



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

Fleet Memo #39: SMM returns to Paper Format

TDI Brooks is returning to the paper format of the SMM. There are several reasons for this change. One is that multiple audits have confirmed that neither captains nor auditors are utilizing the electronic system correctly. Both have frequently referenced outdated sections of the SMM because they found it difficult to review to the Notices of Change to see if any updates to that section had been made. The result was multiple unnecessary non-conformities in audits.

We realize that having to cross reference multiple documents is time consuming and confusing for the users. The electronic SMM was subject to broken links and slow uploads. The red letter edits are also sometimes difficult to read and understand. The main goal of reverting to the paper format is to simplify the update process and make the SMM more user friendly.

With the new paper SMM, you will receive an update via e-mail attachment with a short summary in the e-mail stating what changed. You will then print out the new section, place it in the SMM binder, update the revision log and discard the old section. There will be one controlled copy on each vessel and one in the office.

We will maintain the web page version for those who do not have physical access to the controlled copies. A paper copy has been created and will be hand carried to each vessel. Until you receive the paper copy, you will continue to operate off of the electronic version.