



# SAFETY MANAGEMENT MANUAL

11.2 DISTRIBUTION OF MANUALS	
Originator:	Approved By:
Hank Ayers	Albert F. Suchy

**1. Purpose**

The purpose of this procedure is to identify the distribution of the Safety Management Manual.

**2. Responsibility**

It is the responsibility of the Safety Management Representative (SMR) to distribute the Safety Management Manual to allow for ready access by marine crew and the Marine Operations personnel.

**3. General**

The Safety Management Manual contains the documentation of the Safety Management System of vessel operations at Woods Hole Oceanographic Institution and includes procedures set forth therein.

The distribution of the Safety Management Manual has to maintain a delicate balance between access and document control. The table below indicates where copies of the manual shall be located both on board the ships and shore side, as well as the person responsible for maintaining these copies. A request to change the distribution shall be sent to the Management System Representative in the Port Office.

Ops Science Services staff gets one copy of each Revision emailed to them in PDF format to be posted to the WHOI internal web site.

Location	Person Responsible	See Note Below
Port Office	Marine Engineer	A.
Marine Operations	Assist. Marine Operations Coord.	A.
Operations Science Services	Ops Science Services Staff Asst	A.
Atlantis-Master	Master	A.
Atlantis-Deck	Chief Mate	B.
Atlantis-Engine	Chief Engineer	B.
Atlantis-Library	Master	B.
Armstrong-Master	Master	A.
Armstrong-Deck	Chief Mate	B.
Armstrong-Engine	Chief Engineer	B.
Armstrong-Library	Master	B.

Note: **Person Responsible Receives Copies Below:**  
 A. One of Each - Volume 1, 2 and 3  
 B. One of Each - Volume 1 and Ship Specific Section



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Electronic versions of the Safety Management Manual will be made available as requested by the Master of each vessel. These copies shall be distributed through numbered CD-ROM disks. Due to the ease with which electronic versions can multiply and the difficulty to mark as a copy, it will be the responsibility of the requesting Master to maintain a list of the computers that this CD has been downloaded to, so they can be updated or erased when new versions become available.