Did offsigning Master conduct weekly sanitary inspections and note in ship's log? (SMM Ch5 Sec 3.1 and a job in NS5)</p>

## NOC # 340 Chapter 5- Master's Responsibilities and Authority

Revision #	Section(s)
Revision #14	<p><b>3.2 Review of Crew Documents</b></p> <p>Upon joining the vessel, all new crewmembers must submit to the Master all necessary documents required for his position.</p> <p>Before the new crewman may begin work on the vessel, the Master shall first review <b>all documents against those required as listed in the Seaman's Employment Agreement and note in the ship's log that all crewmen have been found certified and qualified and sign the entry.</b></p> <p><del>The Master must ensure the crewman has the originals of all mariner documents required for their position. This will include a current mariner's medical fitness for duty certificate with a date of exam and expiration of two years.</del></p> <p><del>The Master or his designee will make color scans of these documents for the ship's file and then send copies of any required documents not posted on the Crewing Module to <a href="mailto:CrewDocs@tdi-bi.com">CrewDocs@tdi-bi.com</a> for posting.</del></p>

## NOC # 341 Chapter 6 Resources and Personnel

Revision #	Section(s)
Revision #16	<p><b>2.0 Safe Manning and Crew Qualifications</b></p> <p>The Crewing Manager is responsible for ensuring the vessels are adequately manned with properly trained qualified and medically fit personnel.</p> <p><del>However, this responsibility will fall to the Master if the vessel hires crewmen in foreign ports.</del></p>