

SHIPBOARD FILING SYSTEM																							
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					CAPT.		DECK				ENGINE				HOTEL								
					Captain		St. Capt./ Ch. Off	Safety/Env Officer	Bridge	Doctor		Chief Engineer	Staff/1st Engineer	Chief Electrician	Comm. Officer / 1st Elec	ECR		Hotel Manager	F&B Controller	Chief Purser	Housekeeper	Crew Purser	
File	A Communications																			S = All Ship's Data C = Captain's Data D = Deck Data M = Medical Data E = Engine Data H = Hotel Data X = Selected Data			
File	A.1 Company Communications		30 months																				
	1 Company IN																						
	2 Company OUT																						
	3 Master's Mail Checklist			OP07	X																		
File	A.2 Cruise Operator Communications		30 months																				
	1 Cruise Operator IN																						
	2 Cruise Operator OUT																						
	3 Pax Complaints																						
	4 Entertainment/Lecture Programs																						
	5 Excursion Programs																						
	6 Daily Programs																						
	7 Other / Q&A Pax Information																						
File	A.3. Communications With Agents		30 months																				
	1 Agents IN																						
	2 Agents OUT																						
	3 Port Costs																						
	4 Garbage Disposal Records & Receipts			SAF19 or Flag GRB		X																	
	5 Waste Delivery Receipt (WDR)			SAF87		X					X												
	6 Adnaced Notification Form (ANF)			SAF89		X					X												
	7 Alleged Inadequacies Port Reception Facilities Report			SAF88		X																	
	8 Tug & Pilot Receipts				X																		
File	A.4. Other External Communications		30 months																				
	1 Others IN																						
	2 Others OUT																						
File	A.5. Internal Ship Communications		30 months																				
	1 Internal Correspondence IN																						
	2 Internal Correspondence OUT																						
	3 Shipboard Standing Orders																						
	4 Internal Memos																						
File	A.6. Management Reporting		30 months																				
	1 Shipboard Management Meetings.			OP11	S																		
	2 [C/E] Voyage Reports			OP01	D					E													
	3 Cruise End Report			HO 1111(a-j)											X								
	4 Cruise Activity Schedule			HO 1111k											X								
	5 Cruise End Report - Corrective Action			HO 1111l											X								
	6 Minutes of Hotel Director' Meeting			HO 1111m											X								
	7 Sailing Report			HO 1221d											X								
	8 Port Services Log			via shipsure position list		X																	
File	A.7. Standard Messages		30 months																				
	1 Voyage Standard Messages.			via shipsure position list				X															
	2 Stability Report					X																	
File	A.8. Handover Records		30 months																				
	1 Handover Reports			OP20,OP42,HO1107(a-i)	X					X					X								
	2 Hand Over Notes			OP196A, OP196B																			
File	B Ship's Certificates																						
File	B.1. Trading Certificates		Retain whilst valid																				
	1 Trading certificates.				S																* Copy		
File	B.2. Other Certificates		Retain whilst valid																				
	1 Certificate Status			OP22 or Shipsure		X				X													
	2 Permanent Certificates																						
	3 Renewable Certificates																						
	4 Equipment Certificates																						
	5 Class Correspondence																						
	6 Flag Correspondence																						
File	C Damage & Surveys		Open-ended																				
	1 Class / Survey Reports			Class form	X					X													
	2 Class Quarterly List.																						

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3	Class Master List.																							S = All Ship's Data C = Captain's Data D = Deck Data M = Medical Data E = Engine Data H = Hotel Data X = Selected Data
