|  |  |
| --- | --- |
| Form Type: | Section 3 – Maintenance |

| Form Name | Form No | Revision No. | When to complete | Where to Submit | Folder No. | Retention |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Main Engine Bearing clearance | MA003 | 000 | 8,000 running hours | Email submission to TCC (SMD) | TR 12E | SML |  |
| Main Engine - Cylinder overhaul Report | MA004 | 000 | After overhaul | Email submission to TCC (SMD) | TR 12E | SML |  |
| Main Engine - Inspection Through Scavenge Ports | MA005 | 000 | 2,000 running hours | Email submission to TCC (SMD) | TR 12E | SML |  |
| Crosshead Bearing and Guide Clearances | MA006 | 000 | 8,000 running hours | Email submission to TCC (SMD) | TR 12E | SML |  |
| Aux. Engine Performance Data | MA007 | 000 | Monthly | Email submission to TCC (SMD) | TR 10E | SML |  |
| Aux. Engine Conn Rod Bore measurement | MA008 | 000 | 8,000 running hours/After overhaul | Email submission to TCC (SMD) | TR 12E | SML |  |
| Aux. Engine Cylinder overhaul report | MA009 | 000 | 8,000 running hours/After overhaul | Email submission to TCC (SMD) | TR 12E | SML |  |
| Aux. Engine Crank shaft deflection | MA010 | 000 | 6 months | Email submission to TCC (SMD) | TR 12E | SML |  |
| Impressed Current Protection System Log Auto Controller power system | MA011 | 000 | Monthly | Email submission to TCC (SMD) | TR 02E | 5 years |  |
| Marine Growth Protection System Log | MA012 | 000 | Monthly | Email submission to TCC (SMD) | TR 02E | 5 years |  |
| Bunkering Safety Check List | MA013 | 000 | Before Bunkering |  | TR 01E | 3 years |  |
| Bunkering Check list in US port | MA013 B | 000 | Before Bunkering |  | TR 01E | 3 years |  |
| Bunkering Checklist – Internal Transfer | MA013C | 000 | Before Bunkering |  | TR 01E | 3 years |  |
| Bunkering – Sludge Transfer Safety Checklist | MA013D | 000 | Before Bunkering |  | TR 01E | 3 years |  |
| Letter of Protest for Ship bunker difference | MA014 | 000 | Dispute | Email submission to TCC | TR 01E | 3 years |  |
| Marpol Annex VI – Note of protest | MA015 | 000 | Dispute | Email submission to TCC | TR 01E | 3 years |  |
| Dry Docking Departure check list | MA020 | 000 | Before Depart Dry dock | Email submission to TCC (SMD) | TR15E | SML |  |
| Mooring Winch Brake Render Load Test Capacity | MA021 | 000 | Yearly or after brake modification/repair | Email submission to TCC (MSD) | CM4 | 3 years |  |
| Running hours of Major Components | MA023 | 000 | Monthly | Email submission to TCC (SMD) | TR 04E | 3 years |  |
| UMS Checklist | MA024 | 000 | Before switch to UMS |  | TR 11E | 2years |  |
| Electric Motor overhauling Report | MA025 | 000 | Monthly | Email submission to TCC (SMD) | TR 02E | 3 years |  |
| Electric Motor daily checklist | MA026 | 000 | Monthly | Email submission to TCC (SMD) | TR 02E | 3 years |  |
| Fresh Water Tanks Inspection Report | MA027 | 000 | Yearly | Email submission to TCC (SMD) | CM3 | 5 years |  |
| Fresh Water and Water Ballast Tank Maintenance Record | MA028 | 000 | After maintenance/Cleaning | Email submission to TCC (SMD) | CM3 | 3 years |  |
| Record of Tank Inspection and Schedule | MA030 | 000 | Monthly | Email submission to TCC (MSD) | CM3 | 3 years |  |
| Cargo/Ballast Tank Condition Inspection Report | MA031 | 000 | 2.5 years (Cargo)/ 12 months (Ballast) | Email submission to TCC (SMD) | CM3 | 3 years |  |
