



Maritec Tanker Management Private Limited

Vessel - Mumbai Office (IMO: 121253)

Inspection Type 008 (B) - Office Internal Audits
Checklist

Inspection Date 26 Apr 2023

Inspector Nawin Khaware

From Port

To Port

Hours Onboard 8 H

Avg Audit Findings 50 %

No of NCRs 0

No of observation 4

Crew Interview & Attendance Record

Staff Name	Rank	Remarks
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Auditor Signature

Nawin Khaware



Maritec Tanker Management Private Limited

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Negative Findings

Defect ID	Chapter	Category	Question	Answer Details	Is Critical	Status	Link
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Additional NCRs

Defect ID	NCR No	Observations	Date of Disposition	Status
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Additional Observations

Defect ID	Observations	Date of Disposition	Status
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4	One of the employee was not familiarized with the company policies.		Pending
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Positive / Neutral Findings



Maritec Tanker Management Private Limited

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Chapter: 01.00 - Internal Audit - Shore

Category: 01.01 - Safety & Environmental Protection Policy

Question	Answer Details	Is Critical	Link
01.01.01 - Is the policy statement clearly shown in each department?	Grade - Yes		
01.01.02 - Do the Company's records confirm that the foregoing reviews are carried out as required?	Grade - Yes		
01.01.03a - Does this method include plans to ensure that - The policy is understood by all employees?	Grade - Yes		
01.01.03b - Does this method include plans to ensure that - The commitment by the Company's Management to the policy objectives is clearly given?	Grade - Yes		
01.01.04 - Do employees at all levels ashore appear to be familiar with the objectives of the Company's Safety and Environmental Protection policy?	Grade - No One of the new employee was not fully familiar with company policy		
01.01.05 - Other Comments			

Category: 01.02 - Company's Responsibilities And Authority



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Question	Answer Details	Is Critical	Link
01.02.01 - Is the structure of the company documented clearly, showing the relationship between departments and key personnel ashore and afloat ? (Flow charts should be attached)	Grade - Yes		
01.02.02 - Does the responsibilities and authority of all personnel associated with the SMS being followed?	Grade - Yes		
01.02.03 - Do employees appear to be familiar with their designated tasks and responsibilities?	Grade - Yes		
01.02.04 - Has the company designated a responsible person who ensures that all shore personnel are adequately qualified and experienced to undertake their duties? If the answer is positive, please state his / her Job Title	Grade - Yes		
01.02.05 - Does it appear that the foregoing requirement is carried out?	Grade - Yes		
01.02.06 - Does each department have written procedures regarding the delegation of responsibilities when the Department's Supervisor absent?	Grade - Yes		
01.02.07a - Does the company have sufficient resources and expertise to provide Masters with adequate back-up information and operational support in the following areas, if requested - Cargo properties & carriage requirements?	Grade - Yes		
01.02.07b - Does the company have sufficient resources and expertise to provide Masters with adequate back-up information and operational support in the following areas, if requested - Carriage of dangerous goods?	Grade - Yes		
01.02.07c - Does the company have sufficient resources and expertise to provide Masters with adequate back-up information and operational support in the following areas, if requested - Stowage and lashing?	Grade - Yes		
01.02.07d - Does the company have sufficient resources and expertise to provide Masters with adequate back-up information and operational support in the following areas, if requested - Ship stability?	Grade - Yes		
01.02.07e - Does the company have sufficient resources and expertise to provide Masters with adequate back-up information and operational support in the following areas, if requested - Port and berth information?	Grade - Yes		
01.02.07f - Does the company have sufficient resources and expertise to provide Masters with adequate back-up information and operational support in the following areas, if requested - Response in case of illness or injury?	Grade - Yes		
01.02.07g - Does the company have sufficient resources and expertise to provide Masters with adequate back-up information and operational support in the following areas, if requested - Technical advice (machinery and equipment)	Grade - Yes		
01.02.08 - Other Comments			

Category: 01.03 - Designated Person (S)



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Question	Answer Details	Is Critical	Link
01.03.01a - Do the duties and responsibilities of the Designated Person(s) incorporate - Verifying the effectiveness of the SMS and the level of implementation?	Grade - Yes		
01.03.01b - Do the duties and responsibilities of the Designated Person(s) incorporate - Monitoring individual vessel performance in terms of safety and environmental protection?	Grade - Yes		
01.03.01c - Do the duties and responsibilities of the Designated Person(s) incorporate - Ensuring the adequate resources and shore based support are applied as required?	Grade - Yes		
01.03.01d - Do the duties and responsibilities of the Designated Person(s) incorporate - Proposing plans for improving the SMS?	Grade - Yes		
01.03.01e - Do the duties and responsibilities of the Designated Person(s) incorporate - Ensuring deficiency, accident, incident and non-conformities are reported to the appropriate level of management?	Grade - Yes		
01.03.01f - Do the duties and responsibilities of the Designated Person(s) incorporate - Verifying that corrective actions in response to deficiencies, accidents, incidents and non-conformities are carried out as required?	Grade - Yes		
01.03.01g - Do the duties and responsibilities of the Designated Person(s) incorporate - Controlling the issuance, amendments and updating of SMS documentation?	Grade - Yes		
01.03.01h - Do the duties and responsibilities of the Designated Person(s) incorporate - Arranging Management Safety Meetings and raising key points for discussion?	Grade - Yes		
01.03.01i - Do the duties and responsibilities of the Designated Person(s) incorporate - Verifying that sea and shore staff follow the Company's safety training schedule?	Grade - Yes		
01.03.01j - Do the duties and responsibilities of the Designated Person(s) incorporate - Coordinating SMS audits ashore and afloat?	Grade - Yes		
01.03.01k - Do the duties and responsibilities of the Designated Person(s) incorporate - Ensuring that all shipboard Safety Committee recommendations are reported to the responsible level of management?	Grade - Yes		
01.03.01l - Do the duties and responsibilities of the Designated Person(s) incorporate - Verifying that corrective action in response to shipboard Safety Committee recommendations is carried out as required?	Grade - Yes		
01.03.02 - Is the Designated Person(s) familiar with his duties and responsibilities?	Grade - Yes		
01.03.03 - Is the Designated Person(s) conversant with the company's vessels, procedures and SMS?	Grade - Yes		
01.03.04 - Does the Designated Person(s) possess a list of home telephone numbers for all key personnel?	Grade - Yes		
01.03.05 - Do records held by the Designated Person(s) prove that communication procedures between the Company and the ships are applied?	Grade - Yes		
01.03.06 - Do records kept by the Designated Person(s) prove that communication with the highest level of management applied?	Grade - Yes		
01.03.07 - Do records kept by the Designated Person(s) prove that deficiency, accident, incident, non-conformity reports are acted on?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.03.08 - Do records kept by the Designated Person(s) prove that evaluation of the SMS ashore and afloat is regularly carried out?	Grade - Yes		
01.03.09 - Do records kept by the Designated Person(s) prove that plans for improving the SMS are adopted continuously?	Grade - Yes		
01.03.10 - Other Comments			