4	Ship & HM Damage Reports	SAF15 or Shipsure						D	S					E										
5	Notes of Protest.																							
6	H&M Survey Reports																							
7	P&I Survey Reports		X										X											
8	Claim Birth Certificate	OP75	S																					
File	D Vessel Condition	Open-ended																						
1	Refit/Drydock Specification of Repairs	OP83a, b, c			X								X											
2	Dry Dock Work List	OP80, OP83d			D								E						H					
3	Dry (or Wet) Dock Report	OP84, OP85, OP192			X								X											
4	Fleet Supt's Inspection Reports	OP3											X											
5	Safety Environmental Protection Inspections (SEPI)	*objective evidence SAF21 or Shipsure			X																			
6	Deck/ Shell Plating Condition Report	OP190			X																			
7	Compartment Condition Inspections	OP23			X								X											
8	Hotel Ops & Pax Services Vessel Inspection	HO 907/a	X																X					
9	Repair Order / Defect List	OP26			X								X											
10	Failure Report - Technical Systems / Equipment (or Shipsure)	OP58			X								X											
11	Vessel Lay Up Plan	OP56			X								X											
12	Critical Equipment List	OP60			S								X											
13	Master Calibration List	OP61			S								E						H					
14	Calibration Records	OP62			S								E						H					
15	Minimum Stock Levels	OP51											X											
File	E.1. Commercial	Open-ended																						
1	Budget & Budget Status		S		D								E						H					
2	Budget Planning		S																					
3	Charter Correspondence		S																					
4	Charter Party		S																					
File	E.2. Passengers	30 months																						
1	Passenger Manifest & Cabin Changes								X	X														
2	List of Infirm Passengers																		X					
3	Letters To/From Passengers		C																H					
4	Pax Damage Claims																		H					
5	Forward Bookings																		H					
6	General Communications		X																X					
7	Message Request	HO 1214a																	H					
8	Message for You	HO 1214b																	H					
9	Lost & Found Report	HO 1219a																	H					
10	Waiver and Release of Liability	OP79 (or Owners format)						X																
File	F Scheduling & Navigation	30 months																						
1	Navigation & Scheduling Comms		C		D		X						E											
2	Cruise Schedules		C		D		X						E						H					
3	Monthly Chart and ECDIS Report	SAF2					X																	
4	List of Publications to be held onboard	SAF8					X						X											
5	NTM Returns						X																	
6	Voyage Passage Plans	SAF9					X																	
7	Pilot Card	SAF91					S																	
8	Bridge Arrival Departure (and Daily Equipment) Checklists	SAF 24/26, SAF131 (ship specific)					S																	
9	Port Information						X																	
10	Fire Rounds Records	fire patrol log							S															
11	Sea Watch Handover Checklist	SAF28								D														
12	Port Watch Handover Checklist	SAF29								D														
13	Anchor Watch Handover Checklist	SAF30								D														
14	Heavy Weather Checklist and Restricted Visibility Checklist	SAF44, SAF101					S																	
15	Compass Observation Book	OP10					X																	
16	Chronometer Rate Journal Book	OP14					X																	
17	Radar Log Book	OP19					X																	
18	Voyage Planning Review for Operations in Polar Waters	SAF86	X											X										
19	Tender/zodiac Boat Operations Checklists and Logs	SAF95, SAF105			S		X																	
20	Paris MOU 24 hrs Notification	SAF98					X														X			
21	Paris MOU 72 hrs Notification for Expanded Inspection	SAF99					X														X			
22	Navigation Self Assessment Audit	SAF123			S																			
File	G Vessel Data	Open-ended																						
1	Vessel Particulars		C		X		X						X				X							
2	Stability Data				S		X																	
3	List of Manuals & Drawings	OP16			D								E											

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4	Sea/Ship Trials Data				X					X										S = All Ship's Data C = Captain's Data D = Deck Data M = Medical Data E = Engine Data H = Hotel Data X = Selected Data
