M. 1.10 - FORM INDEX LIST

Date: 07/06/2022

Made by: QHSE

Approved by:

FILE LOCATION	FILE NO.	TO BE UPLOADED IN JOT	SENT TO OFFICE (Through email copy)	MAINTAIN HARD COPY ONBOARD	OFFICE REVIEW	FREQUENCY	FORM NO	NAME OF DOC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Master	1	--	--		--	Monthly	M. 1.00	DOC CONTROL												
Master	1	X	--	X	All Dept.	Monthly	M. 1.10	FORM INDEX LIST												
Master	1	X	--	X	Tech	Monthly	M. 1.20	VESSEL'S CERTIFICATES						X						
Master	1		X		QHSE	6-monthly	M. 1.30	SUGGESTED IMPROVEMENTS AND												
Master	1		X	X	QHSE	As Required	M. 1.40	MANAGEMENT OF CHANGE CHECK LIST												
Master	2		X	X	QHSE	Every 6 Months	M. 2.00	MASTER'S REVIEW												
Master	2	X	X	X	QHSE	Monthly	M. 2.10	SAFETY MEETING MINUTES												
Master	2		X		QHSE	Monthly	M. 2.19	HSSE PERFORMANCE REPORT												
Master	2	X	--		QHSE	As Required/ Through JOT	M. 2.20	NEAR MISS REPORT												
Master	2	X	--		QHSE	As Required/Through JOT	M. 2.21 (A)	INJURY REPORT												
Master	2	X	--		QHSE	As Required/Through JOT	M. 2.21 (B)	INCIDENT REPORT												
Master	2	X	X		Tech	As Required	M. 2.22	MACHINERY BREAKDOWN REPORT												
Master	2	--	--	X		Monthly/Daily update in ISF	M. 2.30	WORK AND REST HOURS												
Master	2	--	--	X		Monthly	M. 2.31	TABLE OF SHIPBOARD WORKING												
Master	2		--			Daily	M. 2.45	DAILY WORK PLANNING MEETING												
Master	2		X	X	QHSE	Annual	M. 2.50	MOORING WINCHES BRAKE HOLDING TEST												
Master	2		X	X	QHSE	As Required	M. 2.60	HOT WORK PERMIT CHECK LIST												
Master	2	X	--		QHSE	As Required/Through JOT	M. 2.70	UNSAFE ACT/UNSAFE CONDITION												
Master	2		X	X	Crewing	As Required	M. 2.80	COMPLAINT REPORT												
Master	2		X	X	Crewing	As Required	M. 2.90	WITNESS STATEMENT												
Master	3	X	--		QHSE	As Required/Through JOT	M. 3.00	NON CONFORMITY REPORT												
Master	3	X	--		QHSE	Monthly	M. 3.10	STATUS LIST OF NON CONFORMITIES												
Master	3	X	X	X	QHSE	Annual	M. 3.20	ISM INTERNAL AUDIT REPORT SHIP												
Master	3	X	X	X	QHSE	Annual	M. 3.30	ISPS INTERNAL AUDIT REPORT SHIP												
Master	3	X	X	X	QHSE	Annual	M. 3.40	MLC INTERNAL AUDIT REPORT SHIP												
Master	3	X	X	X	QHSE	Annual	M. 3.50	NAVIGATIONAL AUDIT CHECK LIST												
Master	3		X	X	QHSE	As Required	M. 3.60	AUDIT OBSERVATIONS - FOLLOW UP REPORT												
Master	3		--	X		Weekly	M. 3.70	ACCOMMODATION AND GALLEY INSPECTION												
Master	4		X		Tech	As Required	M. 4.00	SERVICE REPAIR REQUEST												
Master	4	X	X		Tech	As Required	M. 4.10	SERVICE REPAIR REPORT												
Master	4	X	--		Tech	Monthly	M. 4.20	STATUS LIST OF SERVICE REPAIR REQUESTS												
Master	5		X	X	Crewing	As Required	M. 5.00	FORMAL WARNING BY HEAD OF												
Master	5		X	X	Crewing	As Required	M. 5.10	WRITTEN REPRIMAND BY MASTER												
Master	5		X	X	Crewing	As Required	M. 5.20	EVALUATION REPORT OFFICERS												
