**SECTION 2 - LIST OF MANAGEMENT OF SHIP PERSONNEL FORMS**

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| SP001 | Welcome onboard |
| SP002 | Familiarization with Bridge and GMDSS equipment |
| SP002B | Familiarization with Bridge and GMDSS equipment |
| SP003 | Familiarization with Deck equipment |
| SP004 | Familiarization with Cargo equipment |
| SP005 | Familiarization with Engine room equipment |
| SP006 | Master Appraisal |
| SP007 | Chief Engineer Appraisal Report |
| SP008 | Officer Performance Report |
| SP009 | Crew Performance Report |
| SP010 | Cadet Appraisal Form |
| SP011 | Master Change of Command Form |
| SP012 | Chief Officer hand over Checklist |
| SP013 | Junior Officer handover Checklist |
| SP014 | Chief Engineer hand over Checklist |
| SP015 | Second Engineer hand over Checklist |
| SP016 | Third Engineer hand over Checklist |
| SP017 | Fourth Engineer hand over Checklist |
| SP018  SP019 | Electrician hand over Checklist  Chief Cook Hand over check list |
| SP020 | Medical Illness and Injury Report |
| SP022 | Medical Treatment Request Form |
| SP024 | Steering Certificate |
| SP025 | Allotment Note |
| SP026 | Grievance/On Board Complaint Form |
| SP027 | Shipboard Working Arrangement |
| SP028 | Record of Officer/ Crew Licence/ Certificate/ MLC Status |
| SP029 | Disciplinary Hearing Record |
| SP030 | Letter of Dismissal |
| SP031 | Letter of Warning concerning Misconduct |
| SP032 | Letter of Warning concerning safety violation |
| SP033 | Statement of Wage Account |
| SP034 | Special Working Allowance |
| SP035 | Monthly Overtime Report |
| SP036 | Next of Kin Declaration |
| SP037 | Letter of Indemnity for Supernumerary |
| SP038 | Letter of Indemnity for Visitor |
| SP039 | Letter of Undertaking for Early Relief |
| SP040 | Letter of Indemnity for Delayed Repatriation |
| SP041 | Pre-Joining Briefing |
| SP042 | Seafarer Pre-Assignment Checklist |
| SP043 | Cadet Training - Progress Report |
| SP044 | Specific Shipboard Training Record – Cargo Operation |
| SP046 | Debriefing Report |
| SP047 | ECDIS On Board Familiarization Checklist |
| SP048 | Declaration of Personal Medical Prescription |
| SP049 | Notice of Disciplinary Hearing |
| SP050 | MLC Compliance Checklist |
| SP051 | Food Committee Meeting Minute |
| SP052 | Assessment of Manning Level |
| SP053 | Orientation Checklist for Shore-Based New Hire |
| SP054 | Training Evaluation Form |
| SP055 | Crew Familiarization for Mooring Systems |