

Bridge Memorandum #35: SMM Rev 2

Captains,

The new revision of the SMM for 2022 is complete. Most were technical edits but there were some significant changes to our policies and procedures. Please see the SMM Rev 2 Summary attached.

A new SMM Rev 2 has been printed for your vessel and will be shipped or hand carried as soon as possible. Until then, your SMM is still the official version with the exception of the changes listed on the summary page. Those are in effect as of now.



Roy Robbins

Port Captain & DPA

SMM Revisions List – Rev2 – May 2022

Revisions to Safety Management Manual

Most changes to the SMM were technical: spelling, grammar and formatting. Changes to our policies and procedures are listed below.

- Chapters:
 - Chapter 8 – Emergency Preparedness: Confined space drills frequency changed from monthly to every other month
 - Chapter 13- General Policies: Vaping included in no smoking policy
- General SOPs:
 - 001- Bridge Procedures: Minimum Under Keel Clearance was changed from 20 ft to 10 ft for vessels under 150 ft in length, and from 30 ft to 15 ft for vessels over 150 ft in length.
 - 006- Incident Reporting: Illnesses that do not respond to medication or get worse after two days to be reported as incidents
- BMCC SOPs: No Changes
- EMMA SOPs:
 - 001-Critical Equipment – equipment updated
 - 004-Confined Space Entry – mud tanks converted to storage tanks. Confined Spaced Register updated
- GYRE SOPs:
 - 001-Critical Equipment– equipment updated
 - 002-Loss of Steering- procedures updated for equipment changes
- PRT SOPs:
 - 001-Critical Equipment– equipment updated

Title of Document:	SMM Revision Log	Document Number:	TBD
Authority:	Director of Marine Operations	Revision:	2
Custodian/Owner:	Port Captain	Issue Date:	May 2022
			Page 1 of 2

- 003-Auxiliary Plant Operations- procedures updated for equipment changes
- 005-Equipment Resets- procedures updated for equipment changes
- Forms
 - Permits- Changed to PDF format so they must be completed by hand each time.
 - Uniform Acknowledgement- Added to Helm. To be signed by employee(s) upon issue of uniform and entered into Helm as a task.

Title of Document:	SMM Revision Log	Document Number:	TBD
Authority:	Director of Marine Operations	Revision:	2
Custodian/Owner:	Port Captain	Issue Date:	May 2022
			Page 2 of 2