Category: 01.04 - Master's Responsibilities And Authority

Question	Answer Details	Is Critical	Link
01.04.01 - Has each Master been given a personal copy his duties, responsibilities and authorities?	Grade - Yes		
01.04.02 - Has the Master(s) overriding authority and responsibility to decide in respect to safety and pollution prevention matters and to request the Company's assistance as may be necessary been clearly defined	Grade - Yes		
01.04.03a - Has the Company clearly defined and documented Master's responsibilities regarding - Implementation of the Company's policy?	Grade - Yes		
01.04.03b - Has the Company clearly defined and documented Master's responsibilities regarding - Crew motivation with respect to the Company's policy?	Grade - Yes		
01.04.03c - Has the Company clearly defined and documented Master's responsibilities regarding - Issuance of appropriate orders and instructions in a clear and simple manner?	Grade - Yes		
01.04.03d - Has the Company clearly defined and documented Master's responsibilities regarding - Verification that SMS requirements are met?	Grade - Yes		
01.04.03e - Has the Company clearly defined and documented Master's responsibilities regarding - Reviewing of SMS and reporting deficiencies to the Company's Management?	Grade - Yes		
01.04.04a - Does the Company specifically require the Master to - Ensure that the company's procedures manuals are read?	Grade - Yes		
01.04.04b - Does the Company specifically require the Master to - Ensure that the company's procedures are followed?	Grade - Yes		
01.04.04c - Does the Company specifically require the Master to - Ensure that adequate stability is kept?	Grade - Yes		
01.04.04d - Does the Company specifically require the Master to - Ensure that safe working practices are followed?	Grade - Yes		
01.04.04e - Does the Company specifically require the Master to - Ensure that anti-pollution safeguards are maintained?	Grade - Yes		
01.04.04f - Does the Company specifically require the Master to - Issue his "Standing Orders" on joining a vessel?	Grade - Yes		
01.04.04g - Does the Company specifically require the Master to - Perform fire and boat drills at specified intervals?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.04.04h - Does the Company specifically require the Master to - Perform emergency drills at specified intervals?	Grade - Yes		
01.04.04i - Does the Company specifically require the Master to - Ensure that safety committee meetings are held at specified intervals?	Grade - Yes		
01.04.04i - Does the Company specifically require the Master to - Ensure that the cargo is properly stowed / secured before sailing and is continuously monitored?	Grade - Yes		
01.04.04j - Does the Company specifically require the Master to - Ensure that the emergency steering is tested regularly?	Grade - Yes		
01.04.04k - Does the Company specifically require the Master to - Establish that the emergency steering is tested regularly?	Grade - Yes		
01.04.04m - Does the Company specifically require the Master to - Oversee the on-board training?	Grade - Yes		
01.04.04n - Does the Company specifically require the Master to - Verify that charts and publications are being corrected?	Grade - Yes		
01.04.04o - Does the Company specifically require the Master to - Ensure that the drug and alcohol policy is met?	Grade - Yes		
01.04.04p - Does the Company specifically require the Master to - Report on the competence and ability of officers?	Grade - Yes		
01.04.04q - Does the Company specifically require the Master to - Communicate according to a formal routine?	Grade - Yes		
01.04.04r - Does the Company specifically require the Master to - Ensure all accidents, incidents, deficiencies and non-conformities are documented and reported?	Grade - Yes		
01.04.05 - From the company's records, does it appear that Masters are being given sufficient shore management support in carrying out the above duties?	Grade - Yes		
01.04.06 - Is there any conflict of responsibilities and authorities in the Company and / or the Master?	Grade - No		
01.04.07 - Other Comments			

