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| Form Type: | Section 2 - Management of Ship Personnel |

| Form Name | Form No | Revision No. | When to complete | Where to Submit | Folder No. | Retention |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Welcome onboard | SP001A | 000 | After completed orientation |  | MO1 | 3 years |  |
| Welcome onboard | SP001B | 000 | After completed orientation |  | MO1 | 3 years |  |
| Familiarization with Bridge and GMDSS equipment | SP002A | 000 | After completed orientation |  | MO1 | 3 years |  |
| Familiarization with Bridge and GMDSS equipment | SP002B | 000 | After completed orientation |  | MO1 | 3 years |  |
| Familiarization with Deck equipment | SP003 | **001** | After completed orientation |  | MO1 | 3 years |  |
| Familiarization with Cargo equipment | SP004 | 000 | After completed orientation |  | MO1 | 3 years |  |
| Familiarization with Engine room equipment | SP005 | **001** | After completed orientation |  | G07E | 3 years |  |
| Master - Appraisal | SP006 | 000 | After sign-off | Mail submission to TCC (Manning) | MP6/PF | 3 years |  |
| Chief Engineer - Appraisal Report | SP007 | 000 | After sign-off or Change of Master | Mail submission to TCC (Manning) | MP6/PF | 3 years |  |
| Officer Performance Report | SP008 | 000 | After sign-off or Change of Master | Mail submission to TCC (Manning) | MP6 | 3 years |  |
| Crew Performance Report | SP009 | 000 | After sign-off or Change of Master | Mail submission to TCC (Manning) | MP6 | 3 years |  |
| Cadet Appraisal Form | SP010 | 000 | After sign-off or Change of Master | Mail submission to TCC (Manning) | MP6 | 3 years |  |
| Master Change of Command Form | SP011 | 000 | After taking over | Email submission to TCC (Manning) | MM1 | 3 years |  |
| Chief Officer Handover Form | SP012 | 000 | After taking over | Email submission to TCC (Manning) | CM6 | 3 years |  |
| Junior Officer Handover Form | SP013 | 000 | After taking over |  | SM10 | 3 years |  |
| Chief Engineer Hand over Form | SP014 | 000 | After taking over | Email submission to TCC (Manning) | G07E | 3 years |  |
| Second Engineer Hand over Form | SP015 | 000 | After taking over | Email submission to TCC (Manning) | G07E | 3 years |  |
| Third Engineer Hand over Form | SP016 | 000 | After taking over |  | G07E | 3 years |  |
| Fourth Engineer Hand over Form | SP017 | 000 | After taking over |  | G07E | 3 years |  |
| Electrician Hand over Form | SP018 | 000 | After taking over |  | G07E | 3 years |  |
| Chief Cook Hand over Form | SP019 | 000 | After taking over |  | MP2 | 2 years |  |
| Medical Illness and Injury Report | SP020 | 000 | Immediately after incident | Email submission to TCC (Manning) | MP3 | 3 years |  |
| Medical Treatment Request Form | SP022 | 000 | Upon request | Mail and Email submission to TCC (Manning) | MP3 | 3 years |  |
| Steering Certificate | SP024 | 000 | After passed the test | Email submission to TCC (Manning) | MP6 | 1 year |  |
| Allotment Note | SP025 | 000 | Before signing on or change of allotment details | Email submission to TCC (Manning) | MP5 | 1 year |  |
| Grievance/On Board Complaint Form | SP026 | 000 | Upon received | Mail and Email submission to TCC (Manning) | MP2 | 3 years |  |
| Shipboard Working Arrangements | SP027 | 000 | Change in working schedule | Posted onboard | - | - |  |
| Record of Officer/ Crew License/ Certificate/ MLC Status | SP028 | 000 | Immediately after the crew signing on | Email submission to TCC (Manning) | MP1 | 3 years |  |
| Disciplinary Hearing Record | SP029 | 000 | Immediately after the incident | Email submission to TCC (Manning) | MP2 | 3 years |  |
| Letter of Dismissal | SP030 | 000 | Immediately after the incident | Email submission to TCC (Manning) | MP2 | 3 years |  |
| Letter of Warning concerning misconduct | SP031 | 000 | Immediately after the incident | Email submission to TCC (Manning) | MP2 | 3 years |  |
| Letter of Warning concerning safety violation | SP032 | 000 | Immediately after the incident | Email submission to TCC (Manning) | MP2 | 3 years |  |
| Statement of Wage Account | SP033 | 000 | Monthly | - | MP4 | 1 year |  |
| Special Working Allowance | SP034 | 000 | After completion of special work | Email submission to TCC (SMD) | MP4 | 1 year |  |
| Monthly Overtime Report | SP035 | 000 | Monthly | Email submission to TCC (Manning) | MP4 | 3 years |  |
| Next of Kin Declaration | SP036 | 000 | New joiner and change of NOK | - | - | 3 years |  |
| Letter of Indemnity for Supernumerary | SP037 | 000 | Before embarkation | Email submission to TCC (Manning) | MO3 | 3 years |  |
| Letter of Indemnity for Visitor | SP038 | 000 | Before embarkation | Email submission to TCC (Manning) | MO3 | 3 years |  |
| Letter of Understanding for Early Relief | SP039 | 000 | Before signing off | Email submission to TCC (Manning) | MP2 | 3 years |  |
| Letter of Indemnity for Delayed Repatriation | SP040 | 000 | Before signing off | Email submission to TCC (Manning) | MP2 | 3 years |  |
| Pre Joining Briefing | SP041 | 000 | Before joining vessel | - | - | 3 years |  |
| Seafarer Pre-Assignment Checklist | SP042 | 000 | Before departure | - | - | 3 years |  |
| Cadet Training – Progress Report | SP043 | 000 | Monthly | Email submission to TCC (Manning and Training) | MP6 | 1 year |  |
| Specific Shipboard Training Record – Cargo Operation | SP044 | 000 | Quarterly (Mar/Jun/Sep/Dec) | Email submission to TCC (Manning) | MP6 | 2 years |  |
| Debriefing Report | SP046 | 000 | Before joining vessel | - | - | 3 years |  |
| ECDIS On Board Familiarization Checklist | SP047 | 000 | After Officer signed on |  | MO01 | 3 years |  |
| Declaration of personal medical prescription | SP048 | 000 | Immediately after signed on |  | MP3 | 1 year |  |
| Notice of Disciplinary Hearing | SP049 | 000 | After the hearing | Email submission to TCC (Manning) | MP2 | 2 years |  |
| MLC Compliance Checklist | SP050 | 000 | Quarterly (Mar/Jun/Sep/Dec)  Before MLC Inspection | Email submission to TCC (Manning) & MSD | MP1 | 2 years |  |
| Food Committee Meeting Minute | SP051 | 000 | Monthly | Email submission to TCC (Manning) | MO7 | 2 years |  |
| Assessment of Manning Level | SP052 | 000 | Quarterly (Jan/Apr/Jul/Oct) & as when requested | Email submission to TCC (Manning) | MP2 | 3 years |  |
| Orientation Checklist for Shore-Based New Hire | SP053 | 000 | After completed orientation | Hardcopy submission to TCC (Human Resources Dept) | HR Folder | Till the employee is working with TCC |  |
| Training Evaluation Form | SP054 | 000 | Within 3 days after completion of course | Submit to MSD – Manning & Training | Manning folder in R-drive | 3 years |  |
| Crew Familiarization for Mooring Systems | SP055 | 000 | After completed orientation |  | MO1 | 3 years |  |