

SHIPBOARD FILING SYSTEM																				
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				CAPT.		DECK				ENGINE				HOTEL						
				Captain		Staff Captain	Safety Officer	Doctor	Bridge		Chief Engineer	Staff Engineer	Chief Electrician	IT/Comm Office	ECR		Hotel Director	F&B Manager	Finance Officer	
File	A Communications																			
File	A.1 Company Communications	30 months																		
1	Company IN			X		X		X							X		X			
2	Company OUT			X		X		X							X		X			
3	Master's Mail Checklist		OP07	X																
File	A.2 Cruise Operator Communications	30 months																		
1	Cruise Operator IN			X		X				X					X					
2	Cruise Operator OUT			X		X				X					X					
3	Pax Complaints			X																
4	Entertainment/Lecture Programs			X																
5	Excursion Programs			X																
6	Daily Programs			X																
7	Other / Q&A Pax Information			X																
File	A.3. Communications With Agents	30 months																		
1	Agents IN			X		X		X			X				X		X			
2	Agents OUT			X		X		X			X				X		X			
3	Port Costs			X													X			
4	Garbage Disposal Records & Receipts		SAF19 or Flag GRB						X								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								X			
File	A.4. Other External Communications	30 months																		
1	Others IN			X		X		X			X				X		X			
2	Others OUT			X		X		X			X				X		X			
File	A.5. Internal Ship Communications	30 months																		
1	Internal Correspondence IN			X		X		X			X				X		X			
2	Internal Correspondence OUT			X		X		X			X				X		X			
3	Shipboard Standing Orders			X		X		X			X				X		X			
4	Internal Memos			X		X		X			X				X		X			
File	A.6. Management Reporting	30 months																		
1	Shipboard Management Meetings.		OP11	X		X					X				X		X			
2	[C/E] Voyage Reports		OP01	X		X					X				X					
3	Cruise End Report		HO 1111(a-i)																	N/A
4	Cruise Activity Schedule		HO 1111k																	N/A
5	Cruise End Report - Corrective Action		HO 1111l																	N/A
6	Minutes of Hotel Director' Meeting		HO 1111m																	N/A
7	Sailing Report		HO 1221d																	N/A
8	Port Services Log		via shipsure position lis			X														
File	A.7. Standard Messages	30 months																		
1	Voyage Standard Messages.		via shipsure position lis	X					X											
2	Stability Report					X														
File	A.8. Handover Records	30 months																		
1	Handover Reports		OP20,OP20C, OP42,HO1107(a-i)	X							X									
2	Hand Over Notes		OP196A, OP196B			X	X	X				X	X	X		X	X	X		X
File	B Ship's Certificates																			

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File	B.1. Trading Certificates		Retain whilst valid																			
1	Trading certificates.							X											X*			* Copy
File	B.2. Other Certificates		Retain whilst valid																			
1	Certificate Status			OP22 or Shipsure				X					X*									
2	Permanent Certificates							X					X*									
3	Renewable Certificates							X					X*									
4	Equipment Certificates							X					X*									
5	Class Correspondence							X					X*									
6	Flag Correspondence							X					X*									
File	C Damage & Surveys		Open-ended																			
1	Class / Survey Reports			Class form	X		X					X										
2	Class Quarterly List.				X		X					X										
3	Class Master List.				X		X					X										
4	Ship & HM Damage Reports			SAF15 or Shipsure	X		X					X										
5	Notes of Protest.				X		X					X										
6	H&M Survey Reports				X		X					X										
7	P&I Survey Reports				X		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					X						X				
2	Dry Dock Work List			OP80, OP83d	X		X					X										
3	Dry (or Wet) Dock Report			OP84, OP85, OP192			X					X										
4	Fleet Supt's Inspection Reports			OP3	X		X					X						X				
5	Safety Environmental Protection Inspections (SEPI)			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																	N/A
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			X					X										
13	Master Calibration List			OP61			X					X						X				
14	Calibration Records			OP62			X					X						X				
15	Minimum Stock Levels			OP51								X										
16	Mooring Equipment Condition, Maintenance and Usage Log			OP145			S															
File	E.1. Commercial		Open-ended																			
1	Budget & Budget Status				X																	
2	Budget Planning				X																	
3	Charter Correspondence				X																	
4	Charter Party				X																	
File	E.2. Passengers		30 months																			
1	Passenger Manifest & Cabin Changes																				X	
2	List of Infirm Passengers							X	X	X							X				X	
3	Letters To/From Passengers				X																X	
4	Pax Damage Claims				X															X		
5	Forward Bookings																	X		X		
6	General Communications																	X		X	X	
7	Message Request			HO 1214a																	X	
8	Message for You			HO 1214b																	X	

