



Fleet Memo #8: SMM and HSE Manuals now fully electronic

This memo is to advise all personnel that our Safety Management Manual (SMM) and HSE Manuals have now been converted into a FULLY ELECTRONIC format. That means that all paper copies currently on board are OUTDATED and need to be destroyed or disposed of. A Management Review Meeting was held 14 Oct 2010 in which senior management reviewed the SMM and updated several of our procedures and forms. You will soon receive several Notices of Change describing each modification to the SMM .

Many of you prefer to keep a paper copy on board – which is perfectly fine. Just understand that anything printed out will be an UNCONTROLLED copy. That means it will be up to you to update that copy with Notices of Change as they come out.

Where to find them

The SMM Manual and HSE Manual are located on the Ship Web Pages on the main opening page. Opening the Internet Explorer on either the NS5 computer or ship e-mail computer will open to this page or offer you a link to it. Typing the web address into your laptop browser will allow you to access the site wirelessly if your ship has wireless capability. Click on the link to open a table of contents.

Any questions regarding this new format can be sent to shannonsmith@tdi-bi.com.

TDI Ship Network Home Page

Click on the page you wish to view

Links to Internet			
TDI Crewing Module	NDBC Weather Report (not yet available)	Agnitek Webmail	Cybercom Webmail

Resource Pages			
Bridge	Navigation	Survey Equipment	Lab
Engineer	Party Chief	Deck	NS5

Controlled Documents (Under Construction)			
Safety Management Manual	HSE Manual	NTVRP- Non Tank Vessel Response Plan	SOPEP Fleet Plan

Handover Instructions/ Training		
Captain	Engineer	Ship Security Officer

To report problems with the web pages or suggest improvements, e-mail shannonsmith@tdi-bi.com

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