

SCOPE/ APPLICATION:
TO: OFFICE (ALL FLEET CELLS)
CC: ALL SHIPS

APPROVED BY:
MARINE MANAGER

SHIPSURE DRY DOCK DATES

It is critical that any data contained within ShipSure is correctly updated and maintained. It has been identified that a large number of vessels "Docking Survey", "Special Survey" and "In Water Survey (IWS)" dates contained within ShipSure are missing or incorrect.

This must be rectified to comply with the **requirements of VMS section** [Operations](#) > [Ship Operations](#) > [Ship Administration](#) > Vessel's Certification and Class Records:

"....Ship's certificates must be maintained onboard in an orderly fashion in the order to be shown as and when necessary to the appropriate authorities, surveyors and authorised third parties as per the Shipsure Vessel Certificate Module.

The Master is responsible for verifying that updated certificates are maintained in the folder. Verification should be at regular intervals including prior to port arrival.

The status of certificates due for surveys/renewals/ expirations are also monitored onboard as per the agenda of the [Safety Environmental Protection and Public Health Committee meeting \(SAF07\)](#) and ashore as per the [Fleet Cell Meeting form \(OP103\)](#)...."

Actions to take:

Fleet Superintendents do the following for each vessel under their responsibility:

- 1) Verify that the dates entered in ShipSure are accurate for:
 - a) Docking Survey
 - b) Special Survey
 - c) In Water Survey (IWS) where appropriate

Note: Please refer to the attached help guide specific for the Silversea vessels ShipSure Certificate module configuration

- 2) If inaccurate or missing entries are found, make arrangements for updating the system with the correct data, either:

- a) update ShipSure directly

Note: Inform the Master of any updates from the office and require his attention to prevent reoccurrences

- b) discuss with the Master for updating ShipSure onboard

- 3) Inform the other members of the Fleet Cell about the actions taken

Note: All entries must be verified and accurate prior **Friday 16 February 2018**

Completed

ENCLOSURES:

ShipSure Leisure Dry Dock/ SHS & IWS Dates Help guide

Note: The guidance are visualized in a video located on the BST [website](#)