Category: 01.05 - Resources And Personnel

Question	Answer Details	Is Critical	Link
01.05.01a - Check the implementation of Company's procedures concerning the employment of personnel ashore and crew members - Face to face interviews with new candidates?	Grade - Yes		
01.05.01b - Check the implementation of Company's procedures concerning the employment of personnel ashore and crew members - Stating minimum qualifications for the position?	Grade - Yes		
01.05.01c - Check the implementation of Company's procedures concerning the employment of personnel ashore and crew members - Checking the authenticity of qualifications?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.05.01d - Check the implementation of Company's procedures concerning the employment of personnel ashore and crew members - Stating experience / training required?	Grade - Yes		
01.05.01e - Check the implementation of Company's procedures concerning the employment of personnel ashore and crew members - Verifying previous experience / training declared?	Grade - Yes		
01.05.01f - Check the implementation of Company's procedures concerning the employment of personnel ashore and crew members - Specifying familiarity with prescribed languages?	Grade - Yes		
01.05.01g - Check the implementation of Company's procedures concerning the employment of personnel ashore and crew members - Verifying familiarity with prescribed languages?	Grade - Yes		
01.05.01h - Check the implementation of Company's procedures concerning the employment of personnel ashore and crew members - Specifying nationality requirements, if any?	Grade - Yes		
01.05.01i - Check the implementation of Company's procedures concerning the employment of personnel ashore and crew members - Arranging & assessing pre-employment medical tests?	Grade - Yes		
01.05.02a - In order to ensure the employment of qualified personnel the Company provides - Professional training on a continuous basis?	Grade - Yes		
01.05.02b - In order to ensure the employment of qualified personnel the Company provides - Qualified, certificated and medically fit seafarers in accordance with national and international requirements? All ship's personnel must hold a valid approved medical fitness	Grade - Yes		
01.05.02c - In order to ensure the employment of qualified personnel the Company provides - report prior to assignment aboard ship	Grade - Yes		
01.05.02d - In order to ensure the employment of qualified personnel the Company provides - Is there a procedure to ensure the authenticity of certificate of competencies of seafarers?	Grade - Yes		
01.05.02e - In order to ensure the employment of qualified personnel the Company provides - Where recruitment is done through a manning agent, does the company have a procedure for verifying that the agent follows its policy?	Grade - Yes		
01.05.02f - In order to ensure the employment of qualified personnel the Company provides - Evaluating performance at specified intervals?	Grade - Yes		
01.05.03 - Does the company ensure that the vessel are appropriately manned in order to encompass all aspects of maintaining safe operation on board	Grade - Yes		
01.05.04a - Does the company's written procedures state how Masters will become fully conversant with the SMS? - Formal instruction by shore management?	Grade - Yes		
01.05.04b - Does the company's written procedures state how Masters will become fully conversant with the SMS? - Formal requirement to read (and acknowledge as understood) all SMS documentation before initial appointment?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.05.04c - Does the company's written procedures state how Masters will become fully conversant with the SMS - Formal requirement to read again (and acknowledge as understood) all SMS documentation before initial appointment?	Grade - Yes		
01.05.04d - Does the company's written procedures state how Masters will become fully conversant with the SMS - Monitoring and assessing Masters' ability to understand and apply the company's SMS requirements?	Grade - Yes		
01.05.05a - Check if the Company follows the written commitment regarding the motivation of the seafarers - Efforts to keep crew's resting period?	Grade - Yes		
01.05.05b - Check if the Company follows the written commitment regarding the motivation of the seafarers - Satisfying reasonable requests?	Grade - Yes		
01.05.05c - Check if the Company follows the written commitment regarding the motivation of the seafarers - Resolve problems related to accidents, non-conformities etc	Grade - Yes		
01.05.06a - Do the company's records indicate that checks to verify that its alcohol and drug policy is being observed are carried out on a regular basis i.e. - Displaying warning notices in key positions?	Grade - Yes		
01.05.06b - Do the company's records indicate that checks to verify that its alcohol and drug policy is being observed are carried out on a regular basis i.e. - Routinely carry out a drugs search prior to departure?	Grade - Yes		
01.05.06c - Do the company's records indicate that checks to verify that its alcohol and drug policy is being observed are carried out on a regular basis i.e. - Taking reasonable security precautions to prevent unauthorized personnel from boarding?	Grade - Yes		
01.05.07a - Do the company's records indicate that its procedures addressing the familiarization of new personnel and personnel transferred to new assignments with their duties are being followed in practice - Providing personnel with information about the ship and the company's SMS on joining?	Grade - Yes		
01.05.07b - Do the company's records indicate that its procedures addressing the familiarization of new personnel and personnel transferred to new assignments with their duties are being followed in practice - Ensuring that a new officer joining a vessel is accompanied by an experienced officer?	Grade - Yes		
01.05.07c - Do the company's records indicate that its procedures addressing the familiarization of new personnel and personnel transferred to new assignments with their duties are being followed in practice - Using video training packages to inform crew about the concept of the company's SMS and formal procedures?	Grade - Yes		
01.05.08a - Does the company's SMS identify and list essential instructions to be given to every vessel prior to sailing - Details of next port and particulars of agents?	Grade - Yes		
01.05.08b - Does the company's SMS identify and list essential instructions to be given to every vessel prior to sailing - Berth restrictions of draft tide limitations at next port?	Grade - Yes		
01.05.08c - Does the company's SMS identify and list essential instructions to be given to every vessel prior to sailing - Details of next cargo?	Grade - Yes		
01.05.08d - Does the company's SMS identify and list essential instructions to be given to every vessel prior to sailing - Cargo characteristics and stowage requirements?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.05.08e - Does the company's SMS identify and list essential instructions to be given to every vessel prior to sailing - Hazardous cargo special precautions?	Grade - Yes		
01.05.08f - Does the company's SMS identify and list essential instructions to be given to every vessel prior to sailing - Forthcoming bunkering arrangements?	Grade - Yes		
01.05.08g - Does the company's SMS identify and list essential instructions to be given to every vessel prior to sailing - Special routing requirements?	Grade - Yes		
01.05.08h - Does the company's SMS identify and list essential instructions to be given to every vessel prior to sailing - Planned changes in personnel at next port?	Grade - Yes		
01.05.08i - Does the company's SMS identify and list essential instructions to be given to every vessel prior to sailing - Type and quantity of spare parts being forwarded to next port?	Grade - Yes		
01.05.08j - Does the company's SMS identify and list essential instructions to be given to every vessel prior to sailing - Company reporting requirements on passage?	Grade - Yes		
01.05.08k - Does the company's SMS identify and list essential instructions to be given to every vessel prior to sailing - Reporting requirements to third parties (company exc.)	Grade - Yes		
01.05.09a - Does the company's SMS include procedures for checking that responsible shore personnel and sea staff have an adequate understanding of the following rules, regulations, codes and guidelines - SOLAS 74 / 84 and amendments	Grade - Yes		
01.05.09b - Does the company's SMS include procedures for checking that responsible shore personnel and sea staff have an adequate understanding of the following rules, regulations, codes and guidelines - MARPOL 73/78 and amendments	Grade - Yes		
01.05.09c - Does the company's SMS include procedures for checking that responsible shore personnel and sea staff have an adequate understanding of the following rules, regulations, codes and guidelines - STCW 2010	Grade - Yes		
01.05.09d - Does the company's SMS include procedures for checking that responsible shore personnel and sea staff have an adequate understanding of the following rules, regulations, codes and guidelines - COLREG 72 and amendments	Grade - Yes		
01.05.09e - Does the company's SMS include procedures for checking that responsible shore personnel and sea staff have an adequate understanding of the following rules, regulations, codes and guidelines - LOAD LINES 69 and amendments	Grade - Yes		
01.05.09f - Does the company's SMS include procedures for checking that responsible shore personnel and sea staff have an adequate understanding of the following rules, regulations, codes and guidelines - ILO	Grade - Yes		
01.05.10a - Does the company ensure that procedures requiring that shore personnel and sea staff are familiar with and have access to the following international conventions and legislation are being implemented - National legislation concerning safe ship operation and pollution prevention?	Grade - Yes		
01.05.10b - Does the company ensure that procedures requiring that shore personnel and sea staff are familiar with and have access to the following international conventions and legislation are being implemented - Relevant classification society rules and regulations?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.05.10c - Does the company ensure that procedures requiring that shore personnel and sea staff are familiar with and have access to the following international conventions and legislation are being implemented - IMO Codes (e.g. IEDG, IBC, and CH etc.)?	Grade - Yes		
01.05.10d - Does the company ensure that procedures requiring that shore personnel and sea staff are familiar with and have access to the following international conventions and legislation are being implemented - Appropriate guidelines (e.g. as published by ICS, OCIMF, P&I Clubs, Nautical Institutes etc.)?	Grade - Yes		
01.05.11 - Has a safety library containing reference material been established in the Company's office(s), as well as onboard each of the company's vessels?	Grade - Yes		
01.05.12 - Does a formal procedure exist to ensure that all safety libraries are continuously updated?	Grade - Yes		
01.05.13a - Has the company established & follow procedures identifying any training requirement for supporting the SMS - The monitoring of drills and exercises?	Grade - Yes		
01.05.13b - Has the company established & follow procedures identifying any training requirement for supporting the SMS - The evaluation of individual performance reports?	Grade - Yes		
01.05.13c - Has the company established & follow procedures identifying any training requirement for supporting the SMS - The results of safety audits?	Grade - Yes		
01.05.13d - Has the company established & follow procedures identifying any training requirement for supporting the SMS - General recommendations (e.g. by the Designated Person, the Master, the Safety Committees etc.)?	Grade - Yes		
01.05.13e - Has the company established & follow procedures identifying any training requirement for supporting the SMS - The evaluation of incidents, accidents and hazardous occurrences	Grade - Yes		
01.05.13f - Has the company established & follow procedures identifying any training requirement for supporting the SMS - The evaluation of SMS non-conformities?	Grade - Yes		
01.05.14 - Other Comments			

