



Maritec Tanker Management Pvt Ltd

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GENERAL CIRCULAR

04/2022

Date: 25th May 2022

To: Fleet

SUBJECT: Disposal of Obsolete Documents

All vessels should ensure the disposal of obsolete documents and control the obsolete documents to eliminate their unintended use.

Document retention period is determined through legal and other requirements of company. All reporting forms and checklists / permit have their retention period.

On receipt of new Class or other Certificates, old document should be removed from working file & destroyed immediately. Else it can be shifted to archive with appropriate noting on it.

Where the SMS documentation is copied and used for learning, operating, or studying the system, “Uncontrolled Copy” should be stamped in red on its cover to identify it from the controlled version.

Document control procedure ensures that personnel do not use obsolete documents and instructions.

Identify any obsolete document retained for legal or knowledge preservation. Securely archive it away from unintended use.

Controlled documents include, but are not limited to:

Statutory & Trading certificates/ Plans and drawings / Manufacturers’ manuals / Charts and nautical publications / IMO publications and other reference books / Logbooks / Certificates and survey records / Documents required by owner. Shipboard manuals and model plans.

From,

QHSE Team

Maritec Tanker Management Pvt Ltd.