|  |  |
| --- | --- |
| Type: | Non SMS Form and Other Records |

| Form Name | When to complete | Where to Submit | File No. | Retention |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Marpol Record** |  |  |  |  |  |
| Garbage Disposal Receipts | Upon received |  | CM8 | 3 years |  |
| Disposal Facility Reports | Upon received |  | CM8 | 3 years |  |
| Pyrotechnic Disposal Receipt | Upon received |  | CM8 | 3 years |  |
|  |  |  |  |  |  |
| **2) Emergency Response/Incident/Near Miss** |  |  |  |  |  |
| Ship/Shore Table Top Exercise Report | Upon received |  | MO2 | 3 years |  |
| Initial Incident/Notification Report | After the notification |  | MO2 | 3 years |  |
| Follow-Up Notification | After the notification |  | MO2 | 3 years |  |
| QI Notification Exercise | After the exercise |  | MO2 | 3 years |  |
| Emergency Procedures Exercise | After the exercise |  | MO2 | 3 years |  |
| Incident Reports – Non Conformance /Corrective Action | After Incident |  | MO4 | 7 years |  |
| Incident Reports | After Incident |  | MO4 | 7 years |  |
| Flag State/Port State Incident reporting | Immediately after incident |  | MO4 | 7 years |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **3) Inspection Report** |  |  |  |  |  |
| By Vetting Inspectors | Immediate after inspection | Email submission to TCC HK (MSD) | MO5 | 3 years |  |
| By Flag/Port State | Immediate after inspection | Email submission to TCC HK (MSD) | MO5 | 3 years |  |
| By Oil terminal inspection | Immediate after inspection | Email submission to TCC HK (MSD) | MO5 | 3 years |  |
| By Others Inspection | Immediate after inspection | Email submission to TCC HK (MSD) | MO5 | 3 years |  |
|  |  |  |  |  |  |
| **4) Crew Management** |  |  |  |  |  |
| Current Crew Documents | Current |  | MP1 | Current |  |
| Current Crew Medical Reports | Current |  | MP3 | Current |  |
| Official Logbook | Closed Article of Agreement | Mail submission to TCC HK (Manning) | Book |  |  |
| Articles of agreement | Closed Article of Agreement | Mail submission to TCC HK (Manning) | Book |  |  |
|  |  |  |  |  |  |
| **5) Ship Account** |  |  |  |  |  |
| Portage Bill |  | Mail and Email submission to TCC HK (Manning) & Manning Agency |  |  |  |
| Ship Account Statement | End of the month |  | MP4 | 3 years |  |
| Cash Account | End of the month |  | MP4 | 3 years |  |
| Request of Payment | End of the month |  | MP4 | 3 years |  |
| Advance To Crew | End of the month |  | MP4 | 3 years |  |
| Victualing Account | End of the month |  | MP4 | 3 years |  |
| Bond Account | End of the month |  | MP4 | 3 years |  |
| Entertainment & Extra Meals | End of the month |  | MP4 | 3 years |  |
| On board Adjustment | End of the month |  | MP4 | 3 years |  |
| Bond Store | End of the month |  | MP4 | 3 years |  |
| Provision | End of the month |  | MP4 | 3 years |  |
| Final BOW | Upon Signing Off | Email submission to TCC HK (Manning) | MP4 | 2 years |  |
| Promotion Increment & Change of Allotment | After Promotion and as requested |  | MP5 | 3 years |  |
|  |  |  |  |  |  |
| **6) Radio & Navigational Equipment** |  |  |  |  |  |
| Technical Service Reports | After servicing | Email submission to TCC HK (SMD) | SM8 | 5 years |  |
| Condition Report of Radio & Navigation aids | After inspection | Email submission to TCC HK (SMD) | SM8 | 2 years |  |
| Service Engineers Reports | After servicing | Email submission to TCC HK (SMD) | SM8 | 5 years |  |
|  |  |  |  |  |  |
| **7) Medical** |  |  |  |  |  |
| Medicine/Medical Inventory | Quarterly | Email submission to TCC HK (MSD) | SM9 | 3 years |  |
| Medical Stores Receipts | After Replenishment |  | SM9 | 3 years |  |
|  |  |  |  |  |  |
| **8) Water Treatment** |  |  |  |  |  |
| Boiler Water Test Record | Monthly | Email submission to TCC HK (SMD) | TR03E | 3 years |  |
| Cooling Water Test Results | Monthly | Email submission to TCC HK (SMD) | TR03E | 2 years |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **9) Printed Record Books** |  |  |  |  |  |
| Ballast Water Record Book | Current |  | Book | 2 years – Ship  3 years – Office |  |
| Biofouling Record Book | Current |  | Book | 3 years |  |
| Cargo Operation Logbook | Current |  | Book | SML |  |
| Compass Observation Book | Current |  | Book | 5 years |  |
| Chronometer Rate Journal | Current |  | Book | 2 years |  |
| Deck Logbook | Current |  | Book | 5 years |  |
| Drugs & Alcohol Record | Current |  | Book | 3 years |  |
| Daily Sounding Logbook | Current |  | Book | 3 years |  |
| Engine Logbook | Current |  | Book | SML |  |
| Engine Parameter and NOx ECA Record Book | Current |  | Book | 5 years |  |
| Engine Room Tank Sounding Record Book | Current |  | Book | 3 years |  |
| Gangway Visitor Logbook | Current |  | Book | 5 years |  |
| Garbage Record Book (Part I & Part II) | Current |  | Book | 2 years |  |
| GMDSS Radio Logbook | Current |  | Book | 3 years |  |
| Night Order Book | Current |  | Book | 3 years |  |
| Medical Logbook | Current |  | Book | 3 years |  |
| Maintenance Log for FFA | Current |  | Book | 5 years |  |
| Maintenance Log for LSA | Current |  | Book | 5 years |  |
| Movement Book | Current |  | Book | 5 years |  |
| Marpol Activity Record Book | Current |  | Book | 3 years |  |
| Marine Fuel Sulphur Record Book | Current |  | Book | 3 years |  |
| Oil Record Book (Part 1 & 2) | Current |  | Book | 3 years |  |
| Pumproom Entry Log | Current |  | Book | 5 years |  |
| Radar Logbook | Current |  | Book | 5 years |  |
| Security Logbook | Current |  | Book | 5 years |  |
| Notebooks/ Workbooks | Current |  | Book | 3 years |  |
| GPS/DGPS Logbook | Current |  | Book | 5 years |  |
| UMS Alarm Record Book | Current |  | Book | 5 years |  |
| Ballast Pump Record Book | Current |  | Book | 3 years |  |
| COPT and IGS Record Book | Current |  | Book | 3 years |  |
| EGC Record Book | Current |  | Book | 3 years |  |
| NOx SCR Record Book | Current |  | Book | 3 years |  |
| Single-Use Plastic Record Book | Current |  | Book | 3 years |  |
| **Record Book of Unsafe Acts & Conditions** | **Current** |  | **Book** | **3 years** |  |