Master	5		X	X	Crewing	As Required	M. 5.21	EVALUATION REPORT RATING												
Master	5		X	X	Crewing	As Required	M. 5.30	REQUEST FOR DISEMBARKATION												
Master	5		X	X	Crewing	As Required	M. 5.40	CERTIFICATE OF DECEASE AT SEA												
Master	6		X	X	QHSE	Every Change of Command	M. 6.00	MASTER HAND OVER REPORT												
Master	6		X	X	QHSE	Every Change of Command	M. 6.10	MASTER HANDLING OVER CHECKLIST												

Master	6		X	X	QHSE	Every Change of COF	M. 6.11	CHIEF OFFICER HAND OVER REPORT												
Master	6		--	X		Every Change of 2nd OFF	M. 6.12	SECOND OFFICER TAKING OVER REPORT												
Master	6		--	X		Every Change of 3rd OFF	M. 6.13	THIRD OFFICER TAKING OVER REPORT												
Master	6		X	X	Tech	Every Change of Ch. Eng	M. 6.20	CHIEF ENGINEERS HANDING OVER REPORT												
Master	6		X	X	Tech	Every Change of 2nd Eng	M. 6.21	2ND ENGINEERS HANDING OVER REPORT												
Master	6		--	X		Every Change of 3rd & 4th	M. 6.22	3RD AND 4TH ENGINEERS HANDING OVER												
Master	6		--	X		Every Change of El. Off	M. 6.23	ELECTRICAL OFFICERS HANDING OVER												
Master	6		--	X		Every Change of Chief Cook	M. 6.30	CHIEF COOK TAKING OVER REPORT												
Master	7		--	X		As Required	M. 7.00	CREW CURRENCIES DECLARATION												
Master	7		--	X		As Required	M. 7.10	SHIP STORES DECLARATION												
Master	7		--	X		As Required	M. 7.20	CREW PERSONAL EFFECTS DECLARATION												
Master	7	--	--	X		Monthly	M. 7.30	CREW LIST												
Master	7		--	X		As Required	M. 7.40	CREW VACCINATION LIST												
Master	7		X	X	Tech	As Required	M. 7.50	INDEMNITY FORM												
Master	7		X	X	Tech	As Required	M. 7.51	INDEMNITY FORM - COVID												
Master	7		X	X	Tech	As Required	M. 7.52	COVID 19 CHECKLIST FOR CONTRACTORS &												
Master	7		X	X	Tech	As Required	M. 7.60	LOGBOOK FORM												
Master	7		X	X	QHSE	As Required	M. 7.70	LLOYDS OPEN FORM OF 2011												
Master	8	--	X	X	Crewing	Monthly	M. 8.00	MASTER CASH ACCOUNT												
Master	8	--	X	X	Crewing	Monthly	M. 8.10	P.R. EXPENSES												
Master	8	--	X	X	Crewing	Monthly	M. 8.11	TRAVELLING ACCOUNT												
Master	8	--	X	X	Crewing	Monthly	M. 8.12	CREW MONTHLY WAGE ACCOUNT												
Master	8	--	X	X	Crewing	Monthly	M. 8.20	REPORT OF PORT EXPENSES												
Master	8	--	X	X	Crewing	Monthly	M. 8.30	VICTUALLING ACCOUNT												
Master	8	--	X	X	Crewing	Monthly	M. 8.40	MONTHLY WAGE ACCOUNT												
Master	8	--	X	X	Crewing	Monthly	M. 8.50	CASH ADVANCE												
Master	8	--	X	X	Crewing	Monthly	M. 8.60	MONTHLY SLOP CHEST ACCOUNT												
Master	8	--	X	X	Crewing	Monthly	M. 8.70	PERSONAL PHONE ACCOUNT												
Master	8		X	X	Crewing	As Required	M. 8.80	PAYMENT DETAILS CREW												
Master	8		X	X	Crewing	As Required	M. 8.90	BANK DETAILS CREW												
Master	8	X	X	X	Tech	Monthly	M. 9.00	PROVISION INVENTORY												
Master	8		X	X	Crewing	As Required/During each sign off	M. 9.10	PRE – OFFSIGNING MARPOL DECLARATION												
