

# Notice of Change to Controlled Documents #342-348/ 20 Dec 2017



## Summary of Changes

Revisions managed by: Shannon Smith

**Purpose:** [342] Adjustment to record retention that was overlooked corrected. [343-345] Medical care – pulled from different sections into its own SOP, what company covers per compliance with ILO MLC 2006 added & clarified. [348] Disposal of medical waste addressed.

NOC#	Ch., Sec., SOP	Summary	Revision#
342	SOP-GEN-2015B	Record retention changed from 2 to 3 yrs to meet <a href="#">Vanuatu requirement</a>	
343	SOP-GEN-008B	Illness and non-urgent care moved to new SOP-GEN-2017A	11
344	Ch 13	Medical care section moved to new SOP-2017A	2
345	SOP-GEN-2015D	Sec's 6.1 and 6.2- Medic, definitions of first aid and recordables moved to new Medical care SOP	2
346	SOP-GEN-2017A	Medical Care SOP created	1
347	SOP-GEN-2017A	Disposal of medical waste addressed in new medical care SOP. <a href="#">Kosmos RWP item #17-8018</a>	1
348	SOP-GEN-2017A	First Mate as HSE officer to conduct Medical Review Meeting with medic and enter into NS5 Quality & Compliance section as meeting	1

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
<b>James Howell, HSE Manager:</b>  Date: 20 December 2017	<b>Pete Tatro, DPA:</b>  Date: 20 December 2017

**NOC # 342**  
**SOP-GEN-2015B On Board Complaint Procedures**

Revision #	Section(s)
Revision #2	<p><b>4.0 Record Retention</b>            The complaint with final resolution shall be kept on file on the vessel for two <b>three</b> years.</p>

**NOC # 343**  
**SOP-GEN-008B Medical Emergency/ MEDEVAC**

Revision #	Section(s)
Revision #11	<p><b>3.0 Illnesses and Injuries</b></p> <p><del>There are three major categories of injuries or illnesses. They range from first aid to a full-scale MEDEVAC and require different levels of response.</del></p> <p style="text-align: center;"><del>3.1 — Requiring First Aid</del></p> <p><del>TDI Brooks encourages employees to complete an Employee Incident Report for all types of injuries/illnesses, even those that seem minor. Incident reports are to be turned in to the employee's supervisor. The supervisor will review the report and turn it in to the First Mate.</del></p> <p><del>The First Mate will enter it as an incident in the NS5 Quality and Compliance module and notify the office via an email to <a href="mailto:DPA@tdi-bi.com">DPA@tdi-bi.com</a> or in the next daily report.</del></p> <p style="text-align: center;"><del>3.2 — Requiring Non-Urgent Medical Treatment</del></p> <p><del>If an illness/injury requires medical treatment, but is non-urgent (can wait until port call) then the employee and supervisor will complete the incident reports. If in doubt as to the urgency, (infections, diabetic conditions, heart conditions, high blood pressure issues) contact ISOS for medical advice.</del></p> <p><del>The First Mate will enter it as an incident in the NS5 Quality and Compliance module and notify the office via an email to <a href="mailto:DPA@tdi-bi.com">DPA@tdi-bi.com</a> or in the next daily report.</del></p> <p style="text-align: center;"><del>3.3 Requiring Emergency Medical Treatment</del></p> <p style="text-align: center;"><b>3.0 Illnesses and Injuries Requiring Emergency Medical Treatment</b></p> <p>First aid trained personnel should administer first aid and stabilize the patient. The Bridge Officer of the Watch will decide if the patient's medical declaration should be opened.</p>

**NOC # 344**  
**Ch 13 General Policies**

Revision #	Section(s)
<b>Revision #2</b>	<p>Section 15 Medical care on board deleted- Content moved to new SOP-GEN-2017A.</p> <p style="text-align: center;"><b>Chapter 13 General Policies</b></p> <ul style="list-style-type: none"> <li>1.0 <a href="#">Introduction</a></li> <li>2.0 <a href="#">Drug and Alcohol Policy</a></li> <li>3.0 <a href="#">Firearms</a></li> <li>4.0 <a href="#">Smoking</a></li> <li>5.0 <a href="#">Visitors</a></li> <li>6.0 <a href="#">Harassment</a></li> <li>7.0 <a href="#">Driving Policy</a></li> <li>8.0 <a href="#">Transportation of Hazardous Materials</a></li> <li>9.0 <a href="#">Short Service Employees (SSEs)</a></li> <li>10.0 <a href="#">Restricted Work</a></li> <li>11.0 <a href="#">No Lone Deck Work</a></li> <li>12.0 <a href="#">Working Over/ Near Water</a></li> <li>13.0 <a href="#">Noise Awareness/ Hearing Protection</a></li> <li>14.0 <a href="#">Resupply- Hand Carry Items</a></li> <li>15.0 <del><a href="#">Medical Care on Board</a></del></li> </ul>

**NOC # 345**  
**SOP-GEN-2015D Contractors**

Revision #	Section(s)
<b>Revision #2</b>	<p>Sections 6.1 and 6.2 deleted. Moved to new SOP-GEN-2017A</p> <p style="text-align: center;"><b>SOP-GEN-2015D</b> <b>Contractors</b></p> <ul style="list-style-type: none"> <li>1.0 <a href="#">Introduction</a></li> <li>2.0 <a href="#">Responsibility</a></li> <li>3.0 <a href="#">Evaluation and Verification of Contractors</a> <ul style="list-style-type: none"> <li>3.1 <a href="#">Medics and Marine Mammal Observers</a></li> <li>3.2 <a href="#">Survey and Technical Team</a></li> <li>3.3 <a href="#">Shipyard Dry Dock</a></li> <li>3.4 <a href="#">Independent Contractors</a></li> </ul> </li> <li>4.0 <a href="#">Contractor's Responsibilities</a></li> <li>5.0 <a href="#">Implementation &amp; Penalties for Violation</a></li> <li>6.0 <del><a href="#">Medics</a></del> <ul style="list-style-type: none"> <li>6.1 <del><a href="#">Definitions</a></del></li> <li>6.2 <del><a href="#">Recordable Events</a></del></li> </ul> </li> </ul>

**NOC # 346-348**  
**SOP-GEN-2017A Medical Care On Board**

Revision #	Section(s)
<b>Revision #1</b>	See attached completely new SOP