Category: 01.06 - Development Of Plans For Shipboard Operations

Question	Answer Details	Is Critical	Link
01.06.01a - Have procedures been written to address the following operational practices - Bridge Procedure - Master's standing orders?	Grade - Yes		
01.06.01b - Have procedures been written to address the following operational practices - Bridge Procedure - Familiarization with bridge equipment?	Grade - Yes		
01.06.01c - Have procedures been written to address the following operational practices - Bridge Procedure -Daily tests and checks?	Grade - Yes		
01.06.01d - Have procedures been written to address the following operational practices - Bridge Procedure - Changing over the watch?	Grade - Yes		
01.06.01e - Have procedures been written to address the following operational practices - Bridge Procedure - Navigation in heavy weather?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.06.01f - Have procedures been written to address the following operational practices - Bridge Procedure - Navigation in coastal waters & separation schemes?	Grade - Yes		
01.06.01g - Have procedures been written to address the following operational practices - Bridge Procedure - Navigation in restricted visibility?	Grade - Yes		
01.06.01h - Have procedures been written to address the following operational practices - Bridge Procedure - Watch keeping duties at anchor?	Grade - Yes		
01.06.01i - Have procedures been written to address the following operational practices - Bridge Procedure - Passage planning?	Grade - Yes		
01.06.01j - Have procedures been written to address the following operational practices - Bridge Procedure - Correction of charts and publications?	Grade - Yes		
01.06.01k - Have procedures been written to address the following operational practices - Bridge Procedure - Monitoring of compass and instrument errors?	Grade - Yes		
01.06.01l - Have procedures been written to address the following operational practices - Bridge Procedure - Preparing for sea?	Grade - Yes		
01.06.01m - Have procedures been written to address the following operational practices - Bridge Procedure - Preparing for port entry?	Grade - Yes		
01.06.01n - Have procedures been written to address the following operational practices - Bridge Procedure - Embarkation and disembarkation of pilots?	Grade - Yes		
01.06.01o - Have procedures been written to address the following operational practices - Bridge Procedure - Bridge activities while under Pilotage?	Grade - Yes		
01.06.02a - Have procedures been written to address the following operational practices - Engine Room Procedures - Chief Engineer's standing orders?	Grade - Yes		
01.06.02b - Have procedures been written to address the following operational practices - Engine Room Procedures - Familiarization with engine room equipment?	Grade - Yes		
01.06.02c - Have procedures been written to address the following operational practices - Engine Room Procedures - Daily tests and checks?	Grade - Yes		
01.06.02d - Have procedures been written to address the following operational practices - Engine Room Procedures - Monitoring of machinery & equipment performance?	Grade - Yes		
01.06.02e - Have procedures been written to address the following operational practices - Engine Room Procedures - Preparing at sea?	Grade - Yes		
01.06.02f - Have procedures been written to address the following operational practices - Engine Room Procedures - Preparing for arrival?	Grade - Yes		
01.06.02g - Have procedures been written to address the following operational practices - Engine Room Procedures - Cleanliness of machinery spaces?	Grade - Yes		
01.06.02h - Have procedures been written to address the following operational practices - Engine Room Procedures - Availability / location of manufacturer's manual?	Grade - Yes		
01.06.03a - Have procedures been written to address the following operational practices - Life Saving Procedures - Posting and updating of muster lists?	Grade - Yes		
01.06.03b - Have procedures been written to address the following operational practices - Life Saving Procedures - Instructions for storage and use of lifejackets?	Grade - Yes		



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01.06.03c - Have procedures been written to address the following operational practices - Life Saving Procedures - Launching and recovery of lifeboats?	Grade - Yes		
01.06.03d - Have procedures been written to address the following operational practices - Life Saving Procedures - Operation and testing of lifeboat engine(s)?	Grade - Yes		
01.06.03e - Have procedures been written to address the following operational practices - Life Saving Procedures - Life rafts survival techniques?	Grade - Yes		
01.06.03f - Have procedures been written to address the following operational practices - Life Saving Procedures - Use of EPIRB's?	Grade - Yes		
01.06.04a - Have procedures been written to address the following operational practices - Fire-Fighting Procedure - Posting descriptions of fire alarm signals?	Grade - Yes		
01.06.04b - Have procedures been written to address the following operational practices - Fire-Fighting Procedure - Acquainting personnel with alarm signals?	Grade - Yes		
01.06.04c - Have procedures been written to address the following operational practices - Fire-Fighting Procedure - Composition and duties of fire teams?	Grade - Yes		
01.06.04d - Have procedures been written to address the following operational practices - Fire-Fighting Procedure - Posting of fire control plans?	Grade - Yes		
01.06.04e - Have procedures been written to address the following operational practices - Fire-Fighting Procedure - Use of fixed and portable fire extinguishing equipment?	Grade - Yes		
01.06.04f - Have procedures been written to address the following operational practices - Fire-Fighting Procedure - Use of breathing apparatus and protective fire suits?	Grade - Yes		
01.06.04g - Have procedures been written to address the following operational practices - Fire-Fighting Procedure - Operation of smoke / heat / fire detection system(s)?	Grade - Yes		
01.06.04h - Have procedures been written to address the following operational practices - Fire-Fighting Procedure - Periodical testing / checking of alarms and appliances?	Grade - Yes		
01.06.04i - Have procedures been written to address the following operational practices - Fire-Fighting Procedure - Welding and burning restrictions?	Grade - Yes		
01.06.04j - Have procedures been written to address the following operational practices - Fire-Fighting Procedure - Sources of spontaneous combustion and static electricity?	Grade - Yes		
01.06.04k - Have procedures been written to address the following operational practices - Fire-Fighting Procedure - Jury - rigged electrical appliances?	Grade - Yes		
01.06.05a - Have procedures been written to address the following operational practices - Pollution Prevention Procedures - Upkeep of Oil Record Book?	Grade - Yes		
01.06.05b - Have procedures been written to address the following operational practices - Pollution Prevention Procedures - Discharge of ballast water from oil tanks?	Grade - Yes		
01.06.05c - Have procedures been written to address the following operational practices - Pollution Prevention Procedures - Disposal of oily water residues, slops and sludge?	Grade - Yes		
01.06.05d - Have procedures been written to address the following operational practices - Pollution Prevention Procedures - Overboard discharge from machinery space, bilges?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.06.05e - Have procedures been written to address the following operational practices - Pollution Prevention Procedures - Operation of equipment and systems as per Annex I of MARPOL 73/78?	Grade - Yes		
01.06.05f - Have procedures been written to address the following operational practices - Pollution Prevention Procedures - Bunkering / oil cargo operations?	Grade - Yes		
01.06.05g - Have procedures been written to address the following operational practices - Pollution Prevention Procedures - Periodical checking / testing of equipment, as per Annex I of MARPOL 73/78?	Grade - Yes		
01.06.05h - Have procedures been written to address the following operational practices - Pollution Prevention Procedures - Disposal of garbage?	Grade - Yes		
01.06.05h - Have procedures been written to address the following operational practices - Pollution Prevention Procedures - Disposal of chemicals and hazardous substances?	Grade - Yes		
01.06.06a - Have procedures been written to address the following operational practices - Cargo Procedures - Ensuring and preserving watertight integrity?	Grade - Yes		
01.06.06b - Have procedures been written to address the following operational practices - Cargo Procedures - Maintaining satisfactory trim & stability?	Grade - Yes		
01.06.06c - Have procedures been written to address the following operational practices - Cargo Procedures - Checking and recording of drafts?	Grade - Yes		
01.06.06d - Have procedures been written to address the following operational practices - Cargo Procedures - Prevention of overloading and overstressing?	Grade - Yes		
01.06.06e - Have procedures been written to address the following operational practices - Cargo Procedures - Loading and discharging requirements?	Grade - Yes		
01.06.06f - Have procedures been written to address the following operational practices - Cargo Procedures - Handling, stowage & carriage of hazardous cargo?	Grade - Yes		
01.06.06g - Have procedures been written to address the following operational practices - Cargo Procedures - Cargo Watch keeping in port?	Grade - Yes		
01.06.06h - Have procedures been written to address the following operational practices - Cargo Procedures - Routine testing / checking of cargo equipment?	Grade - Yes		
01.06.06i - Have procedures been written to address the following operational practices - Cargo Procedures - Cleaning / ventilating of holds / cargo spaces?	Grade - Yes		
01.06.06j - Have procedures been written to address the following operational practices - Cargo Procedures - Steps to take in the event of cargo damage?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.06.07a - Have procedures been written to address the following operational practices - Other Operational Procedures - Entry into enclosed spaces?	Grade - Yes		
01.06.07b - Have procedures been written to address the following operational practices - Other Operational Procedures - Hot work operations?	Grade - Yes		
01.06.07c - Have procedures been written to address the following operational practices - Other Operational Procedures - Working aloft or overside?	Grade - Yes		
01.06.07d - Have procedures been written to address the following operational practices - Other Operational Procedures - Painting and spraying operations?	Grade - Yes		
01.06.07e - Have procedures been written to address the following operational practices - Other Operational Procedures - Crew Medical attention?	Grade - Yes		
01.06.07f - Have procedures been written to address the following operational practices - Other Operational Procedures - Cleaning of vessel ?	Grade - Yes		
01.06.07g - Have procedures been written to address the following operational practices - Other Operational Procedures - Anti-Piracy measures?	Grade - Yes		
01.06.07h - Have procedures been written to address the following operational practices - Other Operational Procedures - Ship security in port ?	Grade - Yes		

