



*Please print and post at your vessel/ facility for all employees to view*

## Fleet Memo #48: Original Mariners' Documents Verification

**To all Mariners,**

During the past year, TDI had a non-conformity as a result of a mariner arriving and serving on one of our vessels without an "original" mariner certificate. The document presented was in fact so good that two Captains failed to recognize it as a copy. Eventually it was identified as a copy during a Port State inspection.

The purpose of this memo is to remind all marine crew to take their "original" issued mariner documents/certificates to the vessel when signing on. Failure to bring the original documents may affect your eligibility to serve on the vessel.

Please be sure that the documents are signed if necessary. For crew serving on our Vanuatu vessels, the documents required for your position are listed in the appendix of our Seaman's Employment Agreement. If you have any questions concerning your documentation, please discuss it with the Marine Staff Manager (Peter Hitchcock) during the time of the job offer.

In some cases the original document, such as the Vanuatu endorsements, are sent directly to the TDI office. The mariner will be notified that the endorsement has been received by our Logistics Coordinator (Megan Brooks). If the endorsement cannot be sent to you by mail due to time constraints, it will be hand carried by our technical staff and delivered to you in person. Please be sure to send a signed copy of the endorsement (or any other updated marine documents) to [crewdocs@tdi-bi.com](mailto:crewdocs@tdi-bi.com).

Note to Captains - please inspect each of the documents/certificates carefully to ensure its authenticity upon the mariner signing-on. While there is a procedure to check each of the mariner's credentials prior to travel, ultimately is Master's responsibility to ensure all crew documents are original, in date, and all present for their position.

If any documents in question, please notify the Marine Staff Manager or the Logistics Coordinator immediately.

Regards,

Peter Hitchcock

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