

Bridge Memorandum #33: Updated DPA Poster and Who to Call List

Captains,

We have updated the DPA poster and the Who to Call List. Please do a walk-through of your vessels, destroy any older versions that may be posted and delete any you may have saved on the computers.

All major contact lists, postings and many other useful forms are now stored in Helm. You can find them under Onboard/ Documents and Onboard/ Forms.

Some examples include:

Helm Tips	Payroll Schedule	PPE matrix
Employee Policy Guide	Medical Disclosure form	Lifting Gear color chart
Vessel Orientations	Bridge Nav Familiarization	Expense Report form
Bridge Pre-Arrival checklist	Bridge Pre-Departure checklist	Discipline form
Required Training Matrix	500 M Zone Entry Checklist	Evaluation form
Complete a QMI Instructions		

We are trying to centralize all documents that you need in one place- Helm- in order to eliminate the outdated duplicates living on everyone's computers and flash drives.

If you have JSA's vessel specific procedures, etc. that you use often, please send them to me so I can put them into Helm for your vessel.



Shannon Smith

Vessel Systems Mgr.