Master	8		X	X	QHSE	As Required/During change of command	M. 10.00	MASTERS VESSEL FAMILIARIZATION VERIFICATION BY MTM PL VERIFIER												
BRIDGE	1		X	X	Ops	As Required	B. 1.00	PASSAGE PLAN												
BRIDGE	1		--	X		Prior Every Arrival Port	B. 1.10	PREPARATION - ARRIVAL PORT												
BRIDGE	1		--	X		As Required	B. 1.20	PILOT CARD												
BRIDGE	1		--	X		As Required	B. 1.21	UKC CALCULATION												
Master	Misc	X	X	X	Ops	Monthly	B. 1.22	PILOT EVALUATION FORM (For Biskra &												
Master	Misc	X	X	X	Ops	Weekly	B. 1.23	AZIMUTH TRAINING RECORD - (Only for Azimuth Propulsion Vessels												
BRIDGE	1		--	X		Prior Every Departure Port	B. 1.30	PREPARATION FOR SEA												
BRIDGE	1		X	X	Ops	NA	B. 1.40	NOTICE TO MARINERS FORM												
BRIDGE	1		X	X	Ops	NA	B. 1.50	ELECTRONIC CHARTS (ECDIS) CORRECTION												
BRIDGE	1		--	X		Daily Tests And Checks	B. 1.60	DAILY TESTS AND CHECKS												
BRIDGE	1		--	X		Prior Entering US Water's	B. 1.70	CHECK LISTS FOR ENTERING US WATERS												
BRIDGE	2		--	X		As Required	B. 2.00	NAVIGATION, COASTAL WATERS												
BRIDGE	2		--	X		As Required	B. 2.10	NAVIGATION DEEP SEA												
BRIDGE	2		--	X		As Required	B. 2.20	NAVIGATION IN RESTRICTED VISIBILITY												
BRIDGE	2		--	X		As Required	B. 2.30	WEATHER OR TROPICAL STORM												

BRIDGE	2		--	X		As Required	B. 2.40	NAVIGATION IN ICE												
BRIDGE	2		--	X		Prior Every Anchoring Operation	B. 2.50	ANCHORING PREPARATION												
BRIDGE	2		--	X		During Anchorage	B. 2.51	ANCHORING WATCH												
BRIDGE	2	X	X		Ops	Monthly	B. 2.52	ANCHORS USAGE LOG												
BRIDGE	2		--	X		As Required	B. 2.60	CHANGING OVER WATCH												
BRIDGE	2		--	X		As Required	B. 2.70	HELICOPTER OPERATION CHECK LIST FORM												
BRIDGE	3		--	X		As Required	B. 3.00	SOLAS FAMILIARIZATION TRAINING CARD												
BRIDGE	3		--	X		As Required	B. 3.01	ONBOARD TRAINING DECK RATING												
BRIDGE	3		--	X		As Required	B. 3.02	ONBOARD TRAINING GALLEY STAFF												
BRIDGE	3		--	X		As Required	B. 3.03	ONBAORD TRAINING RECORD ENGINE												
BRIDGE	3		--	X		As Required	B. 3.04	CONTRACTORS, SUPERNUMERARIES												
BRIDGE	3		--	X		As Required	B. 3.10	BRIDGE EQUIPMENT FAMILIARIZATION												
BRIDGE	3		--	X		As Required	B .3.20	ECDIS ONBOARD FAMILIARISATION CHECK												
BRIDGE	3		--	X		As Required	B. 3.21	ECDIS FAMILIARISATION												
BRIDGE	3		--	X		As Required	B. 3.30	ONBOARD TRAINING CHIEF OFFICER												
BRIDGE	3		--	X		As Required	B. 3.40	ONBOARD TRAINING 2ND OFFICER												
BRIDGE	3		--	X		As Required	B. 3.50	ONBOARD TRAINING 3RD OFFICER												
BRIDGE	3		--	X		As Required	B. 3.60	ONBOARD TRAINING 2ND ENGINEER												
BRIDGE	3		--	X		As Required	B. 3.70	ONBOARD TRAINING 3RD / 4TH ENGINEER												
BRIDGE	3		--	X		As Required	B. 3.80	ONBOARD TRAINING ELECTRICAL OFFICER												
