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**GENERAL CIRCULAR**

**QHSE - 8/2019**

**To: The Fleet**

**Subject: Pre-Boarding & Familiarization of Senior Management Officer's**

Dear All,

The purpose of this Circular is to provide proper SMS familiarization to all Senior Management Officer's prior joining the fleet vessel. Company Superintendents conducting Pre-Boarding Briefing & Familiarization of the Officer's must ensure that the officer is aware of the Company SMS and Policies. ISM form for Pre-Boarding Briefing & Familiarization to be completed signed for proper understanding and sent to crewing department for proper updating of records.

**QHSE**  
**Maritec Tanker Management Pvt Ltd.**