



## Bridge Memorandum #27: Update to TDI Binder System

Captains, Mates,

We have recently revised the TDI Binder System to consolidate some little used sections and eliminate some unnecessary ones. Attached is the new **TDI Binder System Rev June 2020**. Please combine your binders and relabel them as needed. Hopefully this will give you a little more room and save wasted space. Post the new Binder Index on the following page near the binders and discard the old index.

Old system numbers	New system numbers
#9- Damage control kit inspections – this is only done quarterly. Don't need a binder for only 4 inspections. Added to #8 Ship's Drills folder.	#9- Deck Helm Checklist (was #34)
#10- HSE Special topic toolboxes- added to #7- Departmental Cross audits	#10 ILO MLC 2006 Regulation and Complaint Records (was #35)
#13- Master's handovers have been replaced by Bridge Officer Handovers and all bridge officers to do them- not just captain. Also replaced "Master" with "Captain" in title.	#13- Bridge Handovers, Engineer's handovers and Captain's SMS reviews (new name)
#14- Master's reviews- Only about 2-4 per year- so combined with handovers in #13.	#14- Vanuatu Regs and Fleet Letters (was #37)
#21- Planned Maintenance and Sanitation inspections. "Planned Maintenance" referred to detailed safety checklists used by the BMC- which were used to complete the SOLAS manual inventory yearly. Sanitation inspections are monthly and were added to binder #6 Galley inspections.	#21- NTVRP/ SOPEP (was #36)
#26 Weekly reports- added to #18 Risk Reviews	#26- Garbage Mgmt Plan, Log and Receipts (was #38)
#39- Resupply requests- top be handled as determined by each boat. No need to keep paper copies	Eliminated
#40- Notices to Mariners- most of these are kept as electronic files. No need for paper duplicates.	Eliminated

**Vessel Systems Manager**  
Shannon Smith

# TDI Binder System Index

## *Marine Operations*

DOCUMENTS	
1.	Safety Meetings (Daily, Weekly)
2.	Vessel Orientations
3.	Vessel Documents
4.	Audits (Port Inspections, OVIDS, ISPS, ISM)
5.	Fleet Memos/Bridge Memos, Fleet Incident Reports (FIRs) and Notices of Change (NOC)
6.	Galley Inspections and Temperature Logs / Vessel Sanitation Inspections
7.	Departmental Cross Audits & Weekly HSE Toolbox talks
8.	Ship's Drills & Damage Control Kit Inspections / Inventory
9.	Deck Helm Checklists
10.	ILO MLC 2006 Regulation & Complaint Records
11.	Training Records
12.	Quarterly Maintenance Inspection (QMIs)
13.	Bridge Officer and Engineer's Handovers & Captain's Reviews
14.	Vanuatu Regulations / Fleet Letters
15.	Incident Reports
16.	STCW Work / Rest Hours
17.	Job Safety Analysis (JSAs) for Non-Permit Work & Management of Change (MOCs)
18.	Risk Reviews and Weekly Reports
19.	Lifting Gear Register & Inspections
20.	Safety Management Manual
21.	NTVRP / SOPEP
22.	SOLAS Training Manual with Vessel Specific Inventory
23.	Pre-Departure and Arrival Checklists
24.	Voyage Plans with Stability
25.	VGP Inspections (US Flag Vessels Only)
26.	Garbage Management Plan, Log & Receipts
27.	Work Permits and Contractor Safety Meetings
28.	Rescue Boat Maintenance
29.	Anchor Windlass Maintenance
30.	Crane Maintenance
31.	Battery Inspections and Power Tool Mtc
32.	Bridge Helm Checklists
33.	Engineer Helm Checklists

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