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| Form Type: | Section 4 - Navigation Management |

| Form Name | Form No | Revision No. | When to complete | Where to Submit | Folder No. | Retention |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Passage Plan | NM001 | **001** | Before commence of voyage | Email submission to TCC (MSD) | SM1 | 3 years |  |
| Daily Bridge Equipment Test | NM002 | 000 | Daily at Noon |  | SM8 | 1 year |  |
| Bridge Arrival Checklist | NM003 | 000 | Within 12 hrs of arrival |  | SM1 | 3 years |  |
| Engine Room Arrival Checklist (Control Tests) | NM004 | 000 | Within 12 hrs of arrival |  | TR 11E | 3 years |  |
| UKC Calculation Form | NM005 | 000 | Before entering restricted water |  | SM1 | 3 years |  |
| UKC Calculation Form for ECDIS as Primary | NM005A | 000 | Before entering restricted water |  | SM1 | 3 years |  |
| Pilot Card and Information Exchange | NM006 | 000 | During Pilot boarding |  | SM1 | 3 years |  |
| Bridge Departure Checklist | NM007 | 000 | Within 12 hrs of departure |  | SM1 | 3 years |  |
| Engine Room Departure (Testing Controls) Checklist | NM008 | 000 | Within 12 hrs of departure |  | TR 11E | 3 years |  |
| Bridge Handling Over Watch at Sea Checklist | NM009 | 000 | Before handling over watch |  | SM1 | 6 months |  |
| Engine Room Handover Watch | NM010 | 000 | Before handling over watch |  | TR 11E | 6 months |  |
| Heavy Weather Navigation Checklist | NM011 | 000 | Before approaching |  | SM1 | 1 year |  |
| Piracy Prevention Form | NM012 | 000 | Before approaching piracy area |  | SM1 | 1 year |  |
| Anchoring Checklist | NM013A | 000 | Before anchoring |  | SM1 | 3 year |  |
| Anchor watch Checklist | NM013B | 000 | During anchor watch |  | SM1 | 3 year |  |
| Anchor Watch Log | NM013C | 000 | During anchor watch |  | SM1 | 3 year |  |
| Navigation in Ice Checklist | NM014 | 000 | Before approach ice area |  | SM1 | 3 year |  |
| Marine Note of Protest | NM017 | 000 | At the notary Public | Mail and Email Submission to TCC Fleet & TCC Operation | MD6 | 7 years |  |
| Noon Report Form | NM018A | 000 | Daily at Noon | Email Submission to TCC Fleet & TCC Operation / Insurance | SM2 | 1 year |  |
| Arrival Message (Tanker) | NM018B | 000 | After Arrival | “Ditto” | SM2 | 1 Year |  |
| Sailing Message (Tanker) | NM018D | 000 | After Sailing | “Ditto” | SM2 | 1 Year |  |
| Daily Noon Report in Port | NM018E | 000 | In Port | “Ditto” | SM2 | 1 Year |  |
| Stowaway Checklist | NM019 | 000 | Before Departure Port |  | CM4 | 1 year |  |
| Company Standing Instructions For Navigation | NM020 | 000 | Change of OOW |  | Posted | - |  |
| Mooring Operation Checklist | NM021 | 000 | Before each mooring operation |  | CM11 | 3 years |  |
| Pilot Transfer Operations Checklist | NM022 | 000 | Before picking up pilot |  | SM1 | 2 years |  |
| Navigating in Restricted Visibility Checklist | NM023 | 000 | Before entering low visibility area |  | SM1 | 2 years |  |
| Navigating In Congested/ Coastal Waters/ TSS/ Critical Navigation Areas Checklist | NM024 | 000 | Before entering these area |  | SM1 | 2 years |  |
| Master’s Random Verification of Paper Chart Correction` | NM025 | 000 | After completion of correction |  | SM5 | 1 year |  |
| Master’s Random Verification of ENC Corrections | NM025A | 000 | After completion of correction |  | SM5 | 1 year |  |
| Passage Planning Electronic Chart | NM026 | 000 | Before commencing of  voyage | Email submission to TCC (MSD) | SM1 | 3 years |  |
| Echo Sounder Depth Comparison Form | NM028 | 000 | Every voyage |  | SM1 | 3 years |  |
| VDR Review Report | NM029 | 000 | Twice Yearly |  | Office | 3 years |  |