BRIDGE	4	X	--		Ops	Monthly	B. 4.00	MEDICINES INVENTORY LIST												
BRIDGE	4	X	X	X	Crewing	As Required	B. 4.10	MEDICAL REPORT FOR SEAFARERS												
BRIDGE	4	X	X	X	QHSE	Monthly	B. 4.20	UNANNOUNCED ALCOHOL TEST												
BRIDGE	4	X	--		Ops	Monthly	B. 4.30	LIST OF PUBLICATIONS												
BRIDGE	5		--	X		As Required	B. 5.00	MUSTER LIST												
BRIDGE	5	X	--		QHSE	Monthly	B. 5.10 (A)	DRILL SCHEDULE - SAFETY												
BRIDGE	5	X	--		QHSE	Monthly	B. 5.10 (B)	DRILL SCHEDULE - SECURITY												
BRIDGE	5	X	--		QHSE	Monthly	B. 5.20	DRILL REPORT												
BRIDGE	6	X	--		Tech	Monthly	B. 6.00	DECK SAFETY EQUIPMENT CHECK LIST												
BRIDGE	6	X	--		QHSE	Monthly	B. 6.10	LIFESAVING APPLIANCES CHECKLIST												
BRIDGE	6	X	--		QHSE	Monthly	B. 6.20	FIRE FIGHTING EQUIPMNT CHECKLIST												
BRIDGE	6	X	--		Tech	Monthly	B. 6.30	EMERGENCY SYSTEMS AND EQUIPMENT												
BRIDGE	6	X	--		Tech	Monthly	B. 6.40	MARPOL EQUIPMENT SAFETY CHECKLIST												
BRIDGE	6	X	--		Ops	2 Monthly	B. 6.50	NAVIGATIONAL EQUIPMENT SAFETY												
BRIDGE	6	--	--		Ops	Monthly	B. 6.60	RADIO MAINTENANCE CHECKLIST												
BRIDGE	7		X	X	QHSE	As Required	B. 7.00	INITIAL EMERGENCY REPORT FORM												
BRIDGE	7		X	X	QHSE	As Required	B. 7.01	EMERGENCY SITREP REPORT FORM												
BRIDGE	7		X	X	QHSE	As Required	B. 7.10	CHECKLIST COLLISION												
BRIDGE	7		X	X	QHSE	As Required	B. 7.20	CHECKLIST ABANDON SHIP												
BRIDGE	7		X	X	QHSE	As Required	B. 7.30	CHECKLIST EXPLOSION												
BRIDGE	7		X	X	QHSE	As Required	B. 7.40	CHECKLIST POLLUTION												
BRIDGE	7		X	X	QHSE	As Required	B. 7.50	CHECKLIST MAN OVERBOARD												
BRIDGE	7		X	X	QHSE	As Required	B. 7.60	CHECKLIST SEARCH AND RESCUE												
BRIDGE	7		X	X	QHSE	As Required	B. 7.70	CHECKLIST GROUNDING												
BRIDGE	7		X	X	QHSE	As Required	B. 7.80	CHECKLIST STOWAWAYS												
BRIDGE	7		X	X	QHSE	As Required	B. 7.90	CHECKLIST PIRACY AND ROBBERY												
BRIDGE	7		X	X	QHSE	As Required	B. 7.94	EMERGENCY TOWING												
BRIDGE	7		X	X	QHSE	As Required	B. 7.95	CHECKLIST STEERING FAILURE												
BRIDGE	7		X	X	QHSE	As Required	B. 7.96	MAIN ENGINE FAILURE												
BRIDGE	7		X	X	QHSE	As Required	B. 7.97	EVACUATION FROM ENCLOSED SPACE												
BRIDGE	7		X	X	QHSE	As Required	B. 7.98	ECDIS SENSOR INPUT FAILURE												
BRIDGE	7		X	X	QHSE	As Required	B. 7.99	HEAVY WEATHER DAMAGE												

BRIDGE	8	X	--		Ops	Monthly	B. 8.00	MONTHLY DECK ABSTRACT												
BRIDGE	9		--	X	Tech	As Required	B. 9.00	DRY DOCKING CHECKLIST												
BRIDGE	10		X		IT	3 Monthly	B. 10.00	BRIDGE EQUIPMENT SOFTWARE /												
BRIDGE	14		X	X	QHSE	As Required	B. 14.0	RISK ASSESMENT FORM												
BRIDGE	14		X	X	QHSE	As Required / Quartely	B. 14.1	RA – REVIEW REGISTER												
BRIDGE	14		X	X	QHSE	As Required	B. 14.2	JOB HAZARD ANALYSIS												
BRIDGE	15		--	X	QHSE	As Required	B. 15.0	FAMILIARISATION LIST												