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9	Lost & Found Report		HO 1219a																		S = All Ship's Data C = Captain's Data D = Deck Data M = Medical Data E = Engine Data H = Hotel Data X = Selected Data	
10	Waiver and Release of Liability		OP79 (or Owners form)				X															
File	F Scheduling & Navigation	30 months																				
1	Navigation & Scheduling Comms								X													
2	Cruise Schedules								X													
3	Monthly Chart and ECDIS Report		SAF2						X													
4	List of Publications to be held onboard		SAF8						X													
5	NTM Returns								X													
6	Voyage Passage Plans		SAF9						X													
7	Pilot Card		SAF91						X													
8	Bridge Arrival Departure (and Daily Equipment) Checklist		SAF 24/26, SAF131 (ship specific)						X													
9	Port Information			X					X													
10	Fire Rounds Records		fire patrol log				X															
11	Sea Watch Handover Checklist		SAF28						X													
12	Port Watch Handover Checklist		SAF29						X													
13	Anchor Watch Handover Checklist		SAF30						X													
14	Heavy Weather Checklist and Restricted Visibility Checklist		SAF44, SAF101						X													
15	Compass Observation Book		OP10					X														
16	Chronometer Rate Journal Book		OP14					X														
17	Radar Log Book		OP19					X				X										
18	Voyage Planning Review for Operations in Polar Waters		SAF86	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																
23	Environmental Operations Voyage Planning Checklist – future and current		SAF52			S																
File	G Vessel Data	Open-ended																				
1	Vessel Particulars			X		X																
2	Stability Data			X		X																
3	List of Manuals & Drawings		OP16			X				X												
4	Sea/Ship Trials Data			X						X												
5	Handling Characteristics			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										
4	Computer Equipment Inventory	Open-ended										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				X	X	X	X	X								
2	Planned Maintenance Instructions for Deck Equipment		OP27, OP 29 or PMS			D				E												
3	Planned Maintenance Reports					X	X	X		X												
4	Quarterly Safety Devices Report		OP48			X				X												
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					

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4	General Hotel Maintenance																		X				
5	Work Order / Repair Log			(AVO, AMOS, etc)																			N/A
6	Front Desk Diary			HO 1218a																			N/A
7	Work / Repair Orders			(AVO, AMOS, etc)																			N/A
File	I.3. Performance		Open-ended																				
1	Performance Reports												X										
2	Indicator Cards												X										
File	I.4. Main Engines		Open-ended																				
1	Crank Shaft Deflections												X										
2	Bearing Clearances												X										
3	Unit Overhaul Reports												X										
4	ME Running Hours (mandatory report even if computerized)			OP40									X										
5	ME Running Hours (mandatory report even if computerized PMS used)			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)			OP41									X										
2	Auxiliary Machinery Monthly Report (mandatory report even if computerized PMS used)			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			X							
2	Navigation Equipment												X		X								
3	Computer Equipment												X			X							
4	Electrical Maintenance.												X		X								
5	Megger Test Records			OP31									X		X								
6	Cathodic Protection.												X		X								
7	Monthly Battery Report			OP45											X								
File	J S&Q																						
File	J.1. S&Q		30 months																				
1	S&Q Comms.					X		X	X				X										
2.1	Audit Reports (ISM, ISO9001, ISO14001, ISPS, Others)			hard copy and Shipsure				X							X								
2.2	Audit Finding Reports and NCRs			SAF23A/B and Shipsure				X							X								
2.3	External Inspections Reports (PH, P&I, third party etc)			SAF23A/B and Shipsure				X							X								
2.4	Objective evidence for findings of the above*							X							X								
3	SEP&PH Committee Meetings.			SAF 7		X		X	X				X										
4	Master's Reviews			SAF69		X																	
5	Risk Assessment			SAF67		X																	
6	PSC pre-arrival checklist (Leisure)			MAR11				S															
File	J.2. HAZOCC's		30 months																				
1	Incident Reports			SAF15 or Shipsure															X		X		
2	Passenger Accident Reports			SAF13		X		X	X	X			X										
3	Crew Accident Reports.			SAF14					X														
4	Near Miss Reports			SAF11 or Shipsure					X														
5	Voyage Data Recorder - Incident Data Recover, Playback			SAF82					X														
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 (annual)			SAF110					S														