| Void Space/Cofferdam/Duct Keel/Chain Locker Inspection Report | MA032 | 000 | 6 monthly | Email submission to TCC (SMD) | CM3 | 3 years |  |
| Monthly Greasing Maintenance Report | MA033 | 000 | Monthly | Email submission to TCC (MSD) | CM4 | 3 years |  |
| Main Engine Exhaust Valve Report | MA034 | 000 | After each overhaul | Email submission to TCC (SMD) | TR12E | SML |  |
| Main Engine Crank Shaft Deflection Report | MA035 | 000 | 6 monthly/ 8,000 hrs | Email submission to TCC (SMD) | TR12E | SML |  |
| Turbocharger Overhaul Report | MA036 | 000 | After each overhaul | Email submission to TCC (SMD) | TR12E | SML |  |
| Aux. Engine Turbocharger (RH Series) overhaul Report | MA037A | 000 | After each overhaul | Email submission to TCC (SMD) | TR12E | SML |  |
| Aux. Engine Turbocharger (NR20/R) Overhaul Report | MA037B | 000 | After each overhaul | Email submission to TCC (SMD) | TR12E | SML |  |
| Aux. Engine Turbocharger (TPS52-F32) Overhaul Report | MA037C | 000 | After each overhaul | Email submission to TCC (SMD) | TR12E | SML |  |
| Fire Detector and Alarm Test Record | MA038 | 000 | Weekly |  | TR06E | 2 years |  |
| Inventory of mooring ropes & replacement record | MA041A | 000 | 6 monthly (June/Dec) or each replacement /reverse | Email submission to TCC (MSD) | CM4 | 5 years |  |
| Rope Tails/ Wires/ Mooring Ropes In Use | MA041B | 000 | Monthly | Email submission to TCC (MSD) | CM4 | 5 years |  |
| Mooring Rope Tails – Inspection Record | MA041C | **001** | As when requested | Email submission to TCC (MSD) | CM4 | 5 years |  |
| **Soft Rope – Inspection Record** | MA041D | **001** | As when requested |  | CM4 | 5 years |  |
| Mooring Wire Rope – Inspection Record | MA041E | **001** | As when requested |  | CM4 | 5 years |  |
| Wire rope maintenance & replacement record | MA042 | 000 | 6 monthly (June/Dec) or each replacement | Email submission to TCC (MSD) | CM4 | 3 years |  |
| Dry Docking Repair Specification | MA043 | 000 | Before dry docking | Email submission to TCC (SMD) | TR15E or CM7 | 5 years |  |
| Bassnet Change Request | MA044 | 000 | At each request made | Email submission to TCC (SMD) | TR12E | 3 years |  |
| Tailshaft Condition Monitoring Record | MA045 | 000 | Monthly | Email submission to TCC (SMD) | G05E | 3 years |  |
| Record of Testing/Calibration of Equipment | MA046 | 000 | After each testing/calibration |  | TR08E/ CM10 | 3 years |  |
| Record of Testing/Calibration of Environmental Equipment | MA046A | 000 | Quarterly (Mar/Jun/Sep/Dec) | Email submission to TCC (MSD) | CM10 | 3 years |  |
| Monthly Lube Oil Report | MA047 | 000 | Monthly | Email submission to TCC (SMD) | TR07E | 1 year |  |
| Ozone Depleting Substances (ODS) Register | MA048 | 000 | After installation / maintenance |  | G04E | 5 years |  |
| Record of Bunker Sample | MA049 | 000 | After Bunkering |  | TR01E | 3 years |  |
| Chief Engineer CMS Survey Report | MA050 | 000 | After completed CMS items | Email submission to TCC (SMD) | G05E | 3 years |  |
| Checklist for taking over delivery of Ship | MA051 | 000 | During Delivery of ship |  | - | 3 years |  |
| Maintenance and Inspection of Pilot Ladder | MA052A | 000 | Monthly and Before use |  | CM4 | 3 years |  |
