



Bridge Memorandum #28: Update to TDI Binder System

March 4, 2021

Captains, Mates,

There are a few slight changes the binder system. Attached is the new **TDI Binder System Index Rev March 2021** and an updated PDF of the covers and spine labels.

Please update your binders and postings per the following updates. Thank you.

Old system numbers	New system numbers
#5- Fleet Memos/Bridge Memos, Fleet Incident Reports (FIRs) and Notices of Change (NOC) (SMM updated annually since 2020. You may discard NOCs)	#5- Fleet Memos/Bridge Memos, Fleet Incident Reports (FIRs) and Safety Bulletins
#18- Risk Reviews and Weekly Reports	#18- Now done completely in Helm. You may keep as archive
#34- NEW - PPE Inspections and Hazard Hunts	#34- NEW binder created for the two new forms that have been created in Helm as monthly jobs

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 Safety Bulletins
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 (Can be done directly in Helm)
16.	STCW Work / Rest Hours
17.	Job Safety Analysis (JSAs) for Non-Permit Work & Management of Change (MOCs)
18.	Risk Reviews and Weekly Reports –Completed in Helm now
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
34.	PPE Inspections and Hazard Hunts

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