



Bridge Memorandum #4: 2010 Masters Reviews

This memo is sent to advise the fleet that the Masters Reviews of 2010 were compiled and presented to management in a meeting on April 19, 2011. The reason for the delay was that several members of management were travelling at the beginning of the year and this was the first opportunity for all of the key management members to review the suggested changes to the SMM and discuss them as a group.

Several changes were suggested for our procedures and responsibilities. Some of the suggestions were not appropriate to include in the SMM due to the fact that they were too specific.. The SMM is intended to be an overview of what we do. General procedures are addressed in our Standard Operating Procedures (SOPs) and highly job specific procedures are described in our JSAs. Obvious errors, typos and invalid references have been corrected. Other suggestions were considered good practice, but not something management wanted to mandate to the fleet.

Some procedural changes that were pointed out by several captains were added and include:

- Security/ stowaway sweep of vessel was moved from "Prior to Casting Off" to "Pre-departure Checklist".
- Removed references to a mandatory fire drill within 24 hrs of leaving the dock.
- SCTW work hours and watch schedules may be hard copy or electronic format, but records of actual watch hours must be maintained.
- In back deck operations, the winch operator must report to the Officer of the Watch, not just the First Mate.
- Hot work permits are to be approved and signed by the Engineer or Port Engineer, and are to be filed on the bridge.
- In Fire/ Explosion procedures, the priorities were separated from the response procedures to avoid confusion.
- Engineer's Standing orders are to be posted in the engine room and signed by current engine room crew.

The management team was very impressed by the level of detail included in the Masters Reviews and appreciates the effort that was clearly put into them. These changes will be reflected in the next version of the SMM which will be released at the end of June 2011.

SMM Updates

It was decided that the electronic version of the SMM will be released quarterly in 2011, biannually in 2012 and annually by 2013. For the annual Master's Review, you need only review one version. The versions are numbered by year and month. So the next version to be issued in June will be version 11.6.