5	Handling Characteristics			X						X										
File	H Electro-Technical Equipment	30 months																		
1	Monthly Statement of Radio Traffic										X									
2	Radio & Communication Equipment Inventory		OP15								X									
3	Navigation Equipment Inventory	Open-ended					X				X									
4	Computer Equipment Inventory	Open-ended									X	X								
File	I Maintenance		below can be filed in a computerised PMS																	
File	I.1. Work Reports	30 months																		
1	Ship's Maintenance / Work Reports										X									
2	Planned Maintenance Instructions for Deck Equipment		OP27, OP 29 or PMS		D					E					H					
3	Planned Maintenance Reports				X	X				X	X									
4	Quarterly Safety Devices Report		OP48								E									
5	Defect / Damage Repair List		TEC01							S										
6	Defect Damage Report		TEC02							S										
File	I.2. Hotel Equipment	30 months																		
1	Galleys										X									
2	Laundries										X									
3	Air Conditioning & Ventilation										X									
4	General Hotel Maintenance										X									
5	Work Order / Repair Log		(AVO, AMOS, etc)												X					
6	Front Desk Diary		HO 1218a												X					
7	Work / Repair Orders		(AVO, AMOS, etc)																	
File	I.3. Performance	Open-ended																		
1	Performance Reports									S										
2	Indicator Cards									S										
File	I.4. Main Engines	Open-ended																		
1	Crank Shaft Deflections									S										
2	Bearing Clearances									S										
3	Unit Overhaul Reports									S										
4	ME Running Hours (mandatory report even if computerized PMS used)		OP40							S										
5	Maintenance Report Main Engine		OP47							X										
6	Maintenance and Repair Reports		OP33							X										
File	I.5. Auxiliary Engines	Open-ended																		
1	Auxiliary Machinery Monthly Report (mandatory report even if computerized PMS used)		OP41							X										
2	Maintenance Report Diesel Generator		OP30							X										
3	Turbines and Boilers Running Hours (mandatory report even if computerized PMS used)		OP44							X										
File	I.6. Electro-Technical	Open-ended																		
1	Radio & Communication Equipment										X									
2	Navigation Equipment						X				X									
3	Computer Equipment										X	X								
4	Electrical Maintenance.										X									
5	Megger Test Records		OP31								X									
6	Cathodic Protection.										X									
7	Monthly Battery Report		OP45								X									
File	J S&Q																			
File	J.1. S&Q	30 months																		
1	S&Q Comms.				X															
2.1	Audit Reports (ISM, ISO9001, ISO14001, ISPS, Others)		hard copy and Shipsure		X						X				X					
2.2	Audit Finding Reports and NCRs		SAF23A/B and Shipsure		X						X				X					
2.3	External Inspections Reports (PH, P&I, third party etc)		see also file D for internal inspections		X						X				X					
2.4	Objective evidence for findings of the above*				X						X				X					
3	SEP&PH Committee Meetings.		SAF 7			S														
4	Master's Reviews		SAF69	C																
5	Risk Assessment		SAF67			S														
File	J.2. HAZOCC's	30 months																		
1	Incident Reports		SAF15 or Shipsure		D	S				E										
2	Passenger Accident Reports		SAF13			S														

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3	Crew Accident Reports.		SAF14				S														S = All Ship's Data C = Captain's Data D = Deck Data M = Medical Data E = Engine Data H = Hotel Data X = Selected Data	
4	Near Miss Reports		SAF11 or Shipsure			D	S				E											
5	Voyage Data Recorder - Incident Data Recover, Playback Methods & Maintenance		SAF82			D																
6	S.T.O.P. Cards		SAF97			D	S				E											
7	Onboard Radiation Sources Register		SAF90			D	S				E											
8	OHS Risks and Management Programs (OHSAS18001)		SAF65B, SAF66B				S															
9	OHSMS Management Review (twice per year)		SAF110				S															
