



## Bridge Memorandum #20: 2015 Masters' Reviews

Captains,

The 2015 Master's Reviews have been examined by management and several suggested changes were made to the SMM, several standard forms and some key procedures. These were sent to the fleet in NOCs 283-289 on January 14, 2016.

**Crew Evaluations:** Many Masters had asked for guidance in crew evaluations and management issues, so new SOP-GEN-2016A was created specifically to address them. With fewer client projects, competition for our remaining vessel positions is at a premium. We are formalizing crew evaluations as a means of identifying crew members who demonstrate leadership in our safety management system, support their fellow crewmen and add value to the fleet.

**Bunkering Forms& Procedures:** The bunkering SOP was updated and most required forms/ checklists were combined into a single, step-by-step checklist with references to the relevant regulatory requirements. In addition, the Oil Transfer Procedures Manuals will be turned into vessel specific SOP's to make them easier to find, update and use.

**Acronyms List:** Multiple requests for TDI Acronym lists have been answered and the resulting list is posted under the bridge section of the TDI Forms page.

In addition, we will now be responding to the Masters' Reviews as they come in rather than waiting until the end of the year. The 2016 Master's Review is available on the TDI Forms page. You may complete it at any point during your deployment, but it is due before you leave the vessel. We look forward to your comments and contributions as we continue to evolve our safety management system.

Dr. James Howell

HSE Manager

19 January 2016

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