

문서 및 기록 관리

DOCUMENT & RECORD CONTROL

문서번호 : PR - 02

Doc. No. : PR - 02

<input checked="" type="checkbox"/>	관 리 본 CONTROLLED	<input type="checkbox"/>	비 관 리 본 UNCONTROLLED
-------------------------------------	---------------------	--------------------------	-------------------------

코린스타(주)

KORIN STAR CO., LTD.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p style="text-align: center;">F-1</p>	<p style="text-align: center;">목차 INDEX</p>	<p>PAGE 1 / 1</p>




번호 No.	제 목 TITLE
F-1	목차 INDEX
F-2	개정이력 REVISION HISTORY
제 1 장 CH. 1	일반사항 GENERAL
제 2 장 CH. 2	책임과 권한 RESPONSIBILITY AND AUTHORITY
제 3 장 CH. 3	표준문서 STANDARD DOCUMENT
제 4 장 CH. 4	외부출처문서 EXTERNAL DOCUMENT
제 5 장 CH. 5	증서 CERTIFICATE
제 6 장 CH. 6	일반 공문서 GENERAL OFFICIAL DOCUMENT
제 7 장 CH. 7	문서 수발신 DOCUMENT DISPATCH AND RECEIP
제 8 장 CH. 8	기록 관리 RECORD CONTROL
APP. 1	기록 보존 기간 RECORD KEEPING PERIOD
APP. 2	기록 송부 목록 (선박-육상) RECORD SUBMISSION LIST (SHIP-SHORE)
APP. 3	기록 송부 목록 (육상-선박) RECORD SUBMISSION LIST (SHORE-SHIP)
APP. 4	외부출처문서 목록(선박) EXTERNAL DOCUMENT LIST (SHIP)
APP. 5	외부출처문서 목록(육상) EXTERNAL DOCUMENT LIST (SHORE)
APP. 6	선내 보관이 요구되는 증서 및 서류 CERTIFICATES AND DOCUMENTS REQUIRED TO BE CARRIED ON BOARD SHIP
APP. 7	선내 게시물 목차 POSTER INDEX



F-2

개정이력
REVISION HISTORY

PAGE 1 / 2

	작 성 WRITTEN BY	검 토 REVIEWED BY	승 인 APPROVED BY
직 책 RANK	SQT LAEDER	SQT LAEDER	DP
서 명 SIGN			
일 자 DATE	2024.04.23	2024.04.23	2024.04.23

	<p>문서 및 기록 관리</p> <p>DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p>
<p>F-2</p>	<p>개정이력</p> <p>REVISION HISTORY</p>	<p>PAGE 2 / 2</p>

=====

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 1</p>	<p style="text-align: center;">일반사항 GENERAL</p>	<p>PAGE 1 / 3</p>

1.1 목적 Purpose

본 절차의 목적은 회사에 의해 식별된 문서의 관리업무를 규정하여 경영시스템을 효율적으로 운영하기 위함에 있다.

The purpose of this procedure is to operate management system effectively, and to define document control jobs identified by the company.

1.2 적용 Scope

이 절차서는 회사가 관리해야 할 문서의 식별, 작성, 개정, 등록, 배부, 숙지, 보관, 폐기 등의 업무에 적용한다.

This procedure is applied for identification, drawing, amendment, registration, distribution, familiarization, custody, abolition of the document to be controlled by the company.

1.3 문서의 정의 및 종류 Definition and Kind of Document

문서는 형태화된 정보, 정보 지원매체, 또는 의미 있는 데이터를 말하며 종이, 자기 컴퓨터 디스켓, 사진, 기본 표본 등 여러 가지 형태로 존재할 수 있다.

Documents mean diagrammed information, information supporting medium or meaningful data and there is various types of documents like as paper, magnetic of computer disc, photograph, master sample and etc.

1.3.1 시스템 문서 System Document

회사의 경영시스템과 관련된 규정 및 업무 절차 등을 기술 또는 시스템 운영의 결과 및 증거를 기록하는 문서를 말하며 하기의 종류가 있다.

Documents, which describe the related regulation, job procedures and etc. related to the company's management system or recording the result and evidence of system operation and the kinds of system document is same as follows.

1) 주 매뉴얼 (MM)

Main Manual (MM)

2) 절차서 (PR)

Procedure (PR)

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 1</p>	<p style="text-align: center;">일반사항 GENERAL</p>	<p>PAGE 2 / 3</p>

3) 지침서 (I)

Instruction (I)

4) 서식 (KSF)

Forms (KSF)

5) 경영시스템 운영 중 발생하는 기록

Records come from the operation of management system

6) 시스템 운영 중 발생하는 내부 의사소통 사항

Internal communications come from the operation of management system.

