

Notice of Change to Controlled Documents #385 / 08 May 2020



Summary of Changes

Revisions managed by: Shannon Smith

Purpose: [385] ABS audit requires more specific verbiage in SMM regarding the annual SMS evaluation not exceeding 12 months.

NOC#	Ch., Sec., SOP	Summary	Revision#
385	Ch 12	Annual SMS review not to exceed 12 months without exceptional circumstances	1

Approvals

Roy Robbins Designated Person Ashore	Richard Byno Director of Operations
Date: 08 May 2020	Date: 08 May 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		

NOC # 379
Ch 12 Company Verification Review and Evaluation

Revision #	Section(s)
Rev: 1	<p style="text-align: center;">3.2 Internal Audits</p> <p>A qualified person will conduct internal audits of each vessel and the company DOC at least annually, which will not exceed twelve months, to periodically evaluate the effectiveness of the SMM implementation. Exceeding the twelve-month requirement without any “exceptional circumstance” will be a non-conformance.</p> <p>A qualified person is one who has been trained in the audit process and is independent of the area being audited.</p> <p style="text-align: center;">3.3 Corrective Actions and Observations</p> <p>All corrective action reports (CAR's) and non-conformities resulting from TDI management or regulatory agency audits will be handled according to the Non-Conformities processes outline in Chapter 9 and will brought to the attention of all personnel having responsibility in the area involved.</p> <p style="text-align: center;">3.4 Management Review</p> <p>The Management Review shall be conducted annually and will include the analysis of major incidents, re-occurring issues, manning/training of vessel crew, updates to the SMS, the annual Captains Reviews of the SMS, results of the internal / external audits and any other relevant issues.</p>