CH. ENG	1		X	X	Tech	As Required	C.E. 1.0	CHANGE OF CHIEF ENGINEER												
CH. ENG	2	X	X		Tech	6 Monthly	CE. 2.0	INVENTORY LIST												
CH. ENG	2		X	X	Tech	As Required	CE. 2.1	LIST OF PRECISION & MEASURING TOOLS												
CH. ENG	3		X		Tech	3 Monthly	CE. 3.0	TECHNICAL AND MANUAL DRAWINGS												
CH. ENG	4	X	--		QHSE	Monthly	CE. 4.0	ENVIRONMENTAL MANAGEMENT REPORT												
CH. ENG	4		X	X	Ops	As Required	CE. 4.1	DISCHARGING OF RESIDUES SLUDGE												
CH. ENG	5		X	X	Tech	As Required	CE. 5.0	SURVEY REPORT FORM												
CH. ENG	6	X	--		Tech	Monthly	CE. 6.0	STATUS LIST OF REQUISITION												
CH. ENG	7		X	X	Tech	As Required	CE. 7.0	LANDING REPORT VESSEL												
CH. ENG	8		X		Tech	As Required	CE. 8.0	BUNKER REQUISITION PLAN												
CH. ENG	9		X	X	QHSE	Annual	CE. 9.0	BUNKER LINE ANNUAL HYDROSTATIC												
CCR	1		X	X	Ops	Prior Every Load / Dis Port	CCR. 1.0	NOTICE OF READINESS												
CCR	2		X	X	Ops	Prior Every Load / Dis Port	CCR. 2.0	LOADING & DISCHARGING PLAN												
CCR	2		X	X	Ops	Every Load / Dis Port	CCR. 2.1	ULLAGE REPORT												
CCR	2		X	X	Ops	Every Load / Dis Port	CCR. 2.2	VESSEL EXPERIENCE FACTOR												
CCR	2		X		Ops	Heating Cargo Loaded	CCR. 2.3	CARGO HEATING LOG DECK												
CCR	2		X	X	Ops	Every Load Port	CCR. 2.4	CLEAN TANK CERTIFICATE												
CCR	2		X	X	Ops	Every Discharge Port	CCR. 2.5	CARGO DICHARGING - LOADING RATES LOG												
CCR	2		X	X	Ops	Every Load / Dis Port	CCR. 2.6	STATEMENT OF FACTS												
CCR	2		X	X	Ops	Every Load / Dis Port	CCR. 2.7	STATEMENT OF FACTS - TIME SHEET												
CCR	2		X	X	Ops	Prior Every Loading	CCR. 2.8	LOADING INSTRUCTION												
CCR	2		X	X	Ops	Prior Every Loading	CCR. 2.9	LOADING PORT & CARGO INFORMATION												
CCR	2		--	X	Ops	Prior Every Loading	CCR. 2.10	BEFORE LOADING CHECK LIST												
CCR	2		--	X	Ops	Every Loading	CCR. 2.11	DURING LOADING CHECK LIST												
CCR	2		X	X	Ops	Prior Every Discharging	CCR. 2.12	DISCHARGING PORT & CARGO INFORMATION												
CCR	2		X	X	Ops	Every Discharging	CCR. 2.13	CARGO DISCHARGE RATE LOG												
CCR	2		X	X	Ops	Every Discharging	CCR. 2.14	PRESSURE RECORD - DISCHARGING												
CCR	2		X	X	Ops	Prior Every Tank Cleaning	CCR. 2.15	TANK CLEANING PLAN												
CCR	2		X	X	Ops	Every Tank Cleaning	CCR. 2.16	TANK CLEANING RECORD												
CCR	2		X	X	Ops	As Required	CCR. 2.17	NOTE OF PROTEST												
CCR	2		X	X	Ops	Every Load / Dis Port	CCR. 2.18	LETTER OF PROTEST DELAYS												
CCR	2		X	X	Ops	Every Load Port	CCR. 2.19	LETTER OF PROTEST - SHIP SHORE CARGO												
CCR	2		X	X	Ops	Every Load / Dis Port	CCR. 2.20	LETTER OF PROTEST - DELAY IN GRANTING												
CCR	2		X	X	Ops	Every Load Port	CCR. 2.21	LETTER OF PROTEST - SHORT LOADING												
CCR	2		X	X	Ops	Every Load Port	CCR. 2.22	LETTER OF PROTEST - DEADFREIGHT												
CCR	2		X	X	Ops	Every Load Port	CCR. 2.23	LETTER OF PROTEST - "CLEAN ON BOARD"												
