



Maritec Tanker Management Private Limited

Vessel - Mumbai Office (IMO: 121253)

Inspection Type 008 (B) - Office Internal Audits
Checklist

Inspection Date 08 Mar 2024

Inspector Nawin Khaware

From Port Mumbai (Bombay)

To Port

Hours Onboard

Avg Audit Findings 100 %

No of NCRs 20

No of observation 12

Crew Interview & Attendance Record

| Staff Name | Rank | Remarks |
|------------|------|---------|
|------------|------|---------|

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 |
|-----------|---------|----------|----------|----------------|-------------|--------|------|
|-----------|---------|----------|----------|----------------|-------------|--------|------|

Additional NCRs

| Defect ID | NCR No | Observations | Date of Disposition | Status |
|-----------|--------|--------------|---------------------|--------|
|-----------|--------|--------------|---------------------|--------|

Additional Observations

| Defect ID | Observations | Date of Disposition | Status |
|-----------|---|---------------------|-----------|
| 5 | It has been observed that one of the Fire extinguisher near the meeting room was not properly placed. | 11 Mar 2024 | Completed |
| 6 | One of the Emergency torch in the work area kept escape route was not working, After Checking found that the batteries were dead. | 11 Mar 2024 | Completed |

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 - Yes | | |
| 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 |
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| 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 - Yes | | |
| 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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| 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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| 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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| 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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| 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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| 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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|---|----------------|-------------|------|
| 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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|---|----------------|-------------|------|
| 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 | | |
| 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 | | |
| 01.10.07 - Have procedures been established by the Company to ensure the prompt removal of obsolete documents? | Grade - Yes | | |



Maritec Tanker Management Private Limited

Vessel - Mumbai Office (IMO: 121253)

| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 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 | | |
| 01.11.02 - Do internal audits within the Company offices take place and in all relevant departments? | Grade - Yes | | |



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| Question | Answer Details | Is Critical | Link |
|--|----------------|-------------|------|
| 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 | | |
| 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 | | |



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Question

Answer Details

Is Critical

Link

01.11.15 - Other Comments