



# Maritec Tanker Management Pvt Ltd

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## **GENERAL CIRCULAR**

**10/2020**

**Date: 22<sup>nd</sup> Aug 2020**

**TO: Fleet**

**Subject: Procedures for Remote Audits / Vessel Inspection**

Prolonged COVID-19 pandemic situation around the world and travel restrictions associated with it has limited the ability of the superintendents to be physically present onboard to conduct the Internal Audit as per SMS.

Remote Audits and Vessel inspection is a temporary measures and procedures, detailed below and valid till 31<sup>st</sup> March 2021, for carrying out the Audits and Vessel Inspection is therefore being introduced to comply as close as possible with requirement mandated by the SMS without physical presence of the superintendent. This procedure may be amended to meet the objectives; or extended beyond 31<sup>st</sup> March 2021 if the physical presence of the superintendent cannot be carried out due Pandemic or another act of GOD only. Original procedures for audits and inspections shall have first preference subject to travel restrictions and other national and international health and safety guidance.

### **Qualification Criteria for remote Audit/ Inspection**

Remote Audit/ Inspection shall only be carried out when:

- There exists a risk of transmitting COVID-19 due to a physical inspection.
- There has been a reported existence of cases/symptoms of COVID-19 onboard the vessel.
- The vessel's location and schedule does not permit physical presence of Superintendent
- Travel restrictions associated with the vessel's location.
- The possibility of conducting a physical inspection later will not satisfy the interval as set in the SMS
- Decided on case to case basis and approved by the Management.

### **Scope and application**

This guideline is a supplement to SMS are set to meet the objectives as laid in the ISM Code.

Remote Audits / Inspection can be carried out for

- ISM
- ISPS
- MLC
- CARGO AUDIT
- MOORING AUDIT
- TECHNICAL VESSEL INSPECTION
- NAVIGATION AUDIT- This must be supplemented by VDR Analysis for section as deemed fit by auditor/ inspector assigned.



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## **Process to be followed:**

Step 1- Superintendent will initiate and request for remote audit to the General Manager with following info

- a- Name of Vessel
- b- Date of Last Audit/ Inspection
- c- Reason for requesting remote audit/inspection

Step 2- General Manager will then approve and intimate the vessel on the email

Step 3- The superintendent will then commence the audit.

Step 4- On completion of the audit, all chains of email, voice / call recording and documents should be presented to the DPA.

## **Guidelines for Audit/ Inspection**

- Plan of Audit should be mailed to vessel
- Opening Meeting can either be held on phone or any communication means with Master and Chief Engineer. Other attendees in opening meeting is left to the discretion of the auditor/inspector
- Superintendent must ensure that respective checklist is complied with. However, to meet the objective, the superintendent may provide to vessel his own set of questions and may seek photographs, documents etc not readily available to him (Example maintenance history in JOT) to satisfy himself. The company checklist must then be filled by the superintendent and sent to vessel on completion of Audit/inspection.
- Questions for remote inspection, as mentioned above, should preferably be sent as word or excel document attachment.
- Superintendent may utilize the month end documents presented by vessel, or data available in JOT or may even ask other office staff for any documentation presented by the vessel in the past, to meet the objective of the audit/ inspection.
- Audit/ Inspection must be completed within 21 days. Consideration may be taken into account for vessel operation as may deem fit. However certain part of audit does require to verify vessel's operation and Master should try to cooperate with the superintendent to provide all data/ documents without hampering the safety of the vessel.
- Observations raised and closed during the course of Audit/ Inspection must be mentioned as observation/ NC etc
- Interviews, if any to be held, can be held on phone or other means of communication to the satisfaction of the Auditor/ Inspector.
- Company forms for NC/ Observations etc will be filled and provided by the superintendent.



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## **Communication Protocol**

Any communication, by subject of an email or by opening sentence of the call, should clearly indicate the purpose to be Audit/Inspection.

These calls/ Emails should be exclusively for audit/inspection and no other topics.

Superintendent should not try to combine their duties of superintendent with that of auditor/inspector.

The emails should only be addressed between vessel and the individual superintendent/ auditor and not to any group email.

Documents requested and provided should be legible and readable. All efforts should be taken to keep this inhouse, however if the facility is available and the inspector/auditor deems fit, keeping in mind the sensitive nature of the document/photographs required, help may be taken from the agents only.

Thank You,

**Maritec Tanker Management Pvt Ltd**

