|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| vessel name : | | | | | | |
| Ser. No. | **Description of activity** | **Format No.** | **Frequency** | | **Action** | Status |
|  | DPA’s Checklist for performance Monitoring | KFS/IMSF/PMM/02/ DPA’S performance monitoring checklist | Quarterly | | dpa |  |
|  | Familiarization form officers | KFS/IMSC/SOM/02/ Onboard Safety Familiarization | PRIOR joining the vessel | | Master |  |
|  | Familiarization form for Seafarers | KFS/IMSC/SOM/02/ Onboard familiarisation form for sea farers | At the time of joining | | Master |  |
|  | Document issue | KFS/IMSF/DOC/02/  Document Transmittal | HALF Yearly | | qhse/dpa |  |
|  | Document Change Request | KFS/IMSF/AII/02/Document Change Request | Half yearly | | qhse/DPA |  |
|  | Shipboard drill REPORT | KFS/IMSF/ERP/02/ Emergency Drill Report | Half Yearly | | Master |  |
|  | Checklist for Safety Equipment | KFS/IMSF/ SOM/02/ Lifesaving And Fire fighting Appliances Check List | MONTHLY | | Master |  |
|  | yearly maintenance plan | KFS/IMSF/SOM/02/ Maintenance schedule of the year | YEARLY | | technical manager |  |
|  | Mater’s review of SMS | KFS/IMSF/PMM/02/ Master’s Review | half yearly | | master |  |
|  | Internal audits | KFS/IMSC/IIA/02/ DOC Audit Check List  KFS/IMSF/IIA/02/ IMSM Audit Report  imsm Internal Audit Checklist | HALF YEARLY | | QHSE/DPA |  |
|  | Management Review | KFS/IMSF/MAR/02/ Minutes of Meeting | YEARLY | | GENERAL MANAGER |  |
|  | Company Emergency Response DRILLS | KFS/IMSF/ERP/02/ Emergency Drill Report | Half yearly | | QHSE/DPA |  |
|  | DEFECT REPORT | KFS/IMSF/SOM/02/  Defect Report | QUATERLY | | TECHNICAL DEPARTMENT |  |
|  | OUTSTANDING REQUISITIONS | KFS/IMSF/NCS/01/Pending Requisitions Services | QUATERLY | | PROCUREMENT |  |
|  | | | |  | | |
| DPA | | | | DATE | | |

Distribution: 1.original on-board 2. Copy to office