

Chapter 11 Document Control and Distribution

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1.0 Introduction

TDI has established procedures to assure all documents and data that relate to the SMS both ashore and afloat are maintained and controlled to ensure that most recent document is used. Any changes to a controlled document will be identified and controlled by the Director of Marine Operations.

Current company-controlled **documents** are kept in paper format and are:

Safety Management Manual (SMM)
Standard Operating Procedures (SOPs)

Revisions to our controlled documents will be managed through a system of reviews and approvals.

2.0 Responsibility for Controlled Documents

It is the responsibility of the Port Captain to notify the fleet and affected personnel of any changes and revisions to controlled documents. The Director of Marine Operations must also ensure that any changes are reviewed by appropriate company experts for **accuracy**.

It is the responsibility of the Captain to ensure that all ship's officers are familiar with controlled documents as well as any revisions.

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

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3.0 Externally Generated Documents

Externally generated documents (EGD) include certificates, publications, and reports required by different conventions, regulations, and administrative authorities.

Original certificates are issued to and maintained on the vessel in a “Ship’s Certificates File”. Scanned copies of these are provided to the office and maintained in the Quality and Compliance program in electronic format that can be accessed from anywhere through the internet. Evidentiary documents and logs are kept in original hard copy on the vessel, and electronic (scanned) copies of some are retained in the office.

Other externally generated documents (both required and voluntary) include publications, legislation, rules, guidelines, and other sources of information useful to the operator and mariner. These are provided to the vessel in hard copy and/or electronically on CD.

4.0 Responsibility for Externally Generated Documents

It is the responsibility of the Port Captain to ensure that all appropriate Externally Generated Documents (EGDs) are current and updates distributed to the vessels and office as appropriate.

5.0 Procedure

Any suggestions for changes to a **controlled document** must be submitted to the Port Captain in writing. Suggestions may be submitted in the form of Captain’s Reviews, Safety Cards or direct personal email.

The Port Captain is responsible for investigating suggested changes and involving competent persons in the changes and final review.

All changes must be approved by the Director of Marine Operations.

Changes are then communicated to the fleet through Notices of Change (NOCs), which are posted on the Crewing Module.

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6.0 Record Retention Times

It is TDI Brooks policy that all official logbooks will be retained onboard for a five (5) year period. All internal and external policies, Memos, etc will be kept onboard for a three (3) year period.

Per Vanuatu Fleet/ Safety Letter 2016-August-10, “all log books must be retained on board for 3 years, except in the case of a Major Marine Casualty which will necessitate the records of the time frame 3 months prior and 3 months after the casualty being kept on board for a period of 5 years.”

7.0 Obsolete Documents

The Chief Mate of the vessel is responsible for removing obsolete documents from the SMM and updating any related postings on the vessel.

The Party Chief is responsible for removing project specific documents/ postings (client’s safety posters, project specific emergency plans, contact lists) at the end of the project.

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