**READ and Acknowledge Manual**

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| Vessel: |  |  | Name of Manual : |  |
| Manual Location : |  |  | Transmittal /Document No : |  |

All shipboard Officers shall read the complete SMS manuals (Level 1 & 2) within one month of joining the vessel and as for the amendments made to manual to read within one week after received and sign herein.

For Ratings who are not proficient in reading the English language, the Master, or persons delegated by the Master are to brief them verbally.

For the Level 3 manuals e.g. SOLAS Training Manual, BWMP, VOC, SOPEP, VRP, VGP, GMP, STS operations plan, ETA, SEEMP, Bio-fouling Management Plan, Pest Control Management Plan, Plans and Procedures for recovery persons from the water etc…., the Responsible persons shall read and sign this form.

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| **No.** | **Name** | **Rank/ Designation** | **Date Joined** | **Date Read** | **Signature** |
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Note:

1. After signed this form, it shall be filed in the front page of the manual read.
2. The Chief Officer is to ensure that the SMS manuals (Level 1 & 2) located in the Ship Office are read and signed by all newly joined deck officers.
3. Likewise, the set of SMS manuals (Level 1 & 2) with the Chief Engineer is to read and sign by the newly joined Engineer.
4. Master is to ensure that the Responsible Persons read the Level 3 manuals before signing this form.