**SAF 94 OFFICE FILING SYSTEM HSSEQ, TECHICAL & CREWING**

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| Retention period of the records below will be:  .**1 for ships in management:**    - for electronic copies: for minimum six years - for hard copies: for minimum three years in the Office and afterwards for minimum of another three years in an archive location outside the Office.  **.2 for ships out of management:**    - for minimum of two years after the termination of contract.  Certain forms /report returns may be substituted via a computerized PMS report (this should be detailed in a ship's specific Local Work Instruction) |

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| **S** | **Safety/Deck - SMS related documentation** | **DOC. ID** | **freq.** |
| S.1 | Pax and Crew accident reports (signed) | SAF13, SAF14 | As occurs |
| S.2 | Master's Review, NCR raised from vessel | SAF69, SAF23B | As occurs |
| S.3 | Master's Handover (incl. ship specific Standing Orders) and Deck Officers' Handovers | OP20, OP196A | As occurs |
| S.4 | LSA Planned Maintenance Monthly Report | SAF4 | monthly |
| S.5 | FFA Planned Maintenance Monthly Report | SAF4A | Monthly |
| S.6 | Drills & Training Returns | SAF22 | Monthly |
| S.7 | LSA Planned Maintenance Record Chart | SAF3 | Monthly |
| S.8 | FFA Planned Maintenance Record Chart | SAF3A | monthly |
| S.9 | Minutes of Safety Env Publ Health Committee Meetings | SAF7 | monthly |
| S.10 | Deck Planned Maintenance ( if not in Shipsure) | OP27/OP29 | Monthly |
| S.11 | Chart & Nautical Publications Reports | SAF2, SAF8 | Monthly/Annually |
| S.12 | Polar and Ice Voyage Risk Assessment Review | SAF86 | As occurs |
| S.15 | Shipboard Management Meeting | OP11 | As occur |
| S.16 | Annual Monthly Management Reviews (OHS, EMS, EnMS), Significant aspects and management programs (Environmental, OHS, Energy) | SAF110 SAF65/B/C, SAF66/B/C | Annually |
| S.17 | Monthly OHS Self-Inspection Reports, Weekly PH and MLC Crew Accommodation Inspections | SAF112, OP525, Log11 | Monthly |
| S.18 | Master Safety self-assessment, MLC self-inspection | SAF36, ADM33 | As occurs |
| S.19 | PSC pre-arrival inspection (high risk areas) | MAR11 | As occurs |
| S.20 | IT forms (cyber) | IT01/02/03/04 | As occurs |

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| **P** | **Pollution & Environmental Protection** | **DOC. ID** | **FREQ.** |
| P.1 | Sampling Results Waste Streams |  | As occurs |
| P.2 | IMO Alleged Inadequacies of Port Reception Facilities Report | SAF88 | As occurs |
| P.3 | US VGP Violation or Potential Problem Corrective Action Assessment | USVGP01 | Monthly |
| P.4 | US VGP Comprehensive Annual Vessel Inspection | USVGP05 | Annual |
| P.5 | US VGP Dry Dock Inspection Report and US VGP Assessment of Environmentally Acceptable Lubricants (EALs) | USVGP06, USVGP12 | Annual and dry dock inspections |
| P.6 | Monthly Self Assessments, Haz. Waste log, Environmental sampling (iso14001 ships), OCM verification/calibration | SAF45, SAF62 | Monthly |

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| **M** | **Medical** | **DOC. ID** | **FREQ.** |
| M.1 | Medical Voyage Reports | MED22 | As occurs |
| M.2 | Public Health Acute Gastro\_Entheritis GI Log | MEDLOG3 | Monthly |
| M.3 | Letter of Indemnity | MED4 | As occurs |
| M.4 | Assault Treatment Record | MED5 | As occurs |

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| **T** | **Tech./Engine - SMS related documentation** | **DOC. ID** | **FREQ.** |
| T.1 | Chief Engineeer's Reports ( incl.Chief Engineer's HandOver and ship specific Standing Orders). | OP01, OP42, OP196B | Monthly |
| T.2 | M/E Running hours (and deflecttions) | OP40 | Monthly |
| T.3 | Auxiliary Engine/DG running hours | OP41 | Monthly |
| T.4 | Auxiliary Maintenance & repair reports | OP30 | As occurs unless PMS replicated in the office available |
| T.5 | Maintenance & Repair Report (Other than Diesel Engines) Repair Order / Defect List  Maintenance Report – Main Engine | OP33, OP26, OP47, | As occurs unless PMS replicated in the office available |
| T.6 | Monthly lub oil reports | OP38 | Monthly |
| T.7 | Monthly Chemical Reports | OP39 | Monthly |
| T.8 | Monthly Stock of gas | OP49 | Monthly |
| T.9 | Monthly battery report | OP45 | Monthly |
| T.10 | Quarterly Megger Tests | OP31 | As occurs unless PMS replicated in the office available |
| T.11 | Quarterly Safety device Test Report | OP48 | As occurs unless PMS replicated in the office available |
| T.12 | Critical Equipment | OP60 | As a revision occurs |
| T.13 | Minimum Stock level | OP51 | Annually |
| T.14 | Master Calibration List | OP61 | As change occurs |
| T.15 | Compartment Condition Report  Decks and Shell Plating Condition Report  Compartments and Hull Inspection Schedule | OP23, OP190 | As occur and annually |
| T.16 | Lub Oil Analysis and other oil analysis |  | As occur |
| T.17 | Boiler Water Analysis |  | As occur |
| T.18 | Cooling Water Analysis |  | As occur |
| T.19 | Cathodic Protection Reports |  | As occur |
| T.20 | Boilers | OP44 | Monthly |
| T.21 | Bunker Analysis |  | As occur |
| T.22 | Service Report *(contractors & external firms)* |  | As occur |
| T.23 | Company Technical Management Report | OP57 | Monthly |
| T.24 | Fleet Management Cell Meeting, Office staff pre-visit discussion | OP103, OP111 | Quarterly |

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| **D** | **Ship in Dry Dock/ Lay-Up** | **DOC. ID** | **FREQ.** |
| D.1 | Lay-up Report | OP56 | As occurs |
| D.2 | Dry Dock Worklist  Drydocking Specification  Return to Service Checklist and Declaration  Shipyard Evaluation and Assessment Form  Dry (or Wet) Dock Report | OP80, OP83a,b,c,d, OP85,  OP102,  OP192 | As occurs |

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| **C** | **CREWING MATTERS** | **DOC. ID** | **FREQ.** |
| C.1 | Promotion to Master, Chief Engineer, Staff Captain, Staff Chief Engineer | C610D | As occurs |
| C.2 | MLC Complaints | C625 | As occurs |
| C.3 | Drug and Alcohol Test Reports | C605A | As occurs |