| Maintenance and Inspection of Accommodation ladder/Portable Gangway | MA052B | 000 | Monthly and Before use |  | CM4 | 3 years |  |
| Bilge/Sludge/Slop Discharge to Barge/Shore Safety Checklist | MA053 | 000 | Before operation |  | TR01E/ CM4 | 3 years |  |
| Battery Log | MA054 | 000 | Monthly | Email submission to TCC (SMD) | TR02E | 3 years |  |
| Technical Passage Plan | MA055 | 000 | Before starting of every voyage | Email submission to TCC (SMD) | TR16E | 3 years |  |
| Inventory List – Gas Detection Equipment | MA056 | 000 | Quarterly (Mar/Jun/Sep/Dec) | Email submission to TCC (MSD) | CM10 | 3 years |  |
| Inventory List - Calibration Gas/ Draeger Tube | MA057 | 000 | Quarterly (Mar/Jun/Sep/Dec) | Email submission to TCC (MSD) | CM10 | 3 years |  |
| Record of Testing/Inspection of Lifting Gear | MA058A | 000 | After testing/Inspection |  | CM10 | 3 years |  |
| Record of Inspection of Safety Harness | MA058B | 000 | After Inspection |  | CM10 | 3 years |  |
| Record of Inspection - Self-Retracting Lifeline & Fall Limiter | MA058C | 000 | After Inspection |  | CM10 | 3 years |  |
| Potable Water Test Record | MA060 | 000 | Monthly | Record into the monthly safety meeting minute | TR13E | 2 years |  |
| Navigational Instruments & Communication Equipment Maintenance Record | MA061 | 000 | Monthly | Email submission to TCC (SMD) | TR02E | 2 years |  |
| Sludge & E/R Bilge Water – Weekly Summary | MA062 | 000 | Weekly | Email submission to TCC (SMD) | TR10E | 3 years |  |
| ME – Stuffing box measurement report | MA063 | 000 | After every measurement | Email submission to TCC (SMD) | TR12E | 3 years |  |
| Load Capacity Test of Radio Battery | MA064 | 000 | Yearly | Email submission to TCC (SMD) | TR02E | 2 years |  |
| Engine Safety Machinery Weekly Test | MA065 | 000 | Weekly | Upload to BASSnet | TR11E | 1 year |  |
| Emergency Equipment Test Record | MA066 | 000 | Quarterly (Mar/Jun/Sep/Dec) | Email submission to TCC (SMD) | TR11E | 3 years |  |
| Daily Dry-Docking Progress Summary Report | MA067 | 000 | During dry docking | Email submission to TCC (SMD & MSD) | SMD9 | SML |  |
| Office Checklist for New Build Vessel | MA068 | 000 | During the preparation stage | - | SMD13 | 3 years |  |
| Shipboard Checklist for New Build Vessel | MA069 | 000 | Weekly till vessel was delivered | Email submission to TCC (MSD & SMD) | SMD13 | 3 years |  |
| Post-Delivery Confirmation Checklist | MA070 | 000 | Weekly after vessel was delivered till completion | Email submission to TCC (MSD & SMD) | TR14E/  SMD13 | 3 years |  |
| Checklist for Elevator prior Maintenance | MA071 | 000 | Before maintenance |  | TR11E | 3 years |  |
| BWTS Operation Checklist | MA072A | 000 | Before Operation |  | TR11E | 3 years |  |
| BWTS Operation Checklist | MA072B | 000 | Before Operation |  | TR11E | 3 years |  |
| BWTS Operational Records (For Hyundai Hi-Ballast System) | MA072C | 000 | During Operation |  | TR11E | 3 years |  |
| Stern Tube Air Seal System Daily Monitoring | MA073 | 000 | Monthly | Email submission to TCC (SMD) | TR10E | 2 years |  |
| Bassnet Maintenance Job Deferred Request Form | MA074 | 000 | When Required | Email submission to TCC (SMD) | TR12E | 1 year |  |
| Port Mooring Operation Record | MA075 | 000 | As when requested |  | CM4 | 5 years |  |