Category: 01.07 - Emergency Preparedness

Question	Answer Details	Is Critical	Link
01.07.01 - Does the company established and follow procedures to identify, describe and respond to potential, emergency shipboard situations, specifying the actions to be taken in each case?	Grade - Yes		
01.07.02a - Check if the plans for emergency preparedness are used by - Shore personnel?	Grade - Yes		
01.07.02b - Check if the plans for emergency preparedness are used by - Each vessel individually?	Grade - Yes		
01.07.03 - Do all the persons involved in the Emergency Plans know their duties?	Grade - Yes		
01.07.04a - Have drills and exercise programs been established and followed by the Company in order to test planned responses of the crew readiness to all identified emergencies - Collision?	Grade - Yes		
01.07.04b - Have drills and exercise programs been established and followed by the Company in order to test planned responses of the crew readiness to all identified emergencies - Grounding and stranding?	Grade - Yes		
01.07.04c - Have drills and exercise programs been established and followed by the Company in order to test planned responses of the crew readiness to all identified emergencies - Failure of main engine?	Grade - Yes		
01.07.04d - Have drills and exercise programs been established and followed by the Company in order to test planned responses of the crew readiness to all identified emergencies - Loss of electrical power?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.07.04e - Have drills and exercise programs been established and followed by the Company in order to test planned responses of the crew readiness to all identified emergencies - Loss of steering / maneuverability?	Grade - Yes		
01.07.04f - Have drills and exercise programs been established and followed by the Company in order to test planned responses of the crew readiness to all identified emergencies - Structural failure of vessel?	Grade - Yes		
01.07.04g - Have drills and exercise programs been established and followed by the Company in order to test planned responses of the crew readiness to all identified emergencies - Flooding?	Grade - Yes		
01.07.04h - Have drills and exercise programs been established and followed by the Company in order to test planned responses of the crew readiness to all identified emergencies - Fire?	Grade - Yes		
01.07.04i - Have drills and exercise programs been established and followed by the Company in order to test planned responses of the crew readiness to all identified emergencies - Oil pollution, including accidental spillage of oil cargo and bunkers?	Grade - Yes		
01.07.04j - Have drills and exercise programs been established and followed by the Company in order to test planned responses of the crew readiness to all identified emergencies - Abandoning ship?	Grade - Yes		
01.07.04k - Have drills and exercise programs been established and followed by the Company in order to test planned responses of the crew readiness to all identified emergencies - Man overboard and Search and Rescue operations?	Grade - Yes		
01.07.04l - Have drills and exercise programs been established and followed by the Company in order to test planned responses of the crew readiness to all identified emergencies - Piracy and terrorism?	Grade - Yes		
01.07.04m - Have drills and exercise programs been established and followed by the Company in order to test planned responses of the crew readiness to all identified emergencies - Shifting of cargo?	Grade - Yes		
01.07.04n - Have drills and exercise programs been established and followed by the Company in order to test planned responses of the crew readiness to all identified emergencies - Serious injury and illness?	Grade - Yes		
01.07.05a - Are records kept of all drills and exercises - Altogether, by the company?	Grade - Yes		
01.07.05b - Are records kept of all drills and exercises - Individually, by each vessel?	Grade - Yes		
01.07.06 - Check from the record kept by the company if drills and exercises regularly performed?	Grade - Yes		
01.07.07 - The results of drills and exercises evaluated upon completion and proposals of improvement are submitted in writing, if it is considered necessary?	Grade - Yes		
01.07.08 - Check if a responsible person of shore management periodically witness and report upon the effectiveness of shipboard drills and exercises?	Grade - Yes		
01.07.09 - Does shore management review ships S.M.S. and, if it is considered necessary, impose recommendations arising from drills and exercises?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.07.10 - Other Comments			

Category: 01.08 - Reports And Analysis Of Non-Conformities, Accidents And Hazardous occurrences

