|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Master's Mail Check List** | | | | |
| to be sent via email in accordance with recommended periodicity | | | | |
| **SHIP** |  |  | **MONTH/YEAR** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tick box** | **Form** | **Record / Report Title** | **Remarks** |
| **AS OCCOURS** | | | |
|  | OP11 | Shipboard Management Meetings | Collated monthly for fortnight |
|  | OP20 | Master's Handing Over Form and any Master's ship specific Standing Orders |  |
|  | OP23 | Compartment Condition Report. |  |
|  |  | Survey Report (Class) | Or Class form |
|  | OP60 | Critical Equipment List | if changes occur |
|  | OP61 | Master Calibration List |  |
|  | OP80 | Drydock Worklist Items | Collated monthly |
|  | OP85 | Return to Service Checklist (after Dry-Wet Dock, Refit port or extended Layup) |  |
|  | OP192 | Dry (or Wet) Dock Report |  |
|  | SAF13 | Pax Accident Report | Collated monthly ; with signatures |
|  | SAF14 | Crew Accident Report | Collated monthly ; with signatures |
|  |  | Incident Investigation report | When required by the Office |
|  | SAF23B | NCR raised from vessel |  |
|  | SAF36 | Safety Self-Assessment ( Master ) | Unless recorded in Shipsure |
|  | SAF62 | Haz (and regulated) waste disposal log | Collated monthly, **ISO14001** vessels only |
|  | SAF69 | Master's Review of the SQMS | Upon change of each master |
|  | SAF86 | Voyage Planning Polar Operations | For polar waters operating vessels, before each season |
|  | SAF88 | IMO Alleged Inadequacies Waste Port Reception Facilities |  |
|  | USVGP 01 | Violation or Potential Problem Corrective Action Assessment | Collated monthly, US going vessels only |
|  | USVGP 05/06 | VGP Inspections , annual and drydock, US going vessels only, as occur | Annual and dry dock inspections, US going vessels only |
|  |  | Env sampling (ie bilge water and others (for ISO14001 ships); OCM verification/calibration | Collated monthly |
|  |  | Env sampling (ie bilge water and others (for ISO14001 ships); OCM verification/calibration |  |
|  | MED22 | Medical Cruise Reports |  |
|  | ADM33 | MLC Self-assessment | Unless recorded in Shipsure |
|  | C4 | Officers and Crew Appraisal Forms |  |
|  | C107C | Personal Development Training (attached to form C4) |  |
|  | C | Other Crew records (C6, C10, C16, C92, C610x, C616A, C617x) |  |
|  | C11, C604, DIS2, DIS3 | Disciplinary Hearings and Warnings |  |
|  | C606A/B | Crewmember’s Pre-Engagement Briefing / Ack. of Co. Policies |  |
|  | C608A/B | Crew Benefit Chart and Onboard Recreational Activities |  |
|  | C625 | Record of Onboard Complaint |  |
|  | C651 | Deck Officer Manoeuvring Log |  |
|  | C605A | Drug & Alcohol testing results |  |
| **WEEKLY** | | | |
|  | Log11 | Public Health Self Inspection |  |
|  | OP525 | MLC Weekly inspection of accommodation and recr facilities | weekly, collated monthly |
| **MONTHLY** | | | |
|  | OP29 | Deck Planned Maintenance System Monthly Report | If no PMS replicated in Shipsure |
|  | OP39 | Monthly Chemical Report | If not reflected in a PMS replicated in the Office |
|  | SAF2 | Monthly Chart Report |  |
|  | SAF4 | LSA Planned Maintenance Monthly Report | Regadless if computerized system is used or not |
|  | SAF4A | FFA Planned Maintenance Monthly Report | Regadless if computerized system is used or not |
|  | SAF07 | Minutes of Monthly Health & Hygiene Committee meeting |  |
|  | SAF22 | Monthly Drills and Training Returns |  |
|  | SAF45 | Monthly Self Assessment | ISO14001 vessels only |
|  | Medlog 3 | AGE/USPH Report on Pax and Crew Health |  |
|  | SAF112 | Monthly OHS inspection report (Deck, Eng and Hotel departments) |  |
| **ANNUALLY** | | | |
|  |  | Plan for Compartments inspections | Within January, if not reflected in a PMS replicated in Office |
|  | OP27 | Deck Planned Maintenance Instruction Chart | Within January, if no PMS replicated in Office |
|  | OP190 | Decks and Shell Plating Condition Report, | If not reflected in a PMS replicated in the Office |
|  |  | Plan for Decks/Shell Plating inspections | Within January, if no PMS replicated in Office |
|  | SAF3 | LSA Planned Maintenance Record Chart | Within January, if no PMS replicated in the Office |
|  | SAF3A | FFE Planned Maintenance Record Chart | Within January, if no PMS replicated in the Office |
|  | SAF8 | Publications report | Within January |
|  | SAF110 | OH&SMS Shipboard Management Review (twice per year) | ALL SHIPS AS PART OF ISO 45001 |