	Shipboard Senior Management Safety Inspection / Monthly OHS Self Inspection Report		SAF96, SAF112				S															
10																						
File	J.3. Safety Training & Maintenance	30 months																				
1	Emergency Organisation Comms																					
2	Onboard Training Matrix		SAF58				X															
3	Safety Training & Drills (monthly reports)		SAF22				S															
4	Crew Training Records		SAF16, SAF111				S															
5	Shipboard Occupation Training		SAF93			X					X				X							
6	Officer Familiarisation Records		SAF121, SAF100			D					E											
7	VOD BOX training register/database						X															
8	Familiarization Induction and Safety Briefing with Contractors/Non Marine Personnel		SAF92, OP195				S															
9	Safety Maintenance (SAF4/4A mandatory even if PC PMS used)		SAF 3/3A, 4/4A or PMS				S															
10	Periodic Servicing of Launching Appliances & Onload Release Gear; FPDs		SAF76, SAF104				S															
11	Securing of Objects		SAF102, SAF103			S					X				X							
12	Asbestos Survey / Re-Survey / Modification / Repair / Sample Log		SAF106			D					E											
File	J.4. Engine Room	30 months																				
1	Deputy Safety Officer's File										S											
2	ECR Arrival / Departure Reports		SAF 25/27										S									
3	ECR Watch Handovers		SAF28A, SAF29A										S									
4	Officer Familiarisation Records		OP234, OP235								X											
5	Chief Engineer's Mail Check List		OP43								X											
File	J.5. PTW's	30 months																				
1	Entry Into & Work In Enclosed Spaces		SAF6				S															
2	Hot work permits.		SAF5				S															
3	Underwater Operations		SAF20				S															
4	Permit to Work Aloft / Overside / On Lifeboats		SAF68				S															
5	Permit to Work - Electrical Tag-Out		SAF70				S															
6	POD Entry Authorization and Checklist		SAF34								X											
7	Permit to Work -Aloft MAST (sailing vessels only)		SAF83				X															
8	Permit to Work - Lift Shafts		SAF109				S															
9	Permit to Work - on Deck in adverse weather		SAF113				S															
File	J.6. D&A	30 months																				
1	Drug & Alcohol Tests					S																
2	D&A Test Results					S																
File	K Stores, Spares & Services																					
File	K.1. Technical Stores	30 months																				
1	Stores Requisitions Open		OP66 if Shipsure/Amos not used			D					E											
2	Stores Requisitions Closed		OP66 if Shipsure/Amos not used			D					E											
3	Stores Delivery Notes					D					E											
4	Stores Inventory										S											
5	Stock of Gas Reports		OP49, OP50			D					E											
6	Monthly Stock of Chemicals Report		OP39			S																
7	Oil Pollution Equipment Inventory																					
8	Requisition Status		OP67 (if Purchasing NOT done by V.Ships)			D					E											
File	K.2. Spares	30 months																				
1	Delivery notes.					D					E											
File	K.3. Bunkers & Lubes	30 months																				
1	Bunker Procedures & Checklists	OP34,OP 35,OP64/a/b/c/d (or a flag log for sulphur/fuel),OP194,OP170									S			X								
2	FO & LO Requests & Receipts																					
3	Fuel Switch Over Calculation Report and LSFO Switch over and Use Compliance	OP191, OP193									X											
4	FO & LO Sounding and Daily Records																					
5	LO Monthly Report	OP38									X											
6	Sludge Disposal Records										S											
7	FO Analysis										S											

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8	LO Analysis								S											S = All Ship's Data C = Captain's Data D = Deck Data M = Medical Data E = Engine Data H = Hotel Data X = Selected Data		
9	Tender Bunkering Operations Check List		OP170				X															
File	K.4. Services	30 months																				
1	Service Requests and Comms				D				E													
2	Service Reports				D				E													
3	Landing reports.		OP05		D				E													
File	K.5 Hotel Stores	30 months																				
1	F&B Loading Report		HO 1404a														X					