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10	Shipboard Senior Management Safety Inspection / Monthly OHS Self Inspection Report		SAF96, SAF112				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
File	J.3. Safety Training & Maintenance	30 months																			
1	Emergency Organisation Comms						X														
2	Onboard Training Matrix		C601D				X														
3	Safety Training & Drills (monthly reports)		SAF22				X														
	Crew Training Records and Training Session/Drill																				
4	Attendance Log and Evaluation		SAF16, SAF111				X														
5	Shipboard Occupation Training		SAF93			X				X											
6	Officer Familiarisation Records		SAF121, SAF100			X				X											
7	VOD BOX training register/database						X														
8	Familiarization Induction and Safety Briefing with Contra		SAF92, OP195				X														
9	Safety Maintenance (SAF4/4A mandatory even if PC PN		SAF 3/3A, 4/4A or PMS				X														
10	Periodic Servicing of Launching Appliances & Onload Release Gear; FPDs		SAF76, SAF104				X														
11	Securing of Objects		SAF102, SAF103			S				X						X					
12	Asbestos Survey / Re-Survey / Modification / Repair / Sample Log		SAF106			D															
File	J.4. Engine Room	30 months																			
1	Deputy Safety Officer's File									X	E										
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				X														
2	Hot work permits.		SAF5				X														
3	Underwater Operations		SAF20				S														
4	Permit to Work Aloft / Overside / On Lifeboats		SAF68				X														
5	Permit to Work - Electrical Tag-Out		SAF70				X														
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														
10	Lock-out / Tag-out		SAF116				S														
File	J.6. D&A	30 months																			
1	Drug & Alcohol Tests							X													
2	D&A Test Records		C605A			S															
File	K Stores, Spares & Services																				
File	K.1. Technical Stores	30 months																			
1	Stores Requisitions Open		OP66 if Shipsure/Amos not used			X		X		X											
2	Stores Requisitions Closed		OP66 if Shipsure/Amos not used			X		X		X											
3	Stores Delivery Notes					X		X		X											
4	Stores Inventory					D		X		M	X	E									
5	Stock of Gas Reports		OP49, OP50							X											
6	Monthly Stock of Chemicals Report		OP39							X		S									
7	Oil Pollution Equipment Inventory					S					X										
8	Requisition Status		OP67 (if Purchasing NOT done by			D				E											
File	K.2. Spares	30 months																			
1	Delivery notes.									X	S										

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File	K.3. Bunkers & Lubes		30 months																			S = All Ship's Data C = Captain's Data D = Deck Data M = Medical Data E = Engine Data H = Hotel Data X = Selected Data	
1	Bunker Procedures & Checklists		#REF!	OP34,OP 35,OP64/a/b/c/d (or a flag log for sulphur/fuel),OP194,C																			
2	FO & LO Requests & Receipts											X											
3	Fuel Switch Over Calculation Report and LSFO Switch over and Use Compliance			OP191, OP193																			
4	FO & LO Sounding and Daily Records										X												
5	LO Monthly Report			OP38																			
6	Sludge Disposal Records										X												
7	FO Analysis										X												
8	LO Analysis										X												
9	Tender Bunkering Operations Check List			OP170																			
File	K.4. Services		30 months																				
1	Service Requests and Comms						X		X		X												
2	Service Reports						X		X		X												
3	Landing reports.			OP05																			
							D		X		M	X	E										
File	K.5 Hotel Stores		30 months																				
1	F&B Loading Report			HO 1404a																			N/A
2	Hotel Consumable & Durable Loading Report			HO 1404b																			N/A
3	F&B Daily Requisition			HO 1485a																			N/A
4	Uniform issues form			HO 1485b																			N/A
5	Printing Request Form			HO 1220a																			N/A
6	Stores Inventory														X								
File	K.6 Hotel Stores Financial Report		30 months																				
1	F&B Voyage report			HO 1486d																			N/A
2	Invoice Control Log - Food Stores			HO 1486a																			N/A
3	Invoice Control Log - Beverages Stores			HO 1486b																			N/A
4	Invoice Control Log - Consumable Stores			HO 1486c																			N/A
File	K.7 Suppliers of Services Evaluation Record		30 months																				
1	Supplier of Services Performance Evaluation			OP 101																			
2	Supplier Evaluation Form - F&B			HO 1405a																			N/A
3	Supplier Evaluation Form - Hotel Con. & Durable			HO 1405b																			N/A
File	L Medical		Open-ended																				
1	Medical logs			MEDLOG1,2,3																			
2	Reports						X		X														
3	Pax Medical records								X						X								
4	Pax Illness Reports			MED2																			
5	Passenger Referral Ashore Form			MED17																			
6	Crew Illness Report			MED3																			
7	Crewmember Illness/Injury Report (Referral Ashore)					X		X									X		X				
8	Health Declaration for Joining Crew Members			MED21																			
9	Assault Treatment Record			MED5																			
10	Medical History Questionnaire			MED12																			
11	Medical Equipment Planned Maintenance			MED18 (or PMS)																			
12	Controlled Drugs register			MED20																			
13	Letter of Indemnity			MED4																			
14	Medical Voyage Report			MED22																			
15	Anti Diarrhoeal Medications Dispense Log			MED16																			
16	Medical Facility Consultation Request and Medical Authorization			MED23																			
17	Correspondence IN/OUT			X		X		X															
18	Influenza-like illness log			MED24																			
19	Weekly Food Handlers Medical Hand Checks			MED25A																			
20	Weekly Non Medical Hand Checks			MED25B																			

