



Fleet Memo #12: General Update

Summary:

2010 saw a great deal of change in the policies and procedures at TDI. The SMM became electronic, the ship web pages were initiated, as well as computer based training. The bunkering and special permit procedures were completely rewritten. The new Sailor satellite system replaced Iridium phones and the computer IT departments (Joe, Greg/ Chris, Dan) began developing a standard for the set up of field and office computers. Kathleen Nease, our new Quality Management Representative, was made responsible for posting crew documents on the Crewing Module and for keeping track of the medical and drug tests for all personnel. Finally, James Howell was designated as the company HSE Officer.

New HSE Officer- Duties divided:

Because James Howell also acts as Party Chief and spends a lot of time offshore, many of the duties of the HSE officer were divided among others. The specific duties are listed in SMM Chapter 3 Section 4 under "Key Positions". The changes affect offshore personnel in the following ways:

1. Suggested changes/ corrections to the SMM and any questions about computer based training or ship web pages should be sent to Shannon Smith.
2. Incidents, accidents, near misses, corrective action reports and audit issues should all be reported directly to Jim Brooks and copied to Pat Fallwell, Roger Fay, Bernie Bernard and Shannon Smith.
3. Masters Reviews should be sent to Bernie Bernard and copied to Jim Brooks, Pat Fallwell, Roger Fay, and Shannon Smith.
4. All crew docs, certs, should be color scanned, sent to Kathleen Nease and copied to Roger Fay and Shannon Smith. Drug tests and medicals should be sent separately and only to Kathleen Nease in accordance with the HIPAA Privacy Act.
5. All audits and vessel certs/ documents including those related to Coast Guard, ABS, Load Line, EPIRB, SART, hydrostatic release, life rafts, fire extinguisher systems, derat, and any bridge systems should be color scanned, sent to Roger Fay and copied to Gary Wolff.
6. All documents related to lifting gear, such as winches, cranes, load tests, winch inspections, and crane maintenance logs should be color scanned, sent to Bernie Bernard and copied to Shannon Smith and Kathleen Nease.