2	Hotel Consumable & Durable Loading Report		HO 1404b														X					
3	F&B Daily Requisition		HO 1485a														X					
4	Uniform issues form		HO 1485b												X							
5	Printing Request Form		HO 1220a															X				
6	Stores Inventory													X								
File	K.6 Hotel Stores Financial Report	30 months																				
1	F&B Voyage report		HO 1486d														X					
2	Invoice Control Log - Food Stores		HO 1486a														X					
3	Invoice Control Log - Beverages Stores		HO 1486b														X					
4	Invoice Control Log - Consumable Stores		HO 1486c														X					
File	K.7 Suppliers of Services Evaluation Record	30 months																				
1	Supplier of Services Performance Evaluation		OP 101												X							
2	Supplier Evaluation Form - F&B		HO 1405a														X					
3	Supplier Evaluation Form - Hotel Con. & Durable		HO 1405b														X					
File	L Medical	Open-ended																				
1	Medical logs		MEDLOG1,2,3						S													
2	Reports								S													
3	Pax Medical records								S													
4	Pax Illness Reports		MED2						S													
5	Passenger Referral Ashore Form		MED17						X													
6	Crew Illness Report		MED3						X													
7	Crewmember Illness/Injury Report (Referral Ashore)		C10						X													
8	Health Declaration for Joining Crew Members		MED21																X			
9	Assault Treatment Record		MED5						X													
10	Medical History Questionnaire		MED12						X													
11	Medical Equipment Planned Maintenance		MED18 (or PMS)						X													
12	Controlled Drugs register		MED20						S													
13	Letter of Indemnity		MED4						X													
14	Medical Voyage Report		MED22						X													
15	Anti Diarrhoeal Medications Dispense Log		MED16						X													
16	Medical Facility Consultation Request and Medical Authorization		MED23						X													
17	Correspondence IN/OUT								X													
File	M Crew	30 months																				
1	Crew List																		X			
2	Crew Certification Guidelines		C601D																X			
3	Cabin Assignment																		X			
4	Crew changes																		X			
5	Crew Leave Rotation																		X			
6	Disciplinary Hearings & Records		C11, C604a/b, dis2, dis3	X		X				X					X							
7	Communications IN/OUT				X														X			
8	Application for Family to Travel		C92							X									X			
9	Family Indemnity Forms		C6																X			
10	Local Leave Indemnity Forms		C610B																X			
11	Monthly Payroll Summary		C-616, C13A																X			
12	Addendum to Contract (Extension / Early Vacation)		C-610C																X			
13	Addendum to Contract (Change of Position)		C-610A																X			
14	Overtime Forms				X				X						X				X			
15	Record of Seafarer's Scheduled Working Arrangements		C630A			X			X						X				X			
16	Record of Seafarer's Hours of Rest		C630B			X			X						X				X			
17	Cash Advance / Expenses																		X			
18	SOLAS Certification Records						X												X			
19	STCW Certification Records		SAF108				X												X			
20	Uniform Issue Records																		X			
21	Crew Welfare																		X			
22	Expenses Claim Form		C016																X			
23	Crew Benefit Chart		C608A																S			

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24	Sign Off Form		C617A																X		
25	Advice of Crew Medical Repatriation		C617B																X		
26	Passport or Seaman Books release form		C620																X		
27	Deck Officer Manoeuvring Log		C651	X																	
28	Onboard recreational activities		C608B																S		
29	Record of sea service		C617C																S		
30	Record of onboard complaint		C625			X				X					X				S		
File	N Hygiene & Sanitation																				
File	N.1. Hygiene & Sanitation Inspections	30 months	PH Logs																		
1	Port Health Inspection Reports & Correspondence						X								X						
2	Self Inspection Reports		Log 11				X								X						
3	Vessel Sanitation Inspection Report - Corrective Action		Log 13				X								X						