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21	Monthly Hand Hygiene Consumables Report				MED26						X												
File	M Crew			30 months																			
1	Crew List																					X	X
2	Crew Certification Guidelines				C601D																		X
3	Cabin Assignment							X															
4	Crew changes							X					X						X			X	X
5	Crew Leave Rotation							X					X						X				X
6	Disciplinary Hearings & Records				C11, C604a/b, dis2, dis3			X					X						X				
7	Communications IN/OUT																			X			
8	Application for Family to Travel				C92	X														X	X		
9	Family Indemnity Forms				C6	X														X	X		
10	Local Leave Indemnity Forms				C610B																	X	X
11	Monthly Payroll Summary				C-616, C13A															X			X
12	Addendum to Contract (Extension / Early Vacation)				C-610C															X			X
13	Addendum to Contract (Change of Position)				C-610A															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			X
21	Crew Welfare							X												X			X
22	Expenses Claim Form				C016																		X
23	Crew Benefit Chart				C608A																		S
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		X			X						X	X			
2	Self Inspection Reports				Log 11	X		X		X			X						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						X				
File	N.2. Hygiene & Sanitation Training & Guidance			12 months	PH Logs																		
1	H&S Training records				Log 14															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			

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				CAPT.		DECK				ENGINE				HOTEL							
				Captain		Staff Captain	Safety Officer	Doctor	Bridge		Chief Engineer	Staff Engineer	Chief Electrician	IT/Comm Office	ECR		Hotel Director	F&B Manager	Finance Officer	Immigration Off	Crew Purser
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			
15	AGE Food Employee Assessment		Log 38														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 spec			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 / Log 100						X												
10	Back Flow Preventers Log		Log 30									X									
11	Potable Water Distribution Disinfection Log		Log 31 / Log 101 / Log 101A / Log 101B									X									
12	Showerheads Disinfection Log		Log 32														X				
13	Air Conditioning System Sanitation Log		Log 33									X									
14	Swimming Pool Logs		Log 35 A/B									X									
15	Whirlpool Spa Jacuzzi Logs		Log 34 A/B									X									
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									
21	Sterilex Bioilfilm Treatment From		Log 39									S									
22	Cleaning and Sanitizing Infected Stateroom/Cabin		Log 40									S									
23	Stateroom Linen Drop Off Log		Log 41									S									
24	Spa Equipment Cleaning and Disinfection Log		Log 42									S									
25	Drinking Fountain/Water Filling Station Daily Cleaning & Sanitation Log		Log 43									S									
26	Respiratory PPE – Fit Testing Log		Log 50									S									
27	Infection Prevention PPE – Donning and Doffing Training Log		Log 51									S									
28	Conditions (Temperature and Relative Humidity) Monitoring in sterile / clean medical storage Log		Log 52									S									
29	Sterilization Log		Log 53									S									
30	D&V Incident (Guests and Crew) Log		Log 102					S													
31	Infection Control Hazardous Laundry Washing Log		Log 103									S									
32	Empty Suites Cabins (Guests and Crew) Stagnant Water Lines Daily Flushing Log		Log 104									S									
33	Ice Bucket Sanitation Log		Log 105									S									
34	Laundries Filter Cleaning Log		Log 106									S									
35	Toilet (Public and Crew) Sanitation Log		Log 201									S									
36	Pantry (Room Service and Butler) Sanitation Log		Log 202									S									
37	Main Laundry Sanitation Log		Log 203									S									
38	Laundrettes (Guest and Crew) Sanitation Log		Log 204									S									
39	Corridor (Guest and Crew) Daily Sanitation Log		Log 205									S									

