| YEAR: | Office Filing SAF94 | JAN | | FEB | | | MAR | | APR | | MAY | | JUN | | JUL | | AUG | | SEP | | OCT | | NOV | | DEC | |
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| Publications Report (SAF 8) | E.12 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Monthly Chart Report (SAF 2) | E.12 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Weekly Notice to Mariner Returns |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| LSA Planned Maintenance Record Chart (SAF 3) unless in PMS per vessel specific LWI | E.7 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| FFA Planned Maintenance Record Chart (SAF 3A), unless in PMS per vessel specific LWI | E.8 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| LSA Planned Maintenance Monthly Report (SAF 4) | E.4 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| FFA Planned Maintenance Monthly Report (SAF 4A) | E.5 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
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| Minutes of S, H & H Committee Meeting (SAF 7) | E.9 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Incident Reports - if applicable (SAF 15), if no shipsure o/b | F.1 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Near Miss Reports - if applicable (SAF 11), if no shipsure o/b | F.2 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Passenger Accident Reports - if applicable (SAF 13), printout form Shipsure ok | F.4 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Crew Accident Reports - if applicable (SAF 14), printout from Shipsure ok | F.5 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
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| Training Returns (SAF 22) | E.6 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
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| Non Conformity raised by Vessel (SAF23B), if any | E.16 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Master’s review of SQMS (SAF69) upon each change of Master | E.2 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Risk Assessment (SAF67), if no shipsure o/b | H.1 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Voyage Planning Review Polar Operations (SAF86) if applicable | E.13 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
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| Imo Alleged Inadequacies Port Reception Facilities (SAF88) | I.2 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Onboard Radiation Register (SAF90) | H.2 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Pilot Card (SAF91) if SMS form customized to vessel | A.7 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Violation or Potential Problem CAA (USVGP01) US going vessels only | I.3 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| USVGP Reports of Inspections (USVGP 05 or 06) US going vessels only | I.4, I.5 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Assessment for Environmentally Acceptable Lubricants (EALs) USVGP 12 , US going vessels only | I.5 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Environmental Aspects Identification and Significance Determination (SAF65) (ISO14001 vessels only) | I.9 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Prioritized List of OHS Risks (SAF65B) – all vessels as part of OHSAS18001 | H.3 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Significant Environmental Aspects and Management Programmes (SAF66) , (ISO14001 vessels only) | I.9 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| OHS Priority Risks and Management Programmes (SAF66B) – all vessels as part of OHSAS18001 | H.3 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| OHSMS Management Review (SAF110), all vessels as part of OHSAS18001 | H.3 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Monthly Self Assessment (SAF45) (ISO14001 vessels only) | I.6 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Haz Waste Notification (SAF62) (ISO14001 vessels only) | I.7 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| ANNUALLY: sampling results bilge water and verification of calibration of OCM reports | I.1 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
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| Medical Cruise (MED 22) | K.1 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| AGE/Public Health MEDLOG 3 | K.6 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Public Health Self Inspections Log 11 | E.14 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Vessel Sanitation Inspection Report (Corrective Action) (PH13), annually | E.14 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Pest Control Monthly Report | E.15 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Passenger Illness Reports - if applicable (MED 2) | K.2 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Crew Illness Reports - if applicable (MED 3) | K.3 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Planned Maintenance Instruction for Medical Equipment (MED 18) | K.12 |  | | |  | | | | | | | | | | | | | | | | | | | | | |
| Other Medical Reports (Med 4, 5, 12, 16, 17), as they occur | K.7, K.8, K.9, K.10, K.11 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Drug and Alcohol Test Records, as they occur | K.14 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Crew Benefit Chart / Onboard Recr. Facilities C608A/B, when updated | A.7 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
| Complaints (C625), if any | F.6 |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |

Fleet Assistant: ……………………….

Signature:………………………………