



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

Fleet Memo #55: New Incident Forms and Procedures

We have changed the incident forms to match how we are handling these in Helm. Incidents are classified as Equipment, Health or Other. Each type has its own supervisor and employee form.

We have new paper forms as backups and for your convenience, but they can be done directly in Helm. The new forms are posted on Shipnet forms page. These changes and many others will be reflected in the SMM update next year.

- **When an Incident is created as an Event in Helm, Helm emails the DPA group for you.**
- **Then Helm generates the correct supervisor and employee forms and assigns them to the Bridge to be completed within 24 hrs.**

ACTION ITEMS:

- **Delete all obsolete incident forms** on your computers and in your files and **start using the new ones today.**
- **Print the new Helm Notes Rev. 8 and trash the old one.** The revised Helm Cheat Sheet includes how to create incidents in Helm along with other edits and improved, easier to read graphics.
- **Notify Shannon by e-mail** when these action items are complete.

Shannon Smith CSHO

Vessel Systems Mgr & Facilities HSE Mgr.