1.3.2 외부출처 문서 Out-sourced documents

회사의 경영시스템 운영을 위하여 회사 또는 선박에서 관리하는 외부기관이 작성한 문서

Document controlled by the company or the vessel, compiled by outside organization for management system operation of company

1) 협약 관련 문서

Document relating to convention

2) 선급 규칙

Class rules

3) 기국 법령집

Statute book of flag

4) KS-SHQE의 인용 표준

Referenced standard of KS-SHQE

5) 업계 표준 또는 지침

Industrial standard or instruction

6) 해도 및 항행간행물

Navigational chart and hydrographical publication

7) 제조사 설명서, 제조사의 정보 및 도면

Maker instruction, maker's information and drawings

1.3.3 증서 Certificates

외부기관 또는 회사에 의해 발급되며 어떠한 사실, 상태, 자격을 증명하는 문서이다.

An official document issued by the company or outside organization, proving particular facts, status, and qualification.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 1</p>	<p style="text-align: center;">일반사항 GENERAL</p>	<p>PAGE 3 / 3</p>

1.3.4 대외 발신 공문서 The Official Documents Dispatched to Outside from the Company

외부기관 또는 타 회사에 회사의 명의로 인해 공식적으로 보내는 형태화 된 편지, 정보, 보고서 또는 데이터

Letter, information, report or data sending officially to outside organization or other company by the name of the company

1.3.5 내부 공문서 Internal Official Documents

회사 내부의 의사소통을 위하여 작성되어 공식적으로 전달되는 형태화 된 편지, 정보, 보고서 또는 데이터

Letter, information, report or data to draw up for internal communication of company, to communicate officially

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 2</p>	<p style="text-align: center;">책임과 권한 RESPONSIBILITY AND AUTHORITY</p>	<p>PAGE 1 / 2</p>

2.1 책임과 권한 Responsibility and Authority

2.1.1 사장 President

1) 목표 및 방침의 승인

Approval of Policy and Objective

2) '주 매뉴얼(MM-01)' 및 '경영진 업무 (PR-01)'의 승인

Approval of 'Main Manual (MM-01)' and 'Management Duty (PR-01)'

2.1.2 DP

1) 목표 및 방침의 수립, 변경 업무 관리

Control for establishment, change of policy and objective.

2) '주 매뉴얼(MM-01)' 및 '경영진 업무 (PR-01)'의 검토 업무

Reviewing 'Main Manual (MM-01)' and 'Management Duty (PR-01)'

3) 프로세스 승인

Approval of Process

4) '경영진 업무 (PR-01)'를 제외한 절차서 승인

Approval of procedure except 'Management Duty (PR-01)'

5) 회사의 지침서 승인

Approval of company's instruction

6) 회사의 서식 승인

Approval of company's form

7) 대외발신 문서의 승인

Approval of the document dispatch to outside

2.1.3 안품팀장 SQT Leader

1) 회사의 시스템 문서 제정, 개정, 등록, 배부, 보관, 폐기 업무 실무

Working for identification, drawing, amendment, registration, distribution, familiarization, custody, abolition of company's system document

2) '주 매뉴얼(MM-01)' 및 '경영진 업무 (PR-01)'의 제정 및 개정 업무

Establishing or revision 'Main Manual (MM-01)' and 'Management Duty (PR-01)'

3) 프로세스 검토

Reviewing of Process

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 2</p>	<p style="text-align: center;">책임과 권한 RESPONSIBILITY AND AUTHORITY</p>	<p>PAGE 2 / 2</p>

4) '경영진 업무 (PR-01)'를 제외한 절차서 검토

Reviewing procedure except 'Management Duty Procedure (PR-01)'

5) 회사의 지침서 검토

Reviewing of company's instruction

6) 회사의 서식 검토

Reviewing of company's form

7) DP의 문서에 관련된 업무 보좌

Assisting for the job relating to document of DP

2.1.4 각 팀장 Each Team Leader

1) DP의 지시에 의한 시스템 문서 제, 개정 업무

Establishing and revision of system document by order of DP

2) 시스템 관리팀장이 의뢰한 시스템 문서 제, 개정 업무

Establishing and revision of system document that SMT leader request

3) 기타 문서관리 관련 DP 및 안전품질팀장의 업무 보좌

Assisting for the job relating to document of DP and SQT leader

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 1 / 16</p>

3.1 표준문서의 종류 Kind of Standard Document

3.1.1 주 매뉴얼 Main Manual (MM)

KS-SHEQ의 적용범위, 프로세스간 상호작용에 대한 기술 및 수립, 문서화된 절차를 포함하거나 이를 인용한 문서이다.

