



## Bridge Memorandum #1: TDI Brooks Crewing Module

### TDI Brooks Crewing Module

TDI Brooks has created a web site to serve as a central source of information for most of our operations. We refer to this site as the **Crewing Module** and it can be accessed from the Internet, either in port or on any of our ships at sea. While the Crewing Module (often referred to as 'the CM') does display the current crew assigned for the ships, it also contains information such as Voyage Plans, Resupply orders, Working Issues, Ship Certificates and all crew training and documentation. The Crewing Module may be accessed from any computer on board our ships – including personal computers- via the wireless ship network. Open the Internet Explorer icon, click on "Favorites", and scroll down to CM (Crewing Module). You can access the CM directly at [www.geodatapub.com/tdibisr/index.php](http://www.geodatapub.com/tdibisr/index.php). Logging in as "guest" with password "guest" will allow you to view the module.

### Crewing Module Cheat Sheets

Since the Crewing Module is a central access point for all our ships and land based personnel and requires input from land and sea, Cheat Sheets will be distributed to give step by step instructions on how to enter any information required from the ships. The first step is to log into the web page and review it. Contact the office with any questions.

### Current Crew List- Captain's responsibility

At each crew change, it will be the captain's responsibility to check the current crew listed on the CM and make sure it is accurate. Captains and vessel managers have the ability to reassign crew on the CM.

### The Training Matrix- Vessel Manager's Responsibility

One of the most important functions of the CM is to display current training information for each crewmember. If you click on the **Training** tab at the top of the main page, the **Training Matrix** page will open. Red boxes on the Training Matrix indicate that a required document, license or drug test date is missing.

The Vessel Manager will do what is necessary to get the missing documents to the office - which may require coordination with the ship, local agent or office personnel. The Vessel Manager will be responsible for checking the Training Matrix, at least weekly, to ensure that it contains all required documents and notify Debbie Paul with any discrepancies.