TDI Binder System Index

*Marine Operations*

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| DOCUMENTS  |
| 1. | Safety Meetings (Daily, Weekly) |
| 2. | Vessel Orientations |
| 3. | Vessel Documents |
| 4.  | Audits (Port Inspections, OVIDS, ISPS, ISM |
| 5. | Fleet Memos/Bridge Memos, Fleet Incident Reports (FIRs) and Safety Bulletins |
| 6. | Galley Inspections and Temperature Logs / Vessel Sanitation Inspections |
| 7. | Departmental Cross Audits & Weekly HSE Toolbox talks |
| 8. | Ship’s Drills & Damage Control Kit Inspections / Inventory |
| 9. | Deck Helm Checklists |
| 10. | ILO MLC 2006 Regulation & Complaint Records |
| 11. | Training Records |
| 12. | Quarterly Maintenance Inspection (QMIs) |
| 13. | Bridge Officer and Engineer’s Handovers , Captain’s Reviews & Bridge Nav Familiarizations |
| 14. | Vanuatu Regulations / Fleet Letters |
| 15. | Incident Reports (Can be done directly in Helm) |
| 16. | STCW Work / Rest Hours |
| 17. | Job Safety Analysis (JSAs) for Non-Permit Work & Management of Change (MOCs) |
| ~~18~~. | ~~Risk Reviews and Weekly Reports~~  Completed in Helm now |
| 19. | Lifting Gear Register & Inspections  |
| 20. | Safety Management Manual  |
| 21. | NTVRP / SOPEP |
| 22. | SOLAS Training Manual with Vessel Specific Inventory |
| 23. | Pre-Departure and Arrival Checklists |
| 24. | Voyage Plans with Stability |
| 25. | VGP Inspections (US Flag Vessels Only) |
| 26. | Garbage Management Plan, Log & Receipts |
| 27. | Work Permits and Contractor Safety Meetings |
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| 29. | Anchor Windlass Maintenance  |
| 30. | Crane Maintenance |
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