4	Maintenance Meeting Report						X								X						
5	Crew Accom Inspection Reports & Defect Lists		OP525			X				X		X			X						
6	Pax Accommodation Inspection Reports & Defects List					X				X					X						
File	N.2. Hygiene & Sanitation Training & Guidance	12 months	PH Logs																		
1	H&S Training records		Log 14												S	X	X	X	X		
2	Normal Sanitation & Enhanced Epidemic Control Sanitation		Log 16												X						
3	Recommended Illness Outbreak Kit		Log 24			X									X						
File	N.3 Hygiene & Sanitation Food Safety Record	12 months	PH Logs																		
1	Record of Unit Food Stocks		Log 2												X						
2	Refrigeration/Freezer Temperature Monitoring		Log 3												X						
3	Bar Monitoring Log		Log 4												X						
4	Dish/Glasswasher Temp & Sanitiser Log		Log 5												X						
5	Ice Making Cleaning Log		Log 6												X						
6	Food Defrosting Log		Log 7												X						
7	Cold Food Service Temperature Monitoring		Log 8												X						
8	Hot Food Service Temperature Monitoring		Log 9												X						
9	Basic Cleaning Schedule		Log 10												X						
10	Food Sampling Log		Log 12												X						
11	Food Complaint Log		Log 15												X						
12	Fish Parasite Destruction Freezer Log		Log 21												X						
13	Cooling Log		Log 22												X						
14	Food & Beverage Receiving Log		Log 23													X					
File	N.4 Hygiene and Sanitation Monitoring	12 months	PH Logs or PMS																		
1	Potable Water Bunker Log (Technical Water Bunker Log)		Log 17, 17A (ship specific)			X															
2	Potable Water Tests Results from external Lab					X															
4	Legionella Tests Results (Water / Air)									X											
5	Private Cabins Whirlpool Spa		Log 25															X			
6	Individual Hydrotherapy Pools		Log 26															X			
7	Potable Water Hoses and Stand Pipes Sanitation Log		Log 27			X															
8	Potable Water System Log		Log 28			X															
9	Potable Water E-coli Log		Log 29																		
10	Back Flow Preventers Log		Log 30																		
11	Potable Water Distribution Disinfection Log		Log 31																		
12	Showerheads Disinfection Log		Log 32															X			
13	Air Conditioning System Sanitation Log		Log 33																		
14	Swimming Pool Logs		Log 35 A/B																		
15	Whirlpool Spa Jacuzzi Logs		Log 34 A/B																		
16	Cabin Steward Sanitation Checklist		MED13															X			
17	Housekeeper's Cabin Section Saniation Checklist		MED14															X			
18	Passenger Areas Sanitation Checklist		MED15															X			
19	Faecal and Vomit Accident Log		Log 36			X															
20	Potable Water Production Log (chart recorder not installed)		Log 37								S										
File	O Projects	30 months																			
1	Project Proposals			X		X				X					X						
2	Deferred Projects			X		X				X					X						
3	Completed Projects			X		X				X					X						
File	P New Building Data & Communications	30 months																			
1	Correspondence With Ship Builders					X				X											

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				CAPT.		DECK					ENGINE				HOTEL					
				Captain		St. Capt./ Ch. Off	Safety/Env Officer	Bridge	Doctor		Chief Engineer	Staff/1st Engineer	Chief Electrician	Comm. Officer / 1st Elec	ECR		Hotel Manager	F&B Controller	Chief Purser	Housekeeper
2	Correspondence With Engine Manufacturers								X											S = All Ship's Data C = Captain's Data D = Deck Data M = Medical Data E = Engine Data H = Hotel Data X = Selected Data
3	Guarantee Items			X					X											
File	T Cruise End Financial Report	30 months																		
1	Crew Bar Issue Report		HO 1113a												X					
2	Cashbook		HO 1207a												X					
3	Cash Deposit		HO 1207b												X					
4	Credit Card Deposit		HO 1207c												X					
5	Cash Receipt		HO 1207d												X					
6	Cash Payment		HO 1207e												X					
7	Safe Count		HO 1208a												X					
8	Float Count Sheet		HO 1215a												X					
9	Revenue Control		HO 1221a												X					
