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| Form Type: | Section 6 - Safety Management |

| Form Name | Form No | Revision No. | When to complete | Where to Submit | Folder No. | Retention |
| --- | --- | --- | --- | --- | --- | --- |
| Hot work permit Form | SM001 | 000 | Request for approval | Email submission to TCC (SMD) with copy to (MSD) | CM2 | 1 year |
| Hot work permit in Engine Room workshop | SM002 | 000 | Before hot work |  | CM2 | 1 year |
| Enclosed space entry Form | SM003 | 000 | Before entry |  | CM2 | 1 year |
| Working Aloft/Over-side Form | SM004 | 000 | Before working aloft and over-side |  | CM2 | 1 year |
| Cold Work Form | SM005 | 000 | Before cold work |  | CM2 | 1 year |
| High Voltage work permit | SM006 | 000 | Before high voltage work |  | CM2 | 1 year |
| Vessel Inspection Report | SM007 | 000 | After inspection |  | - | 3 years |
| Inspection Report for Internal (In-house Inspection) parties | SM008 | 000 | After inspection |  | MO5 | 3 years |
| Inspection Report for External parties | SM009 | 000 | After inspection |  | MO5 | 3 years |
| Internal Audit – Summary Report | SM010 | 000 | After internal audit |  | MO6 | 5 years |
| Internal Audit – Schedule | SM011 | 000 | After internal audit |  | MO6 | 5 years |
| Internal Audit - Non Conformity Report | SM012 | 000 | After internal audit |  | MO6 | 5 years |
| Internal Audit - Observation Report | SM013 | 000 | After internal audit |  | MO6 | 5 years |
| Non Conformance / Corrective Action Request | SM015 | 000 | After external audit |  | MO6 | 5 years |
| Onboard Navigation Procedures Audit Form - (Part A) Summary | SM017A | 000 | Within four weeks of tenure on board. | Email submission to TCC (MSD) | MO6 | 3 years |
| Onboard Navigation Procedures Audit Form - (Part B) Technical Baseline | SM017B | 000 | Within four weeks of tenure on board. | Email submission to TCC (MSD) | MO6 | 3 years |
| Onboard Navigation Procedures Audit Form - (Part C1) Individual Review - Master | SM017C-1 | 000 | Not Applicable | Not Applicable | MO6 | 3 years |
| Onboard Navigation Procedures Audit Form - (Part C2) Individual Review – Chief Officer/ Trainee Master | SM017C-2 | 000 | Within four weeks of tenure on board. | Email submission to TCC (MSD) | MO6 | 3 years |
| Onboard Navigation Procedures Audit Form - (Part C3) Individual Review – 2/O, 3/O, Tr 3/O, Deck Cadet | SM017C-3 | 000 | Within four weeks of tenure on board. | Email submission to TCC (MSD) | MO6 | 3 years |
| Onboard Navigation Procedures Audit Form - (Part C4) Individual Review - Helmsman | SM017C-4 | 000 | Within four weeks of tenure on board. | Email submission to TCC (MSD) | MO6 | 3 years |
| Onboard Navigation Procedures Audit Form - (Part D) Resilience | SM017D | 000 | Not Applicable | Not Applicable | MO6 | 3 years |
| Onboard Navigation Procedures Audit Form - (Part E) Observation Report | SM017E | 000 | Within four weeks of tenure on board. | Email submission to TCC (MSD) | MO6 | 3 years |
| Job Hazard & Risk Analysis Form | SM018 | 000 | Before proceed hazard /risky job |  | CM2/  GO3E | 1 year |
| Vessel Casualty Notification report | SM020 | 000 | Immediate after casualty | Email submission to TCC (MSD) | MO2 | 2 years |
| Trading Certificates | SM021 | 000 | New certificate issued |  | MD1 | Current |
| Certificates - Others | SM022 | 000 | New certificate issued |  | MD2 | Current |
| Safety Meeting Minutes | SM023 | 000 | After monthly meeting | Email submission to TCC (MSD) | MO7 | 3 years |
| SMS Master Review | SM024 | 000 | Before anniversary | Email submission to TCC (MSD) | MM1 | 3 years |
| Record shipboard Training drill (Statutory) | SM025A | 000 | Quarterly (Mar/Jun/Sep/Dec) | Email submission to TCC (MSD) | MO8 | 3 years |
| Emergency Drills shipboard Matrix | SM025B | 000 | Quarterly (Mar/Jun/Sep/Dec) | Email submission to TCC (MSD) | MO8 | 3 years |
| Shipboard Training Records | SM025C | 000 | Quarterly (Mar/Jun/Sep/Dec) | Email submission to TCC (MSD) | MO8 | 3 years |
| Shipboard Training Attendance | SM025D | 000 | After training conducted |  | MO8 | 3 years |
| Muster List | SM026 | 000 | Change of crew or complement |  | Posted | 3 years |
| Oil Spill Drill Report | SM027 | 000 | Monthly after drill |  | MO8 | 3 years |
| Emergency Steering Drill | SM028 | 000 | Quarterly after drill |  | MO8 | 3 years |
| H2S Cargo Spill Drill | SM029 | 000 | Quarterly after drill |  | MO8 | 3 years |
| Collision Drill | SM030 | 000 | Six monthly after drill |  | MO8 | 3 years |
| Emergency Towing Drill | SM031 | 000 | Yearly after drill |  | MO8 | 3 years |
| Enclosed space entry and rescue Drill | SM032 | 000 | Two monthly after drill |  | MO8 | 3 years |
| Grounding Drill | SM033 | 000 | Six monthly after drill |  | MO8 | 3 years |
| Helicopter Operations Drill | SM034 | 000 | Six monthly after drill |  | MO8 | 3 years |
| Life Boat Drill | SM035 | 000 | After drill |  | MO8 | 3 years |
