| INSTRUCTIONS FOR VESSELS LEAVING COMPANY MANAGEMENT | | |
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| The following should be dealt with by ship’s staff in conjunction with the Fleet Cell as the vessel goes out of management | | |
|  |  | CHECK |
| **A)** | **CERTIFICATION** |  |
|  | **ISM** |  |
| **1.** | Company Document of Compliance (DOC) and vessel’s Safety Management Certificate (SMC) must be returned to the managing office marked for the attention of the Marine Superintendent/DPA on the day management ceases. |  |
|  | **SECURITY** |  |
| **2.** | International Ship Security Certificate (ISSC) must be returned to the managing office marked for the attention of the Marine Superintendent/DPA on the day management ceases. |  |
| **3.** | Ship Security Plan is to be returned to the managing office, marked for the attention of the Marine Superintendent/DPA on the day management ceases by courier and marked “confidential”. Cyber security RA reports (not confidential) are to be returned to office as well. |  |
| **4.** | **MLC**  MLC certificate and DMLC II must be returned to the Company |  |
| **5.** | **MISCELLANEOUS** |  |
|  | The SOPEP and SEEMP (incl. its approved part II on MRV) form part of the vessel’s IOPP/IAPP Certificates and may remain onboard.  All parts of the ECP other than the SOPEP are to be destroyed onboard.  Office to notify the Media response contractor (MTI) when the management contract is officially terminated and the SMC is invalidated. |  |
| **6.** | Other ship specific plans that may remain onboard (especially if approved, authorised) are:   * Emergency Towing Booklet, * Recovery of Persons from the Water, * Ballast Water Management Plan, * Zodiacs Operation Manual, * EU MRV Plan, * PWOM and Operational Assessment * SAR plan   Office to advise MRCC Falmouth (or other appointed Data Provider) to cancel the SAR details |  |
| **7.** | Certification file B (reference OP130) to remain onboard.  Class records E1/E2 to remain. |  |
| **B)** | **DOCUMENTATION** |  |
| **1.** | All VMS CDs and files andForms Master file, VSL Bulletins File, SEO are to be destroyed/deleted onboard. |  |
| **2.** | All Company pre-printed stationaryand pre-printed pads to be destroyed. |  |
| **3.** | Drawings and instruction manuals to remain onboard. |  |
| **4.** | Certain forms and reports relating to deck and engine maintenance and repairs, including service engineer reports, to remain onboard. Specifically:  File G Vessel Data – all  Files I.2 – I.10 Tech./Engine documentation |  |
| **5.** | All other forms in the ship’s filing systems, not belonging to the above lists and not part of the planned maintenance system are to be destroyed onboard (including any no longer needed personal data (crew, pax, visitors, contractors etc), crew/pax manifests, past stability conditions, noon reports, etc.) | **Pls, consult office before destroying** |
| **6.** | Integrated Pest Management Plan to be destroyed (when contracted through V.Ships) |  |
| **7.** | Outbreak Control Plan (including any other COVID infection prevention and control manuals) to be destroyed (if maintained in hard copy) |  |
| **8.** | Posted Company material to be removed and discarded i.e. Company Policy document, Standing Orders, DPA and CSO details etc. |  |
| **9.** | Certified copies\* of the last 30 days before change of management of the following Log Books are to be sent to the Marine Superintendent/ DPA:  • Bridge (Deck Book)  • Engine Log Book  • Radio/ GMDSS Log book  • Official Flag Book and associated crew articles (if crew changing)- the last one in use is to be closed at the day of change of management and the certified copy is to be sent to the Marine Superintendent/ DPA | **\*** |
| **10.** | Certified copies\* of the last six months period before change of management of the following enviro/Marpol Record Books are to be sent to the attention of the Marine Superintended/DPA:  -Oil Record Book  -Garbage Record Book  -Ozone Depletion Substances Record Book  -Ballast Record Book  -Wastewaters (Sewage/grey) log book  - Marine Sulphur Record Book (as applicable)  - Record Book for Nox Tech File  \*Certified copies may be black and white suitably bound loose leaves, signed and stamped by the ship’s Master on each page  \*\* If allowed by Flag and agreed with the Company’s senior management the above Record Books may be removed from the vessel and the last six months of certified copies left onboard. In this case there is no need to forward copies to the Mar Suptd/DPA. Make entries in those books for handover of management as issued by Flag or part of SMS/VMS |  |
| **11.** | Company Software Solutions uninstalled (see enclosed ISD Instructions for Vessels leaving Management) and Office advised to mark end of management in it ashore, including:  V.Ships ShipSure Suite  Shipsure 2.0  Leisure VMS  Email Application with associated Anti Virus  Sophos Antivirus (if installed) |  |
| **12.** | Any MRV (EU and IMO DCS) software uninstalled |  |
| **13.** | Fuel oil consumption data collected for the year to date reported to the Flag/Recognised Organisation (RO) on the day of change of management or as close as practical (IMO DCS and EU MRV) by Office   * If change includes change of Flag, the fuel oil consumption data collected for the year to date has to be reported to the losing Flag/RO on the day of transfer or as close as practical * Advise DCS/MRV verifiers for change of vessel’s management (Office to deal) Advise DCS/MRV verifiers for change of vessel’s management |  |
| **C)** | **MISCELLANEOUS ITEMS** |  |
| **1.** | Uninstall, delete onboard and return to Training manager CDs on:  OTG e-learning    VShips Training pack (LVMS) |  |
| **2.** | Handover Reports submitted by the leaving crew (if crew changing):  Master  Ch. Eng.  Hotel Director\* |  |
| **3.** | Communication  •all communication from computers onboard including passengers and crew data  (if crew changing) erased  •Inmarsat contact numbers, LRIT, radio account, dSAS, etc GMDSS SBM contract decommissioned by the Office  •notification to interested parties made (Flag, Class, ISM Organization, ERS, USA QI/OSRO/SMFF, Underwriters, Contractors) done by DPA |  |
| **4.** | US going vessels - advise Company to submit VGP Notice of Termination (NoT) as applicable |  |
|  |  |  |
| **5.** | Cash Books closed |  |
| **6.** | Marine / Technical vendors (services, suppliers) etc contracts to suspend by Office:  •ECDIS/Naut Publications supply  •Weather routing  •Medical consultancy (if contracted by the Company)  •Other.. |  |
| **7.** | Statement for the Handover drawn and signed by the representatives from both sides, certifying also:  •joint inspection carried out in shipboard areas and hull, and remarks if any  •R.O.B.s (LO, FO, MDO, MGO, Water, gas cylinders, inventories/stock lists, etc.) |  |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Master) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Chief Engineer) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Hotel Director)\* Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* (If applicable)

A copy of this form must be returned to the Office and another copy included in the parcels containing the materials despatched to the office.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company, for receipt. Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_