



Bridge Memorandum #21: Reporting and Tracking Drills

Captains,

Through our recent internal audit, we discovered that we are frequently failing to meet the required drills across the fleet. This is due in large part to the infrequent nature of last year's operations and a convoluted system of trying to use NS5 to remind vessels to do drills.

Formerly, standard jobs were created in the NS5 Maintenance module for quarterly drills as reminders to create the drill in the NS5 Quality module and paper copies were kept on board. Even with this setup of recording drills in three separate locations, drills continued to be missed.

This year we are trying a new approach. Drills will no longer appear in NS5 as standard jobs. A Quarterly Drill Tracking spreadsheet has been created for each vessel to fill out and turn in to the office along with the Weekly Reports and reviewed by the Management Team. The tracking sheet will be posted on the bridge as a visual record of completed drills and a reminder of what is due and when.

Drills will continue to be entered into the **NS5 Quality module**. **With the exception of the ISPS/ Security drills**, you will attach the scanned sign in sheet, meaning you no longer have to type the drill notes and attendees names in the record. **NS5 Cheat Sheet #1 Revision-3** gives detailed instructions on how to enter drills and is located on the TDI Forms page.

Vessel inactive periods will continue to be the reality of our business. Therefore, when you crew up a vessel to work, you will need to:

- 1. Conduct an ISPS and Abandon ship drill within 24 hours.**
- 2. Complete all overdue monthly and quarterly drills within the first week of activity.**

Dr. James Howell

HSE Manager