CCR	2		X	X	Ops	Every Load Port	CCR. 2.24	LETTER OF PROTEST - SLOW LOADING RATE												
CCR	2		X	X	Ops	Every Load / Dis Port	CCR. 2.25	LETTER OF PROTES - LOW DISCHARGE RATE												
CCR	2		X	X	Ops	Every Load / Dis Port	CCR. 2.26	LETTER OF PROTEST - NO REMARKS ON												
CCR	2		X	X	Ops	Every Load / Dis Port	CCR. 2.27	LETTER OF PROTEST - DELAY IN ACCEPTANCE												
CCR	2		X	X	Ops	Every Discharge Port	CCR. 2.28	LETTER OF PROTEST - PROVISIONAL												
CCR	2		X	X	Ops	Every Load Port	CCR. 2.29	LETTER OF PROTEST - INABILITY TO EFFECT												
CCR	2		X	X	Ops	Every Load / Dis Port	CCR. 2.30	LETTER OF PROTEST - GENERAL												
CCR	2		X	X	Ops	Every Dis Port	CCR. 2.40	PUMPING RECORD												
CCR	2		X	X	Ops	Every Load / Dis Port	CCR. 2.41	OBQ ROB REPORT												
CCR	2		X	X	Ops	Every Load / Dis Port	CCR. 2.42	SLOP CERTIFICATE												

CCR	2		X	X	Ops	Every Load Port	CCR. 2.43	LAST THREE CARGOES												
CCR	2		X	X	Ops	Every Load Port	CCR. 2.44	CARGO SAMPLE DISPOSAL LOG												
CCR	3		--	X		Every Load / Dis Port	CCR. 3.0	SHIP-SHORE SAFETY CHECK LIST												
CCR	3		--	X		Prior Every Discharging	CCR. 3.1	BEFORE DISCHARGING CHECK LIST												
CCR	3		--	X		Every Discharging	CCR. 3.2	DURING DISCHARGING CHECK LIST												
CCR	3		X	X	Ops	Every Discharging	CCR. 3.3	INERT GAS LOG OPERATION												
CCR	3		X	X	Ops	As Required	CCR. 3.4	INERT GAS LOG MAINTENANCE												
CCR	3		--	X		As Required	CCR. 3.5	STS OPERATION CHECKLIST												
CCR	4		--	X		As Required	CCR. 4.1	FAMILIARISATION WITH CARGO												
CCR	4		--	X		As Required	CCR. 4.2	FAMILIARISATION WITH CARGO												
CCR	5		--	X		As Required	CCR. 5.0	PRESSURE SYSTEM PERMIT CHECK LIST												
CCR	5		--	X		As Required	CCR. 5.1	COLD WORK PERMIT CHECK LIST												
CCR	5		--	X		As Required	CCR. 5.2	ENCLOSED SPACE ENTRY PERMIT CHECK LIST												
CCR	5		--	X		As Required	CCR. 5.3	PUMP ROOM ENTRY PERMIT												
CCR	5		--	X		As Required	CCR. 5.4	ELECTRICAL WORK PERMIT CHECK LIST												
CCR	5		--	X		As Required	CCR. 5.5	PERMIT FOR HANDING HEALTH HAZARD												
CCR	5		--	X		As Required	CCR. 5.6	WORKING ALOFT - OVERSIDE CHECK LIST												
CCR	5		--	X		As Required	CCR. 5.7	UNDER WATER OPERATION CHECK LIST												
CCR	5		--	X		As Required	CCR. 5.8	SMALL CRAFT ALONGSIDE PERMIT												
CCR	6		--	X		As Required	CCR. 6.0	GARBAGE - WASTE RECEIPT												
CCR	7		X		Tech	As Required	CCR. 7.0	CARGO TANK / VOID SPACE INSPECTION												
CCR	7		X		Tech	As Required	CCR. 7.1	BALLAST / FRESH WATER TANK INSPECTION												
CCR	7	X	X		Tech	Whenever Tanks are	CCR. 7.2 (A)	TANK CONDITION REPORT												
CCR	7	X	X		Tech	As Required	CCR. 7.2 (B)	TANK CONDITION REPORT - BALLAST												
CCR	7	X	X		Tech	6 Monthly & When Tanks are Inspected	CCR. 7.2 (C)	CONDITION REPORT - VOID SPACES / SHAFTS / TRUNKS / TUNNELS												