Question	Answer Details	Is Critical	Link
01.08.01a - Does each vessel of the Company formally report the following to the Designated Person(s) ashore, as per the relevant procedures of S.M.S - Accidents?	Grade - Yes		
01.08.01b - Does each vessel of the Company formally report the following to the Designated Person(s) ashore, as per the relevant procedures of S.M.S - Hazardous occurrences?	Grade - Yes		
01.08.01c - Does each vessel of the Company formally report the following to the Designated Person(s) ashore, as per the relevant procedures of S.M.S - Non-conformities within the SMS (including unsafe conditions / unsafe operations)?	Grade - Yes		
01.08.02 - Does the Company keep records of all the above reports?	Grade - Yes		
01.08.03 - Does the company formally acknowledge in writing receipt of above reports ?	Grade - Yes		
01.08.04a - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Facilities involving crewmembers and third parties?	Grade - Yes		
01.08.04b - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Injuries to crewmembers and third parties?	Grade - Yes		
01.08.04c - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Illness of crewmembers?	Grade - Yes		
01.08.04d - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Fire and explosion?	Grade - Yes		
01.08.04e - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Grounding and stranding?	Grade - Yes		
01.08.04f - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Damage to the vessel and / or equipment?	Grade - Yes		
01.08.04g - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Damage to, and shifting of, cargo?	Grade - Yes		
01.08.04h - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Damage to property?	Grade - Yes		
01.08.04i - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Damage to (or by) other vessels?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.08.04j - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Damage to the environment?	Grade - Yes		
01.08.04k - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Loss of oil, bunkers, and hazardous or noxious substances?	Grade - Yes		
01.08.04l - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Malfunction of critical machinery and equipment?	Grade - Yes		
01.08.04m - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Attacks by pirates / armed robbers?	Grade - Yes		
01.08.04n - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Security breaches including the discovery of stowaways on board ?	Grade - Yes		
01.08.04o - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Navigational incidents in a "Near Miss"?	Grade - Yes		
01.08.04p - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - "Near Miss" incidents resulting in almost injury to personnel?	Grade - Yes		
01.08.04q - Are the reports of accidents and hazardous occurrences from vessels submitted to the DP in respect of following circumstances - Deviations from the company's drug and alcohol policy requirements?	Grade - Yes		
01.08.05a - Has the company establish procedures to formally investigate reports of - Accidents?	Grade - Yes		
01.08.05b - Has the company establish procedures to formally investigate reports of - Hazardous occurrences?	Grade - Yes		
01.08.05c - Has the company establish procedures to formally investigate reports of - Non-conformities within the SMS (including unsafe conditions / unsafe operations)?	Grade - Yes		
01.08.06a - Are standard forms used for the investigation of - Accidents?	Grade - Yes		
01.08.06b - Are standard forms used for the investigation of - Hazardous occurrences?	Grade - Yes		
01.08.06c - Are standard forms used for the investigation of - Non-conformities within the SMS (including unsafe conditions / unsafe operations)?	Grade - Yes		
01.08.07a - Does the SMS require that investigations into accidents and hazardous occurrences include written details of the following (where appropriate) - Comments about the accuracy of the written reports?	Grade - Yes		
01.08.07b - Does the SMS require that investigations into accidents and hazardous occurrences include written details of the following (where appropriate) - Interviews with key witnesses, if any?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.08.07c - Does the SMS require that investigations into accidents and hazardous occurrences include written details of the following (where appropriate) - Conclusions regarding basic causes?	Grade - Yes		
01.08.07d - Does the SMS require that investigations into accidents and hazardous occurrences include written details of the following (where appropriate) - Details of any deviation from national or international rules and regulations, navigational guidelines and / or SMS requirements?	Grade - Yes		
01.08.07e - Does the SMS require that investigations into accidents and hazardous occurrences include written details of the following (where appropriate) - Recommendations for undertaking corrective actions?	Grade - Yes		
01.08.08 - Does the SMS include procedures requiring reports and investigations to be evaluated at the appropriate level of management with the objective of preventing their re-occurrence?	Grade - Yes		
01.08.09 - Does a regular meeting take place involving senior management Personnel to review accidents, hazardous occurrences, non-conformities and measures for preventing their re-occurrence?	Grade - Yes		
01.08.10 - Does the SMS require, the Company to take both long and short term corrective actions for preventing the re-occurrence of accidents, hazardous occurrences and non-conformities?	Grade - Yes		
01.08.11 - Does SMS require conclusions of reviews and evaluations by the Management to be recorded, and the details to be distributed to the Senior Management of the Company and other responsible staff?	Grade - Yes		
01.08.12 - Does the Company inform in writing to the Master of each vessel the conclusions of the Company, even if no corrective action is considered necessary?	Grade - Yes		
01.08.13 - Does the SMS include procedures to verify the implementation of the corrective actions ?	Grade - Yes		
01.08.14 - Does the SMS require the Company to keep records and statistically analyses the frequency of all accidents, etc. ?	Grade - Yes		
01.08.15 - Other Comments			

