

CHEMICAL DISTRIBUTION INSTITUTE

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Despatch instruction:-PDF format

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CDI: New Crew Matrix & HVPQ email alerts for Ship Operators

For the attention of all CDI Marine Ship Operator & Chemical Company participants;

CDI is pleased to announce a new functionality for Ship operators participating in CDI-Marine to remind them about updating their Crew Matrix and HVPQ in the CDI-Marine database.

To assist ship operators in ensuring their crew matrix and HVPQ are up to date, a new function has been built into the CDI Marine database which a ship operator will have access too when logging into their CDI-Marine account

This is a new "email alert button" which is included on the "Ships and Reports" page, see Ship Operator page screen shot below



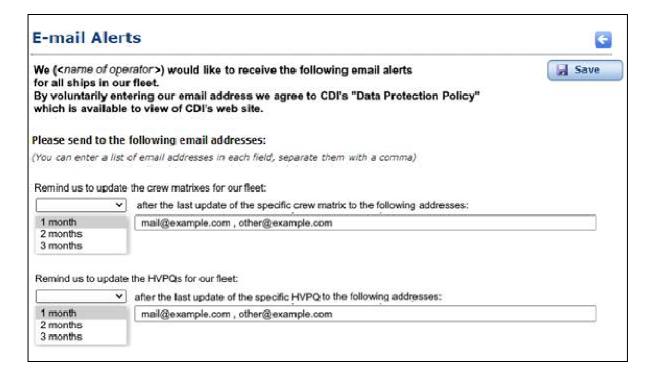
Clicking this new "*E-mail alerts*" button will open a new page, in where the ship operator can voluntarily manage their own e-mail alert reminders :

The e-mail alerts will be set for the whole ship operator's fleet. The following e-mail alerts will be available:

- E-mail alert to update the crew matrixes for the ship operator's fleet
- E-mail alert to update the HVPQs for the ship operator's fleet

The ship operator will be able to select the time frequency of the e-mail alerts:

- 1 month / 2 months / 3 months after the last update of the specific crew matrix and / or HVPQ.
- The ship operator can enter a comma to separate numerous lists of Ship operator recipient e-mail addresses to include multiple email addresses if they wish.
- The alerts will be combined in one single automatic e-mail, for example when multiple HVPQs and Crew Matrices of the ship operator expire on the same date.
- However, separate automatic e-mails will be sent, when the HVPQs / crew matrixes expire on different dates.
- The automatic e-mails will be repeated monthly (until the ship operator updates the crew matrix and/or HVPQ or at unsubscribing to the e-mail alerts): See screen shot below



Capt Howard Snaith General Manager



The Members of the Chemical Distribution Institute:

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