CCR	8	X	--		Tech	Monthly	CCR. 8.0	PAINT CONSUMPTION REPORT												
CCR	9		--	X		Daily / Monthly	CCR. 9.0	BALLAST TANKS AND VOID SPACES												
CCR	9		--	X		As Required	CCR. 9.1	CARGO TANKS ULLAGE RECORD												
CCR	9		--	X		Daily / Monthly	CCR. 9.2	BALLAST TANKS AND VOID SPACES												
CCR	9	--	--	X		Monthly	CCR. 9.3	CARGO SEA CHEST TEST RECORD (WHERE												
CCR	9	X	--	X	Tech	Monthly	CCR. 9.4	BILGE ALARM TEST RECORD												
CCR	9	X	--	X	Ops	Monthly / Prior Arrival Load Port	CCR. 9.5	TANK HIGH LEVEL ALARM TEST RECORD												
CCR	9	X	--	X	Ops	Monthly / Prior Arrival Load Port	CCR. 9.6	PV VALVE TEST RECORD												
CCR	9		--	X		Prior Arrival Discharge Port	CCR. 9.7	CARGO PUMP EMERGENCY STOP TEST												
CCR	9	X	X	--	Ops	Monthly	CCR. 9.8	CARGO AND BALLAST OPERATONS PUMPS												
CCR	10		X		Tech	As Required	CCR. 10.0	REQUISITION FORM (Raise Through JOT)												
CCR	11	X	--	X	QHSE	3-Monthly	CCR. 11.0	ISPS EQUIPMENT PREVENTIVE CHECKLIST												
CCR	12		X	X	Tech	Annually	CCR. 12.0	MOORING EQUIPMENT SWL												
CCR	12	X	--	X	Ops	Monthly	CCR. 12.01	MOORING EQUIPMENT INSPECTION REPORT												
CCR	12	X	--		Tech	Monthly	CCR. 12.1	CHECKLIST WATERTIGHT OPENINGS												
CCR	12	X	--	X	QHSE	Monthly	CCR. 12.2	SAFETY OFFICER CHECKLIST												
CCR	12	X	--		Ops	Monthly	CCR. 12.4	LIST OF VESSELS MEASUREMENT												
CCR	13		X	X	Tech	3 Monthly	CCR. 13.0	LIFTING EQUIPMENT CHECKS												
CCR	14		X	X	QHSE	As Required	CCR. 14.0	RISK ASSESMENT FORM												
CCR	14		X	X	QHSE	As Required	CCR. 14.1	RA – REVIEW REGISTER												
CCR	14		X	X	QHSE	As Required	CCR. 14.2	JOB HAZARD ANALYSIS												
CCR	15		--	X		As Required	CCR. 15.0	FAMILIARISATION LIST												
ECR	1	X	--	X		Every ECA Voy	ECR. 1.0	SOX EMISSION CHECK LIST												
ECR	1	X	--	X		As Required	ECR. 1.1	NOX EMISSION CHECK LIST												
ECR	2		--	X		As Required	ECR. 2.1	BUNKERING PLAN												

ECR	2		--	X		As Required	ECR. 2.2	SHIP SHORE BUNKERING CHECK LIST												
ECR	2		--	X		As Required	ECR. 2.3	BEFORE BUNKERING CHECK LIST												
ECR	2		--	X		As Required	ECR. 2.4	DURING BUNKERING CHECK LIST												
ECR	2		--	X		As Required	ECR. 2.5	AFTER BUNKERING CHECK LIST												
ECR	2		--			As Required	ECR. 2.6	LETTER OF PROTEST FORM												
ECR	3	X	X		Tech	Bi-Monthly	ECR. 3.0	MAIN ENGINE PERFORMANCE												
ECR	3		X	X	Tech	As Required	ECR. 3.1	2 STROKE ENGINE UNIT OVERHAUL REPORT												
ECR	3		X	X	Tech	As Required	ECR. 3.2	4 STROKE ENGINE CYLINDER LINER												
ECR	3		X	X	Tech	6 Monthly	ECR. 3.3	MAIN AND AUXILIARY ENGINE BEARING												
ECR	3		X	X	Tech	6 Monthly	ECR. 3.4	CRANKSHAFT DEFLECTION REPORT												
ECR	3	X	X		Tech	As &when applicable	ECR. 3.5	MAIN ENGINE LINER PISTON INSPECTION												
ECR	3	X	--		Tech	As &when applicable	ECR. 3.6	AE DECARB REPORT												
ECR	3	X	--		Tech	Monthly	ECR. 4.0	AUXILIARY ENGINE PERFORMANCE												