Category: 01.09 - Maintenance Of The Ship And Equipment

Question	Answer Details	Is Critical	Link
01.09.01 - Has the Company established procedures to ensure that the vessels are inspected and maintained according to applicable rules and regulations and with any additional requirements which may be imposed by the company?	Grade - Yes		
01.09.02a - To ensure compliance with the applicable rules, regulations and company's requirements, the following should be met - Inspections of hull, machinery and equipment by appropriate, qualified and experienced senior officers at specified intervals?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.09.02b - To ensure compliance with the applicable rules, regulations and company's requirements, the following should be met - Inspections of hull, machinery and equipment by qualified and experienced senior officers at specified intervals?	Grade - Yes		
01.09.02c - To ensure compliance with the applicable rules, regulations and company's requirements, the following should be met - Routine maintenance procedures for hull, machinery and equipment?	Grade - Yes		
01.09.02d - To ensure compliance with the applicable rules, regulations and company's requirements, the following should be met - Rectification procedures for hull, machinery and equipment defects?	Grade - Yes		
01.09.03a - Are checklists used for inspections of hull, machinery and equipment, when carried out by - Senior officers onboard the ship?	Grade - Yes		
01.09.03b - Are checklists used for inspections of hull, machinery and equipment, when carried out by - Company's superintendents (i.e. Chief Officers, Chief Engineers)?	Grade - Yes		
01.09.04 - Are checklists used by ships' crew to aid the routine inspection and maintenance of hull, machinery and equipment?	Grade - Yes		
01.09.05a - Does the SMS include routine inspection and maintenance procedures - Shell, deck plating and superstructure steelwork?	Grade - Yes		
01.09.05b - Does the SMS include routine inspection and maintenance procedures - Internal bulkheads, frames, brackets, etc.?	Grade - Yes		
01.09.05c - Does the SMS include routine inspection and maintenance procedures - Ballast / double bottom tanks & pumping systems?	Grade - Yes		
01.09.05d - Does the SMS include routine inspection and maintenance procedures - Watertight doors?	Grade - Yes		
01.09.05e - Does the SMS include routine inspection and maintenance procedures - Gangways, ladders & other boarding arrangements?	Grade - Yes		
01.09.05f - Does the SMS include routine inspection and maintenance procedures - Cargo spaces and ventilation's arrangements?	Grade - Yes		
01.09.05g - Does the SMS include routine inspection and maintenance procedures - Cargo handling / pumping arrangements?	Grade - Yes		
01.09.05h - Does the SMS include routine inspection and maintenance procedures - Pipelines and valves?	Grade - Yes		
01.09.05i - Does the SMS include routine inspection and maintenance procedures - Fire fighting appliances and equipment?	Grade - Yes		
01.09.05j - Does the SMS include routine inspection and maintenance procedures - Life saving appliances and equipment? Y	Grade - Yes		
01.09.05k - Does the SMS include routine inspection and maintenance procedures - Pollution prevention arrangements?	Grade - Yes		
01.09.05l - Does the SMS include routine inspection and maintenance procedures - Navigational equipment?	Grade - Yes		
01.09.05m - Does the SMS include routine inspection and maintenance procedures - Radio equipment?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.09.05n - Does the SMS include routine inspection and maintenance procedures - Anchoring and mooring equipment?	Grade - Yes		
01.09.05o - Does the SMS include routine inspection and maintenance procedures - Main engine and generators?	Grade - Yes		
01.09.05p - Does the SMS include routine inspection and maintenance procedures - Auxiliary machinery?	Grade - Yes		
01.09.05q - Does the SMS include routine inspection and maintenance procedures - Bunkering arrangements and separator systems?	Grade - Yes		
01.09.05r - Does the SMS include routine inspection and maintenance procedures - Cabins and washrooms?	Grade - Yes		
01.09.05s - Does the SMS include routine inspection and maintenance procedures - Waste disposal and sewage systems?	Grade - Yes		
01.09.06 - Is every inspection report signed by the person responsible?	Grade - Yes		
01.09.06 - Is every inspection report signed by the person responsible?	Grade - Yes		
01.09.07a - Copies of all inspection and maintenance records are held - Altogether by the company?	Grade - Yes		
01.09.07b - Copies of all inspection and maintenance records are held - Individually, by each vessel?	Grade - Yes		
01.09.08 - Are copies of inspection and maintenance reports kept for a minimum specified period?	Grade - Yes		
01.09.09 - The Company procedure for maintenance of records is being followed in practice?	Grade - Yes		
01.09.10a - Check if each inspection report shows - The nature of all defects, deficiencies and non-conformities observed?	Grade - Yes		
01.09.10b - Check if each inspection report shows - Probable causes of all defects, etc.	Grade - Yes		
01.09.10c - Check if each inspection report shows - Proposals for corrective actions?	Grade - Yes		
01.09.11 - Are all inspection and maintenance reports reviewed and monitored by a qualified and responsible person(s) ashore?	Grade - Yes		
01.09.12 - Does a qualified and responsible person check all reports of defects, deficiencies and non-conformities and, where appropriate, recommends corrective action?	Grade - Yes		
01.09.13 - Is the responsible superintendent informed of the deficiencies and recommendations that have been found?	Grade - Yes		
01.09.14 - Check if, upon the deletion of recommendations, the ship's staff gives written confirmation of rectification's to a responsible person ashore?	Grade - Yes		
01.09.15 - Are formal meetings involving Senior Management personnel held regularly to discuss the reported deficiencies, non -conformities and their rectification procedures?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.09.16 - Do the Company's records indicate that the above rectification procedures are followed in practice?	Grade - Yes		
01.09.17a - Check if the following personnel appear to be familiar with applicable classification society and flag state requirements - Senior deck and engineer officers?	Grade - Yes		
01.09.17b - Check if the following personnel appear to be familiar with applicable classification society and flag state requirements - Company superintendents?	Grade - Yes		
01.09.17c - Check if the following personnel appear to be familiar with applicable classification society and flag state requirements - Senior manager / director with overall responsibility for technical matters?	Grade - Yes		
01.09.18a - To ensure that senior officers are familiar with the above requirements, check if following information is available for reference onboard the ship - Copies of relevant statutory legislation?	Grade - Yes		
01.09.18b - To ensure that senior officers are familiar with the above requirements, check if following information is available for reference onboard the ship - Copies of relevant classification society rules and regulations?	Grade - Yes		
01.09.19a - To ensure that responsible staff members are familiar with the relevant requirements, check if the following information is available in the Company office - Copies of relevant legislation and conventions?	Grade - Yes		
01.09.19b - To ensure that responsible staff members are familiar with the relevant requirements, check if the following information is available in the Company office - Copies of relevant classification society rules and regulations?	Grade - Yes		
01.09.19c - To ensure that responsible staff members are familiar with the relevant requirements, check if the following information is available in the Company office - Copies of the latest Class Survey status for each vessel?	Grade - Yes		
01.09.20a - Are copies of all classification society and Port state control inspection reports held - Altogether, by the Company?	Grade - Yes		
01.09.20b - Are copies of all classification society and Port state control inspection reports held - Individually, by each vessel?	Grade - Yes		
01.09.21a - For study and reference purposes, is a technical library existing - In the Company's premises?	Grade - Yes		
01.09.21b - For study and reference purposes, is a technical library existing - On board each vessel?	Grade - Yes		
01.09.22a - Does the technical library in the company's premises include the following documentation? - Manufacturers' manuals for principal machinery and equipment of each vessel?	Grade - Yes		
01.09.22b - Does the technical library in the company's premises include the following documentation? - Key plans and drawings for each vessel? (e.g. general arrangement capacity plan, shell expansion, fire control plan etc.)	Grade - Yes		
01.09.22c - Does the technical library in the company's premises include the following documentation? - Key technical data for each vessel? (E.g. stability information tank sounding tables, etc.)	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.09.23 - Check if above data are maintained in the technical library of the vessel?	Grade - Yes		
01.09.24 - Are SMS procedures maintained to ensure that the above technical libraries are monitored and kept fully updated by a responsible person(s)?	Grade - Yes		
01.09.25 - Are the due dates of all class and statutory surveys monitored and reviewed by a responsible and qualified person ashore?	Grade - Yes		
01.09.26 - Are procedures, ensuring all vessels are provided with sufficient stores and spare parts followed in practice?	Grade - Yes		
01.09.27a - Do the above procedures require a qualified and responsible officer(s) aboard each vessel to - Keep an inventory of deck stores, engine stores and spare parts?	Grade - Yes		
01.09.27b - Do the above procedures require a qualified and responsible officer(s) aboard each vessel to - Forward inventories of stores and spare parts to the Company on a regular basis?	Grade - Yes		
01.09.27c - Do the above procedures require a qualified and responsible officer(s) aboard each vessel to - Notify the Company in writing of stores and spare parts required?	Grade - Yes		
01.09.27d - Do the above procedures require a qualified and responsible officer(s) aboard each vessel to - Record the arrival of stores and spare parts received?	Grade - Yes		
01.09.27e - Do the above procedures require a qualified and responsible officer(s) aboard each vessel to - Maintain records of all the above?	Grade - Yes		
01.09.28a - Is there a responsible person in the company who - Monitors all deck and engine room inventories?	Grade - Yes		
01.09.28b - Is there a responsible person in the company who - Monitor and satisfy on requests, stores and spare parts?	Grade - Yes		
01.09.28c - Is there a responsible person in the company who - Notify vessels of all stores and spare parts dispatched?	Grade - Yes		
01.09.28d - Is there a responsible person in the company who - Record details of all stores and spare parts dispatched?	Grade - Yes		
01.09.28e - Is there a responsible person in the company who - Maintain records of all the above?	Grade - Yes		
01.09.29 - Are third party contractors (e.g. gangs) directed to carryout work on board advised of all relevant SMS safety and pollution prevention procedures by a qualified and responsible officer?	Grade - Yes		
01.09.30a - Are specific measures followed in practice regarding the routine maintenance and testing of the following equipment and systems at specified intervals? - Fire pumps and back-up systems?	Grade - Yes		
01.09.30b - Are specific measures followed in practice regarding the routine maintenance and testing of the following equipment and systems at specified intervals? - Generators?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.09.30c - Are specific measures followed in practice regarding the routine maintenance and testing of the following equipment and systems at specified intervals? - Steering gear system?	Grade - Yes		
01.09.30d - Are specific measures followed in practice regarding the routine maintenance and testing of the following equipment and systems at specified intervals? - Fuel preparation and delivery system?	Grade - Yes		
01.09.30e - Are specific measures followed in practice regarding the routine maintenance and testing of the following equipment and systems at specified intervals? - Cooling system?	Grade - Yes		
01.09.30f - Are specific measures followed in practice regarding the routine maintenance and testing of the following equipment and systems at specified intervals? - Lube oil system?	Grade - Yes		
01.09.30g - Are specific measures followed in practice regarding the routine maintenance and testing of the following equipment and systems at specified intervals? - Emergency stops and automatic alarms?	Grade - Yes		
01.09.30h - Are specific measures followed in practice regarding the routine maintenance and testing of the following equipment and systems at specified intervals? - Communication systems?	Grade - Yes		
01.09.31 - Does the SMS require equipment and systems that are not continually active to be tested regularly?	Grade - Yes		
01.09.32 - Other Comments			

