

Bridge Memorandum #16: Weekly Reports

Captains,

Since we began our initiative to improve HSE training and practices, we have implemented several new reports and naming protocols. The purpose of these reports is to ensure we are doing what we say we are doing and to provide coaching opportunities where we see indications of misunderstanding.

Currently, you are required to turn in four weekly reports: Safety Cards matrix, HSE Meeting, CAR weekly update and Galley inspection. In an attempt to streamline this process and reduce the amount of emails and attachments you have to send, we have combined them into a single weekly report.

Starting this week, instead of sending the Safety Cards matrix and CAR status updates as attachments, you just need to fill out the Safety Cards and CAR Status Update tables on the report. The only two attachments needed now are the galley inspection and the HSE weekly meeting sign in sheet.

The Weekly Reports may be filled out by hand or typed, whichever you prefer, as long as we can read it easily.

The new report form is attached has been posted on the TDI Forms page of the ship web pages. A list of TDI Documents, due dates and Naming protocols are included as a quick reference for the bridge.

If you have any questions or suggestions on how to improve our safety processes, please send them to HSE@tdi-bi.com. Thank you.



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