**RECORD OF UNCONTROLLED FORM USED**

| **Vessel :** |  | **Date :** |  |
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| **Department :** |  |  |  |

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| **S/No.** | **Name of Form** | **Purpose** | **Remarks** |
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Notes:

1. This form is to be completed and submitted by email to Office (MSD) every quarterly after end of the month (**Mar/ Jun/ Sep/ Dec**) and as when requested by Company.
2. The Deck and Engine departments are to prepare separately this form and file with Master Folder **MO01**.
3. Any request made to include this form into the SMS as controlled form is to be highlighted in the Remarks column and included a soft copy in Word format is to provide to Office for consideration.
4. If the forms are used to attach in the Bassnet, vessel is to include in the Remark column.

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| Master / Chief Engineer Name: |  |  |
|  |  |  |
| Signature  (Not needed if sent electronically): |  |  |