



Bridge Memorandum #8: 2011 Masters Reviews

This memo is sent to advise the fleet that the Masters' Reviews of 2011 were compiled and presented to management in a meeting on May 9, 2012. As a result of audits and the Masters' Reviews, twenty-eight (28) changes were made to the Safety Management Manual. All notices of change have been sent to the fleet in emails and will be posted on the new SMM Notices of Change web page.

With this email will be an attachment with a spreadsheet of all masters' comments and management's response to each comment. In addition, there will be an attachment with all Notices of Change (NOC's 65-93) since the last version of the SMM was issued in Sept 2011. Notices of Change override the SMM- so please post them in a prominent location and make sure your crewmembers are aware of the changes that affect their areas of responsibility.

Some of the most significant changes to ship operations are:

- All permits require two signatures in order to be valid.
- The Quality Management Representative and her duties have been added to Key Positions.
- Crew medicals no longer required every two years, but to follow flag state requirements.
- Reasonable Cause Drug testing may be conducted in the field. A form and procedures have been created for this process.
- Preventative action is now required for all non-conformities.
- Minimum keel clearance has been added for all vessels.
- The Master is to conduct periodic sanitation inspections and enter them in the ships log and a new standard job has been created in NS5 for these inspections.
- Responsibility for ISM document and certifications compliance has been reassigned from DPA to Compliance Manager and Port Captain.
- Upon joining the vessel, crew and non-crew must be oriented within 12 hrs of arrival or before sailing, whichever comes first.
- Incident investigations may not be conducted by anyone involved in the incident.
- SOP-GEN-007I Sec 5.1- definitions of major incidents requiring completion of USCG form CG-2692A and required drug testing form CG-2692B were added.

As a reminder, the form for completing the Master's Review for 2012 can be located on the ship web pages and should be completed before you leave the vessel. Go to the Bridge Resource Page, click on Forms/ Postings. It is the first document under "Various Other Documents". Please make sure you review the current Notices of Change before conducting your 2012 review.