

Notice of Change to Controlled Documents #383-384 / 03 April 2020

Summary of Changes

Revisions managed by: Shannon Smith

Purpose: [383] Bridge handover replaces Master's Handover

[384] ENTIRE SMM OVERHAULED COVER TO COVER AND SLIGHT FORMAT

CHANGE: Revisions summary pages have been removed from individual chapters/ sops and archived. All sections reset to "revision 0". Revisions will continue to be entered into the revisions log. The revision numbers and dates will continue to be updated on each section's page header as they are revised.

The notice of change and update process will remain the same:



The office will send NOCs to the fleet along with the revised sections. The vessel will update the paper copy on board with the printed version and discard the obsolete version. The Revision Log will continue to be used as before.

What vessels need to do:

1. Remove and discard **chapters** and **general SOPs** of your current SMM.
2. KEEP THE VESSEL SPECIFIC SOPs- they have not changed yet.
3. Print the new chapters and SOPs- which will be found on your ship's server (ndrives) in a folder named "SMM-Rev 0-April 2020-pdfs".
4. Place the new Table of Contents, clean, new revision log pages, and new chapters and general SOPs in the SMM binder.

NOC#	Ch., Sec., SOP	Summary	Revision#
383	Entire SMM	Entire SMM updated at once. Slight change in format. Resetting version # to zero.	0
384	Master's Handover	Master's handover replaced by Bridge Officer's Handover- Each bridge officer to keep a running log of events their time aboard to handover to their replacement.	Apr 2020

Approvals

Roy Robbins Designated Person Ashore	Richard Byno Director of Marine Operations
Date: 03 April 2020	Date: 03 April 2020
Signature: 	Signature: 

FOR OFFICE USE ONLY: SHIPNET EDITS (ShipNet.tdi-bi.com)			
Date Completed		Date Completed	
	Media Library: Load forms, SOPs, Ch's,		NOC table updated
	SMM page: Update links, add new sections		NOC's added to media library
	SMM TOC pdf updated		ShipNet Forms table updated
	Obsolete versions moved to archive file in same folder		New revisions saved to doc and pdf files in same folder
	Update Office Controlled SMM		



Bridge Officer's Handover

Rev # 1

Revision date: Apr 2020

Page 1 of 2

Directions: Each bridge officer is to keep this running log of events/ issues on the vessel during your time aboard. Feel free to edit to suit your purposes. **At the time of crew change**, it is to be completed by departing Bridge officer and signed by on boarding Bridge Officer. **Email** completed form to the Port Captain (address below). **Save paper copy to TDI Binder #13.**

Vessel:

Location: (Country, Port):

Date and Time: Day-spell month-year (01-SEPTEMBER-2020):

Operation Status: Working Standby Port

Present Operations:

Future Operations

Equipment:

Fire & Gas: (Smoke detectors / alarm panel / CO2 status / etc)

Gyros:

Wind Sensors:

GPS:

Boats: (security boats, or Vsl SIMOPS)

Power:

Steering / Autopilot / KNav:

VMS: (Vessel Management System)

Magnetic Compass:

Fire Main:

Radar:

Charts:



Bridge Officer's Handover

Rev # 1

Revision date: Apr 2020

Page 2 of 2

Flag and Statutory Certificates

Lessons Learned from Unplanned Events:

Other Relevant Information (Reference Other Documents as Necessary):

Important Contacts

Important contacts: Main office phone in College Station- 979-693-3446

RESUPPLY REQUESTS- send completed resupply request form to RESUPPLY@tdi-bi.com.

DPA- Designated Person Ashore: Roy Robbins DPA@tdi-bi.com 817-253-3930

CSO-Company Security Officer- Dr. Roger Fay- rogerfay@tdi-bi.com, CSO@tdi-bi.com 979-220-3807

HSE-TDI Health and Safety Mgr.- Dr. James Howell- jameshowell@tdi-bi.com, HSE@tdi-bi.com 281-794-3806

Port Engineer- Charlie Emerson- portengineer@tdi-bi.com - 979-218-7382

Port Captain – Roy Robbins – royrobbins@tdi-bi.com – 817-253-3930

Departing Officer-print name:

Signature:

Arriving Officer - print name:

Signature: