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| **Prepared by:** | | | | **Reported To :** | | | | | **Date:** |
| **Name:** | | **Designation:** | | **Name:** | | **Designation:** | | |  |
| Action Plan is prepared in reference with (Specify the report name and date of report): | | | | | | | | | |
| **SN** | **Nonconformity / Observation Details** | | **Close out Action Summary/ Improvement** | | **Target Date for close out** | **Priority (H/M)** | **Action by** | **Close out Date** | **Remark(To be filled by auditor after verification)** |
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Acknowledged by

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| Master/Area In charge/Supervisor (Name and Sign ) | Chief Officer - Name and Sign ( For vessels) | Chief Engineer-Name and Sign ( For vessels) |
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| COAP verified by (Auditors / Inspectors ) | | Approved By (Dept. Head / DPA) | | |
| Name | Designation and Sign | Name | Designation | Dept. |
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