11.1 DOCUMENT AND DATA CONTROL

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1. Purpose

The purpose of this procedure is to provide maintenance procedures to control all documents and data that are relevant to the Safety Management System (SMS)

2. Responsibility

It is the responsibility of the Safety Management Representative (SMR) in the Port Office to validate that documents covered by the SMS are provided in the locations where they are needed. It is also the responsibility of the SMR to ensure that authorized personnel review all changes and that obsolete documents are promptly removed from the system.

It is the responsibility of the Master of each ship to establish procedures to ensure that the Safety Management Manual (SMM) and revisions have been read by each crew member. The manual is divided into several sections. Each individual must read the general volume as well as the volume containing the procedures for the specific vessel he/she is on. The Master's procedures must account for new crew members, crew members on board at the time the revision is received and returning crew members not on board when a revision is received.

3. General

The Safety Management Manual contains the documentation of the safety management system for the vessel operations at Woods Hole Oceanographic Institution. It contains information on the Safety Management System and the procedures set forth therein. All procedures considered important enough to be committed to writing should be contained in the Safety Management Manual.

The distribution of the Safety Management Manual is set forth in the Distribution Procedures portion of this manual. Changes to the Safety Management Manual can be initiated either on the ships or in the Port Office. Changes must be sent to the Safety Management Representative to have them incorporated in the Safety Management Manual. The Ship Operations Manager shall approve all changes to the Safety Management Manual

Once changes have been approved for incorporation into the Safety Management Manual, the changes will be sent to the individuals responsible for maintaining copies of the manual. These changes shall be recorded in the front of the individual manual in the revision page. These responsible individuals shall insert the changes in their manuals and report to the Safety Management Representative that the manuals have been changed.

The implementation of a change may take place prior to the publishing of a revision to the manual. If a change is approved for implementation prior to publishing the revision, a notice of approval of the change will be transmitted authorizing the implementation.

Any portions of the Safety Management System Manual that have been made obsolete by changes shall be disposed of locally and do not need to be returned to the Safety Management Representative. These changes also need to be reported to the Safety Management Representative.

The procedures maintained within this manual are current. The revision number of each procedure is indicated on the bottom of each page. To ensure validity of each procedure, the revision number can be cross-referenced with the revision number located by each procedure in the table of contents. If copies of individual procedures are made, then the word "COPY" must be clearly marked on each page of the procedure. It is the responsibility of each individual reading a procedure marked "COPY" to ensure they are reading the most current and valid revision.

4. **Record**
   A record must be entered in a crew member's training record in NS5 that the SMM has been read. The entry shall include the fact that the general volume has been read. Another entry shall be made that the ship specific procedures have been read. In both cases the revision number must be noted.