Category: 01.10 - Documentation

Question	Answer Details	Is Critical	Link
01.10.01 - Are copies of all manuals used in the ship available for reference in the company's office?	Grade - Yes		
	JOT		
01.10.02 - Do the Company and shipboard manuals incorporate all the requirements of the ISM Code?	Grade - Yes		
01.10.03a - Has the company defined the locations where relevant SMS documentation shall be placed? - In the Company's premises?	Grade - Yes		
01.10.03b - Has the company defined the locations where relevant SMS documentation shall be placed? - Aboard each vessel?	Grade - Yes		
01.10.04 - Is the documentation available to all the specified locations in practice?	Grade - Yes		
01.10.05 - Has the Company identified key personnel ashore and afloat who must hold personal copies or relevant sections of SMS documentation?	Grade - Yes		
01.10.06 - Has the company established, and maintained procedures to control the issuance of all documents and data relevant to the SMS?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.10.07 - Have procedures been established by the Company to ensure the prompt removal of obsolete documents?	Grade - Yes		
01.10.08 - Is an appropriate person ashore designated to control, amend, approve and distribute the SMS documentation as directed by the Company?	Grade - Yes		
01.10.09 - Are copies of all obsolete documents kept only by the person responsible for the control of documentation?	Grade - Yes		
01.10.10 - Is the procedure regarding the control and monitoring of SMS documentation being followed in practice?	Grade - Yes		
01.10.11 - Are meetings in the highest level of management held at regular intervals to proceed to the necessary amendments of the manuals?	Grade - Yes		
01.10.12a - Has the company defined the methods of distributing new or revised SMS documentation? - Within the Company's office? Y	Grade - Yes		
01.10.12b - Has the company defined the methods of distributing new or revised SMS documentation? - To each vessel?	Grade - Yes		
01.10.12c - Has the company defined the methods of distributing new or revised SMS documentation? - To each individual holding of SMS documentation?	Grade - Yes		
01.10.13 - Are procedures ensuring, that all personnel ashore and afloat, are notified of the changes and amendments of the SMS followed in practice?	Grade - Yes		
01.10.14 - Is the master required to notify the person responsible for document control when changes to the vessel's SMS documentation have been effected?	Grade - Yes		
01.10.15 - Is the Master required to return the obsolete documents to the responsible person for the document control, or alternatively, confirming to him document's destruction?	Grade - Yes		
01.10.16 - Have procedures been established by the Company to ensure that the Company's SMS documentation is removed from the ship and returned to the responsible person(s) ashore should a vessel leave the Company's control?	Grade - Yes		
01.10.17 - Are internal audits of SMS verifying the sufficiency of document control arrangements on board each vessel?	Grade - Yes		
01.10.18 - Other Comments			

Category: 01.11 - Company's Verification, Review And Evaluation

Question	Answer Details	Is Critical	Link
01.11.01a - Does the Company perform internal audits to ensure that activities with the security and prevention of pollution comply with SMS procedures? - Within the company's offices?	Grade - Yes		
01.11.01b - Does the Company perform internal audits to ensure that activities with the security and prevention of pollution comply with SMS procedures? - Aboard each vessel?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.11.02 - Do internal audits within the Company offices take place and in all relevant departments?	Grade - Yes		
01.11.03 - Is it ensured that the internal audit be completed within a reasonable time period?	Grade - Yes		
01.11.04 - Do the Company's records indicate that the internal audit procedures are being followed in practice?	Grade - Yes		
01.11.05 - Is it verified that whether all those undertaking delegated ISM related tasks are acting in conformity?	Grade - Yes		
01.11.06 - Do auditors submit written reports with the remarks, conclusions and recommendations of each audit, to the relevant supervisor of the department audited?	Grade - Yes		
01.11.07 - Are audit findings always acknowledged to all personnel of the audited department?	Grade - Yes		
01.11.08 - Are regular reports concerning the continuity, suitability and effectiveness of the SMS submitted to the Company's senior management?	Grade - Yes		
01.11.09a - Are evaluation and review procedures required to address the following areas available - Management of the Company and inter - department relationships?	Grade - Yes		
01.11.09b - Are evaluation and review procedures required to address the following areas available - Administrative procedures?	Grade - Yes		
01.11.09c - Are evaluation and review procedures required to address the following areas available - Personnel, including their responsibilities and authority?	Grade - Yes		
01.11.09d - Are evaluation and review procedures required to address the following areas available - Familiarization with and strict implementation of, SMS policies, procedures and instructions?	Grade - Yes		
01.11.09e - Are evaluation and review procedures required to address the following areas available - Requirements for additional familiarization or on the job training?	Grade - Yes		
01.11.09f - Are evaluation and review procedures required to address the following areas available - Documentation, reports and record-keeping?	Grade - Yes		
01.11.10 - Check if the results of evaluation and review are addressed to all responsible personnel?	Grade - Yes		
01.11.11a - Are management reviews, meeting held at regular intervals to check - The Analysis of accidents, hazardous occurrences and non-conformities	Grade - Yes		
01.11.11b - Are management reviews, meeting held at regular intervals to check - The audit findings, including the conclusions and recommendations of auditors?	Grade - Yes		
01.11.11c - Are management reviews, meeting held at regular intervals to check - The recommendations following class and statutory surveys?	Grade - Yes		
01.11.11d - Are management reviews, meeting held at regular intervals to check - The plans for updating SMS about fleet changes, market trends, new regulations and changes in social environmental attitudes?	Grade - Yes		
01.11.12 - Are the minutes of all the above meetings kept?	Grade - Yes		
01.11.13 - Are all decisions, conclusions and recommendations resulting from management review meetings documented?	Grade - Yes		



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Question	Answer Details	Is Critical	Link
01.11.14 - Are all decisions concerning corrective action monitored by a qualified and responsible person(s) to ensure that they are implemented promptly and correctly?	Grade - Yes		
01.11.15 - Other Comments			