ECR	3	X	--		Tech	Monthly	ECR. 4.3	THERMAL BOILER CARGO HEATING LOG												
ECR	4	X	--		Tech	As per Schedule	ECR. 5.0 (A)	LUBE OIL SAMPLING SCHEDULE -												
ECR	5	X	--		Tech	As per Schedule	ECR. 5.0 (B)	LUBE OIL SAMPLING SCHEDULE - AZIMUTH												
ECR	5	X	--		Tech	Monthly	ECR. 5.1	LUBRICATION OIL CONSUMPTION REPORT												
ECR	5	X	--		Tech	Monthly	ECR. 5.2	WEEKLY LUB OIL TESTING ON BOARD												
ECR	5	X	--		Tech	Monthly	ECR. 5.3	CHEMICAL CONSUMPTION REPORT FORM												
ECR	5	X	--		Tech	Monthly	ECR. 5.4	SPARE CONSUMPTION REPORT												
ECR	5		--	X		As & When applicable	ECR. 5.5	BUNKER SAMPLE DISPOSAL LOG												
ECR	6		--	X		As Required	ECR. 6.0 (A)	ENGINE ROOM PREPARATION FOR ARRIVAL												
ECR	6		--	X		As Required	ECR. 6.0 (B)	ENGINE ROOM PREPARATION FOR ARRIVAL												
ECR	6		--	X		As Required	ECR. 6.1	ENGINE ROOM PREPARATION FOR ARRIVAL												
ECR	6		--	X		As Required	ECR. 6.2 (A)	UMS OPERATION OF THE ENGINE ROOM –												
ECR	6		--	X		As Required	ECR. 6.2 (B)	UMS OPERATION OF THE ENGINE ROOM –												
ECR	7		--	X		As Required	ECR. 7.1	FAMILIARISATION WITH CARGO EQUIPMENT												
ECR	8	X	--		Tech	Monthly	ECR. 8.0	MONTHLY TEST OF VITAL EQUIPMENT												
ECR	8	X	--		Tech	Monthly	ECR. 8.1	MONTHLY GAS REPORT												
ECR	8	X	--		Tech	3 Monthly	ECR. 8.2 (A)	MEGGER TEST REPORT – CONVENTIONAL												
ECR	8	X	--		Tech	3 Monthly	ECR. 8.2 (B)	MEGGER TEST REPORT – AZIMUTH												
ECR	8	X	--		Tech	As & When applicable	ECR. 8.4	MAINTENANCE OVERHAUL FORM												
ECR	9	X	--		Tech	Monthly	ECR. 9.1 (A)	CRITICAL EQUIPMENT SAFE SPARES FOR												
ECR	9	X	--		Tech	Monthly	ECR. 9.1 (B)	CRITICAL EQUIPMENT SAFE SPARES FOR												
ECR	9	X	--		Tech	Monthly	ECR. 9.2 (A)	MINIMUM MAJOR SPARES INVENTORY												
ECR	9	X	--		Tech	Monthly	ECR. 9.2 (B)	MINIMUM MAJOR SPARES INVENTORY												
ECR	10	X	--		Tech	Monthly	ECR. 10.0	DEFECT LIST												
ECR	11	X	--		Tech	Weekly	ECR. 11.0(E)	DAILY WORK DONE REPORT - ENGINE												
ECR	11	X	--		Tech	Weekly	ECR. 11.0(EL)	DAILY WORK DONE REPORT - ELECTRICAL												
ECR	11	X	--		Tech	Weekly	ECR. 11.0(D)	DAILY WORK DONE REPORT - DECK												
ECR	11		--			As Required	ECR. 11.1	CONTRACTOR ASSESSMENT FORM												
ECR	11		X		Tech	As Required	ECR. 11.2	WORK ORDER												
ECR	13		X	X	Tech	Quarterly	ECR. 13.0	LIFTING EQUIPMENT CHECKS												
ECR	14		X	X	QHSE	As Required	ECR. 14.0	RISK ASSESMENT FORM												
ECR	14		X	X	QHSE	As Required / Quartely	ECR. 14.1	RA – REVIEW REGISTER												
ECR	14		X	X	QHSE	As Required	ECR. 14.2	JOB HAZARD ANALYSIS												
ECR	15		X	X	Tech	As Required	ECR. 15.0	FAMILIARISATION LIST												
Master	Misc		X		QHSE,Ops	Monthly		VIDEOTEL TRAINING REPORT												
Master	Misc	X	--		QHSE	Monthly		RECORD OF DRILL DEBRIEFING/DRILL												
Master	Misc		X			As Required		CAMPAIGN -												