



Bridge Memorandum #7:

Statement that ALL Marine Crew are Certified and Qualified

In reviewing records over the last few years it has been noted that we still have inconsistencies relative to certification and qualification in the marine crew. A number of Corrective Action Requests (CARs) have been written against this requirement in the last two (2) years. ABS auditors noted this again during the last Document of Compliance audit.

As part of the corrective action process, TDI-Brooks is requiring a statement from the Captain that, "All marine crew on board have been found to be qualified and certified prior to departing." This statement is to be entered in the vessel's log book prior to each departure and included in each vessel's voyage plan.

Before entering this statement, the Captain must review the TDI-Brooks Crewing Module to ensure that all necessary licenses and certificates have been entered in the training matrix for that vessel. Any necessary documents or licenses not showing up in the training matrix (highlighted in red) must be scanned as a jpg file and sent to Ms. Kathleen Nease and Dr. Roger Fay.

The voyage plan with this statement is to be forwarded to the TDI-Brooks Compliance Officer (rogerfay@tdi-bi.com), Ms. Kathleen Nease (kathleennease@tdi-bi.com), as well as Drjimbrosks@aol.com and bernard@tdi-bi.com for their records. The statements in the log books and voyage plans will be documented evidence that we are meeting the requirements of our Corrective Action Plan as submitted to ABS.

The web site for the TDI-Brooks Crewing Module is <http://www.geodatapub.com/tdibisr/index.php?> and should be bookmarked on the email computer. Select your vessel by clicking on the vessel name at the bottom of the page. Click on the Training tab at the top of the page to view the training matrix for your crew.