

# Fleet Memorandum



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

## **Fleet Memo #20: Vessel Voyage Plan Standardized for TDI Fleet**

Please find the attached revised **Voyage Plan** template. This new voyage plan is to be used on board all TDI-Brooks International managed vessels.

This voyage plan was re-designed based upon a recent ABS audit finding. Note that the major change is Berth to Sea-Buoy, Sea Buoy to Sea Buoy and Sea Buoy to Berth.

Documents to be attached to the Voyage Plan should be the Crew Manifest, Tidal information and any other relevant information relative to the voyage you require.

You can use this as a Word Document or put into an Excel format. The key is that it remains the same throughout the fleet. This document will be reviewed during Vessel Visits and during Internal and External audits for completeness and meeting all requirements relative to voyage planning, e.g., Charts and relative Chart Corrections, Publications, required vessel traffic schemes if required for certain ports.

Wish all fair winds and safe sailing in the New Year.



## Vessel Name

### VOYAGE PLAN

<b>Departure Port :</b> <b>Arrival Port :</b>	<b>Departure Date :</b> <b>Estimated Arrival:</b>																		
<b>Work Area:</b>	<b>Work Activity and Client :</b>																		
<b>MARSEC Level Dep. Port:</b>	<b>MARSEC Level Arrival. Port:</b>																		
<b>Draft on Departure/ Arrival:</b> <b>Fwd:</b> <b>Aft:</b>	<b>Navigational Equipment in Good Working Order:</b> <b>Radars, Navigational Systems, Depth Sounding Equipment, Running Lights, Whistle, etc.</b>																		
<b>Departure Equipment Checklist Complete: Yes</b>	<b>Frequencies : VHF Ch.16/09/68</b>																		
<b>Total Nautical Miles:</b> <b>Berth to S/B</b> <b>S/B to S/B</b> <b>S/B to Berth</b> <b>Duration of Voyage -</b> <b>Estimated Voyage transit time:</b>	<b>Number of People On Board: (See Crew List Attached)</b>																		
<b>Fuel On Board : Gals</b> <b>Lube Oil On Board Gals</b> <b>Water On Board : Gals</b> <b>HYD Oil : Gals</b>	<b>Estimated Fuel Required : Gals</b> <b>Estimated Oil Required : Gals</b> <b>Estimated Water Required : Gals</b> <b>Estimated Consumed:</b> <b>Fuel</b> <b>Lube Oils</b> <b>Water</b>																		
<b>Initial Charts Used In plan.</b> <b>Berth to Sea Buoy –</b> <b>Departure Sea Buoy to Arrival Sea Buoy -</b> <b>Arrival Sea Buoy to Berth -</b>	<b>Other Publications Used In Plan:</b> <b>Sailing directions:</b> <b>KNav Navigation Systems</b>																		
<b>Flags Required For Destination(s):</b>	<b>Flags Required For Alternates:</b>																		
<b>Weather Information Sources: Sat-C , Navtex, Ocean weather, Email Resource</b>	<b>Additional Safety Information From: Sailing directions</b>																		
<b>Intended Route Waypoints:</b>																			
<table border="1"> <thead> <tr> <th>#</th> <th>Latitude</th> <th>Longitude</th> <th>CRS</th> <th>DST</th> <th>DTG</th> </tr> </thead> <tbody> <tr> <td>[01]</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>[02]</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		#	Latitude	Longitude	CRS	DST	DTG	[01]						[02]					
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[01]																			
[02]																			
<b>Additional Route Concerns:</b> * Traffic separation schemes, fishing vessels, fishing gear, Oil rigs. * Tide and Current information for departing/ arrival port reviewed (see attached information) * Meterological conditions and areas of restricted visibility * Security Restricted Areas, Hazardous Areas, and/or Prohibited Zones																			

Yes/ No	<b>Crew Qualifications and Certificates check list</b>
	Marine crew documents reviewed on the TDI-Brooks Crewing Module?
	Missing certs/ docs (highlighted in red) color scanned as jpg and emailed to <a href="mailto:kathleennease@tdi-bi.com">kathleennease@tdi-bi.com</a> and <a href="mailto:rogerfay@tdi-bi.com">rogerfay@tdi-bi.com</a> ?
	Statement, “All marine crew have been found qualified and certified prior to departing,” added to log book and signed by Master?

**MASTER:**