10	Concessionnaire Reconciliation		HO 1221b												X					
11	Account Balance Report		HO 1221c												X					
12	Meal Count		HO 1429a												X					
File	U Environmental Reports																			
File	U.1. Environmental	30 months																		
1	Environmental Complaints			S																
2	Worldwide Cruising Environmental Standards		SAF77			D			E											
3	Other Environmental Info for Various Countries divided by Regions					S														
4	Waste Management Organisation & Processing Equipment		SAF39			S														
File	U.2. Hazardous Waste	30 months																		
1	Hazardous Waste Disposal Log		SAF62 (ISO14001)				X													
2	Dry Clean Waste Disposal Log		SAF37			S														
3	Photolab/Printer/X-Ray/Chemical Disposal Log		SAF38			S														
4	Waste Cooking Oil Disposal Log		SAF36			X			X											
5	Communication/Enquiries with Staff Captain/Agents					S														
6	Copies of the Certificates of Hazardous Waste Contractors		(ISO14001)				X													
7	Hazardous Waste Receipts/Manifests					S														
8	Country Specific Info for Local/National Haz.Waste Regs					S														
File	U.3. Engine (ECRoom)	3 years																		
1	Oil to Sea Interface Systems - Identification List		SAF49						S											
2	List of Lockable / Sealable Valves		TEC34						S											
3	Tank Soundings		TEC36			D			E											
4	Waste Water Disposal Log (with shore receipts)		SAF32						S											
5	Ozone Depleting Substances Record Book or flag log		SAF53									S								
File	U.4. Ballast Management	30 months																		
1	Ballast Water Reporting Form		SAF40			S														
2	Ballast Water Maintenance Log		SAF41			S														
3	Ballast Water Exchange Plan		SAF42			S														
4	Ballast Water Management Organization (Ship Specific)		SAF43			S														
5	Ballast Water Record Log		SAF35			S														
6	Bio-Fouling Management Plan		SAF107			S														
File	U.5. ISO 14001	30 months																		
1	Environmental Officer Monthly Audit Form		SAF45																	
2	Environmental Training Exam		SAF56				X													
3	Equipment Specific Training Card		SAF57 (or U.6 12)				X													
4	Equipment Specific Training Matrix		SAF59				X													
5	Environmental Notifications Matrix		SAF60				X													
6	Environmental Aspects & Identification & Significance Determination		SAF65				X													
7	Significant Environmental Aspects & Management Programmes		SAF66				X													
File	U.6 US VGP NPDES	3 years																		
1	Violation or Potential Problem & Corrective Action Assessment		USVGP 01	X																
2	Weekly Routine Visual Inspection		USVGP 02			X			X						X					
3	Ship Watch (4hrs) Visual Monitoring Log		USVGP 03	X																
4	Quarterly Visual Sampling of Effluent Streams		USVGP 04						X											
5	Comprehensive Annual Inspection		USVGP 05	X																
6	Dry Dock Inspection		USVGP 06						X											
7	Voyage Log		USVGP 07	X																
8	Summary of GW Discharge Requirements		USVGP 08	X																
9	Signatory Person to Permit Reports		USVGP 09	X																
10	Treated Pool and Spa Water Discharge Log		USVGP 10			X														

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11	VGP Training Matrix		USVGP 11A/B				X														S = All Ship's Data C = Captain's Data D = Deck Data M = Medical Data E = Engine Data H = Hotel Data X = Selected Data	
12	Env Equipment Specific Training Card		SAF57 (or U.5 3)							X												
13	Assessment of EALs		USVGP 12			X				S												
File	V. Cargo Operations (Ro-Ro vessels)	30 months																				
1	Preparation for Loading and Discharge of Vehicles		OP90			X																
2	Lashing Gear Report		OP91			X																
3	Notice of Damage by Stevedores to ship, gear, equipment		OP92			X																

*Note Objective evidence for audits and inspection findings must be stored with the Audit/Inspection Report as Shipsure does not currently allow for data storage but text only.