| Bridge Operation for power failure Drill | SM036 | 000 | Quarterly after drill |  | MO8 | 3 years |
| Man overboard Drill | SM037 | 000 | Quarterly after drill |  | MO8 | 3 years |
| Fire Drill | SM039 | 000 | After drill |  | MO8 | 3 years |
| Operations in Case of Bridge Equipment Failure | SM040 | 000 | Six Monthly After Drill or in an event of real emergency | Email Submission to TCC (MSD) in an event of real emergency | MO8 | 3 years |
| Hull Damage/Flooding Drill | SM041 | 000 | Yearly after drill |  | MO8 | 3 years |
| Break Away from Berth Drill | SM042 | 000 | Six monthly after drill |  | MO8 | 3 years |
| Flow Through Procedure Plan | SM044 | 000 | Before each exchange | Email submission to TCC (MSD) | CM8 | 2 years |
| Ballast Water Notification Form | SM045 | 000 | After exchanged ballast water | Email submission to TCC (MSD) | CM8 | 2 years |
| Record of Ballast Water of Sediment removal and Flushing | SM046 | 000 | After removal |  | CM8 | 2 years |
| Ballast Exchange Plan | SM047 | 000 | Before ballast water exchange | Email submission to TCC MSD | CM8 | 2 years |
| Environmental Monitoring Report | SM048 | 000 | Monthly | Email submission to TCC (MSD) | CM8 | 2 years |
| Garbage Management Briefing Record | SM049 | 000 | Crew change required training |  | CM8 | 2 years |
| Helicopter Operation Checklist | SM050 | 000 | Prior Helicopter operation |  | SM1 | 3 years |
| Underwater Work Permit | SM051 | 000 | Before commencement |  | TR 11E | 3 years |
| Lock Out / Tag Out Log | SM052 | 000 | Each time lock or tag is applied or removed |  | CM2 | 3 years |
| Contractor/ Riding/ Supernumerary Safety Familiarization Checklist | SM053 | 000 | Before contractor/riding team commence work |  | MO1 | 3 years |
| Ballast Water Management Training Record | SM054 | 000 | After training conducted |  | CM8 | 2 years |
| Cold Weather Precautions Checklist | SM055 | 000 | Prior vessel transit or onset of cold weather areas |  | CM2 | 2 years |
| Vessel Technical Inspection Report - Riding | SM056 | 000 | After Inspection |  | - | 3 years |
| Inadequacy of Port Reception Facilities for Waste | SM057 | 000 | After departure port |  | CM8 | 3 years |
| Advance Notification Form for Waste Delivery to Port Reception Facilities | SM058 | 000 | Before arrival port |  | CM8 | 3 years |
| Ballast Water Reporting Form | SM059 | 000 | At request from Port |  | CM8 | 3 years |
| Permit for Temporary Deviation from Company Procedure | SM060 | 000 | Before the deviation |  | MO1 | 3 years |
| Shore Management Visit Meeting Minutes | SM061 | 000 | Before the meeting |  | MSD035/  MO7 | 2 years |
| Shipboard Waste Delivery Receipt | SM063 | 000 | After disposal |  | CM8 | 3 years |
| Briefing of Shore Personnel on EMS Checklist | SM064 | 000 | After Briefing |  | CM14 | 2 years |
| Steering Failure Check List | SM065A | 000 | In the event of steering failure | Email submission to TCC (MSD) | MO2 | 7 years |
| Record of Identified Enclosed Space | SM066 | 000 | Jan & July | Email submission to TCC (MSD) | MO1 | 3 years |
| Ballast Water Pump Test | SM067 | 000 | Yearly | Email submission to TCC (MSD) | CM8 | 2 years |
| Main Engine Control Failure Drill | SM068 | 000 | After drill |  | MO8 | 3 years |
| Shakedown Checklist | SM069 | 000 | Before Sea-Trial & Prior-Delivery |  | SMD13 | SML |
| ECDIS Failure Drill & Checklist | SM070 | 000 | After Drill |  | MO08 | 3 years |
| Mooring Audit Form | SM071 | 000 | Yearly by Shore |  | MO06 | 3 years |
| Bunker Audit Form | SM072 | 000 | Yearly by Shore |  | TR01E | 3 years |
| Engineering Audit Form | SM073 | 000 | Yearly by Shore |  | G04E | 3 years |
| Engineering Operational Audit Form | SM074 | 000 | Yearly by Shore |  | G04E | 3 years |
| Heavy Weather Damage Drill | SM075 | 000 | After Drill |  | MO8 | 3 years |
| Working on Deck during Adverse Weather Condition | SM076 | 000 | Before work | Email submission to TCC (MSD) | CM2 | 1 year |
| Checklist of Self Inspection for Asian Gypsy Moth (AGM) | SM077 | 000 | After departure from AGM regulated areas during risk periods, prior calling Australia, New Zealand, USA, Canada or Chile port, or as per Office request. | Email submission to TCC (MSD) | CM8 | 3 years |
| Fire Detection Sensor Inhibition List | SM078 | 000 | As when required |  | TR06E | 2 years |
| Remote Assessment and Consultation Drill | SM079 | 000 | After Drill |  | MO8 | 3 years |
| Crane Operator Training Record | SM080 | 000 | Mandatory for all personnel except C/Ck and Messman upon joining, prior to operating the lifting gear | No submission to office is required since the trainer and assessor both available on board. Issuance of certificate is on board and retained on board. | MO8 | Only for crew currently serving on board |
| Marine Occurrence Investigation Report | SM081 | 000 | After a significant incident | Email submission to TCC GM (MSD/ SMD) | MO4 | SML |