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	Public Areas (Guest and Crew) and Offices Daily Fogging Log		Log 206																		S = All Ship's Data C = Captain's Data D = Deck Data M = Medical Data E = Engine Data H = Hotel Data X = Selected Data	
41	Bridge and ECR Twice Daily Fogging Log		Log 207										S									
42	Infirmary Daily Cleaning and Sanitation Log		Log 301					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									
File	P New Building Data & Communications	30 months																				
1	Correspondence With Ship Builders			X		X							X					X				
2	Correspondence With Engine Manufacturers			X		X							X					X				
3	Guarantee Items			X		X							X					X				
File	T Cruise End Financial Report	30 months																				
1	Crew Bar Issue Report		HO 1113a																		N/A	
2	Cashbook		HO 1207a																		N/A	
3	Cash Deposit		HO 1207b																		N/A	
4	Credit Card Deposit		HO 1207c																		N/A	
5	Cash Receipt		HO 1207d																		N/A	
6	Cash Payment		HO 1207e																		N/A	
7	Safe Count		HO 1208a																		N/A	
8	Float Count Sheet		HO 1215a																		N/A	
9	Revenue Control		HO 1221a																		N/A	
10	Concessionnaire Reconciliation		HO 1221b																		N/A	
11	Account Balance Report		HO 1221c																		N/A	
12	Meal Count		HO 1429a																		N/A	
File	U Environmental Reports																					
File	U.1. Environmental	3 years																				
1	Environmental Complaints					X																
2	Worldwide Cruising Environmental Standards		SAF77			X																
3	Other Environmental Info for Various Countries divided by					X																
4	Waste Management Organisation & Processing Equipm		SAF39			X																
	Monthly Oily Overboard Discharge Systems																					
5	Functionality Test		SAF51			X																
File	U.2. Hazardous Waste	3 years																				
1	Hazardous Waste Disposal Log		SAF62 (ISO14001)			X																
2	Dry Clean Waste Disposal Log		SAF37			X																
3	Photolab/Printer/X-Ray/Chemical Disposal Log		SAF38			X																
4	Waste Cooking Oil Disposal Log		SAF36			X																
5	Communication/Enquiries with Staff Captain/Agents					X																
6	Copies of the Certificates of Hazardous Waste Contract		(ISO14001)			X																
7	Hazardous Waste Receipts/Manifests					X																
8	Country Specific Info for Local/National Haz.Waste Regs					X																
File	U.3. Engine (ECRoom)	3 years																				
1	Oil to Sea Interface Systems - Identification List		SAF49										X									
2	List of Lockable / Sealable Valves		TEC34										X									
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									

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File	U.4. Ballast Management	30 months																				
1	Ballast Water Reporting Form		SAF40						X													
2	Ballast Water Maintenance Log		SAF41						X													
3	Ballast Water Exchange Plan		SAF42						X													
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																			N/A
2	Environmental Training Exam		SAF56																			N/A
3	Equipment Specific Training Card		SAF57 (or U.6 12)																			N/A
4	Equipment Specific Training Matrix		SAF59																			N/A
5	Environmental Notifications Matrix		SAF60																			N/A
6	Environmental Aspects & Identification & Significance D		SAF65																			N/A
7	Significant Environmental Aspects & Management Progr		SAF66																			N/A
File	U.6 US VGP NPDES	3 years																				
1	Violation or Potential Problem & Corrective Action Asses		USVGP 01			X																
2	Weekly Routine Visual Inspection		USVGP 02			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																
11	VGP Training Matrix		USVGP 11A/B			X				X							X					
12	Env Equipment Specific Training Card		SAF57 (or U.5 3)			X				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																			N/A
2	Lashing Gear Report		OP91																			N/A
3	Notice of Damage by Stevedores to ship, gear, equipme		OP92																			N/A
File	W. IT	30 months																				
1	Vessel I.T Risk Assessment and Audit Form		IT01			S																
2	Change Request form for Vessel Systems		IT02			S																
3	Cyber Security Checklist		IT03			S																
4	Data mapping		IT04			S																
*Note	Objective evidence for audits and inspection findings must be stored with the A																					