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| Form Type: | Section 1 - Administration & Management |

| Form Name | Form No | Revision No. | When to complete | Where to Submit | Folder No. | Retention |
| --- | --- | --- | --- | --- | --- | --- |
| Manual Control | ADM001 | 000 | Issue new control manual | Part of SM Manual | SMM | SML |
| Manual amendment record | ADM002 | 000 | Amendment in manual | Part of SM Manual | SMM | SML |
| Document change request register | ADM003 | 000 | At time of request | - | MO1/  MSD07 | SML |
| Register of safety record | ADM004 | 000 | Obsolete manual pages received | - | MO1/  MSD50 | 2 years |
| Technical Register | ADM005 | 000 | Cancelled technical reference received | - | MO1/  MSD50 | 2 years |
| Log for SM manual in remote location | ADM006 | 000 | After manual place in remote place | - | SMM | SML |
| Management of Change | ADM007 | 000 | At time of request | Email submission to TCC (SMD) | MO1 | SML |
| Checklist for Management of Change | ADM008 | 000 | As time of completion of change | Email submission to TCC (SMD) | MO1 | SML |
| Landing Advice | ADM009 | 000 | After sending | Email submission to TCC (SMD) | S01E | 5 years |
| Transmittal Form | ADM010 | 000 | After correction made into SMS Manual | Email submission to TCC (MSD) | MO1 | 2 years |
| Disposal of Expired Drugs/ Medicines Form | ADM011 | 000 | After Drug/Medicine have been disposed |  | CM8 | 2 years |
| Document Change Request | ADM012 | 000 | At time of request | Email submission to TCC (MSD) | MO1 | 2 years |
| Read and Acknowledge Manual | ADM013 | 000 | After read manual and any revision | Email submission to TCC (MSD) | Manual Front Page | SML |
| Read and Acknowledge Manual | ADM013A | 000 | After read navigational procedures and any consequence revisions | Email submission to TCC (MSD) | Manual Front Page & Post in Bridge | SML |
| Notice for Procedure Change – Review and Record | ADM014 | 000 | After completed the draft revision | - | MSD07 | 3 years |
| Office Staff Handover Form | ADM015 | 000 | Before on leave | Hardcopy submission to TCC (MSD) – for office staff only | MSD28 | 3 years |
| Delegation of Duty | ADM016 | 000 | Before Delegation | - | MO1/ MSD30 | 2 years |
| MOC Register | ADM017 | 000 | At time of request | - | MO1/  MSD29 | SML |
| Delegation of Duty Register | ADM018 | 000 | At time of request | - | MO1/  MSD30 | SML |
| Record of Uncontrolled Form Used | ADM019 | 000 | Quarterly (Mar/Jun/ Sep/ Dec) & as when requested | Email submission to TCC (MSD) | MO01 | 2 years |
| Record of Uncontrolled Form Used by Office | ADM019B | 000 | Half-Yearly to respective Department Head | - | Each Dept. Filing System | 3 years |
| Record/Log Book Correction Note | ADM020 | 000 | After correction/replacement | Email submission to TCC (MSD) | - | - |
| Record of Posters On Board | ADM021 | 000 | When there is a new poster or change of poster location | - | MO1 | Latest copy |
| Port Agency Feedback Form - Master | ADM022 | 000 | Upon departure from port where agent attended vessel | Email submission to TCC (Commercial Department) | MC3 | 1 year |