The Document shall define application scope of KS-SHEQ, describe and establish interaction of process shall include documented procedure or quote it.

3.1.2 절차서 Procedure (PR)

주 매뉴얼의 요구사항 및 프로세스기획서의 활동을 구체적으로 실행하기 위한 업무수행의 방법과 절차, 책임과 권한, 자원 등을 명시한 문서이다.

It is the document specifying requirement by main manual, method and procedure of job performance to execute activity of process planning concretely, responsibility and authority and resource.

3.1.3 서식 Form

회사에서 제공한 각종 기록 서식

It is form of various kinds provided by the company.

3.2 서식의 종류 Kind of Form

3.2.1 표준서식 Standard Form

- 1) 둘 이상의 부서에서 공통표준으로 사용하기 위해 회사가 작성한 서식

The form which is established by company for using at more than 2 department commonly.

- 2) 표준서식은 회사에서 제, 개정하여 배부한다.

Standard Form is established, revised and distributed by company.

3.2.2 부서서식 Department Form

- 1) 업무의 수행상 필요에 의해 부서 내에서 작성된 서식

The form which is established in department for the progress of business.

	<p>문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p>표준문서 STANDARD DOCUMENT</p>	<p>PAGE 2 / 16</p>

- 2) 표준 서식이 부서/선박의 실정과 달라 적용이 어려운 경우 표준 서식에 준하는 부서 서식을 작성하고 업무에 활용할 수 있다.

Where the standard form's applying is difficult because of the vessel or shore team's state, department form corresponding to standard form may be used.

3.2.3 외부서식 External Form

- 1) 외부업체 또는 기관에서 작성되어 제공되는 서식
Form provided from external association or party.
- 2) 외부서식에 대해서는 이 절차를 적용하지 않는다.
External form is not applied this procedure.

3.3 표준문서의 제, 개정의 원칙 Principal of Standard Document Establishment and Revision

3.3.1 작성, 검토 및 승인기준 Standard of Preparation, Reviewing, Approval

구분 Classification	작성 Preparation	1차 검토 1st Review	승인 Approval
주 매뉴얼 및 PR-01 Main manual & PR-01	안품질팀장 SQT leader	DP	사장 President
<u>PR-02~19</u> <u>PR-02~19</u>	주관팀장 Team Leader	안품질팀장 SQT leader	DP
표준 서식 Standard Form	주관 부서 Team in charge	안품질팀장 SQT leader	DP
현장 업무 지침 Practical Work Instruction	일항사, 일기사 C/O, 1/E	기관장 Chief Engineer	선장 Master
부서 서식 Department Form	각 부서 Own vessel/team	일항사, 일기사 C/O, 1/E	선장 / 부서장 Master/Team leader

3.3.2 제, 개정 사유 Reason of Establishment and Revision

- 1) 새로운 안전경영업무에 필요한 문서가 없는 경우
When the needed document for new operation is not exist.
- 2) 현행 문서가 불합리하거나 개선이 요구되는 경우
In case of the present document is absurd or has need of improvement.
- 3) 국제안전경영 코드, 인증 표준의 요건 혹은 관련 강제규정의 변경이 있는 경우

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 3 / 16</p>

There is a change in requirements of ISM code, other standard or relative mandatory regulation.

- 4) 제, 개정의 필요성이 식별된 경우

Where the needs of establishment and revision is identified

3.3.3 문서의 제, 개정 일반 사항 General of Document Establishment and Revision

- 1) 해당 업무에 대해 충분한 경험과 지식을 가진 자가 작성한다.

Person who has sufficient experience and knowledge shall prepare.

- 2) 국제안전경영 코드, 관련 강제규정 및 기존의 문서와 상충되지 않도록 한다.

The document should not be conflicted with ISM code, relative mandatory regulations and existing documents.

- 3) 문서의 제, 개정은 장 별로 시행하고 개정부분은 식별하기 쉽도록 밑줄로 표시한다.

When establish or revise document, it should performed per a chapter and marked underline at revised clause for easily identifying.

- 4) 개정된 장이 재 개정되는 경우 기존의 밑줄은 삭제하고 금회 개정된 부분만 밑줄로 표시한다.

When revised chapter is revised again, mark underline at the newly revised clause and previous underline of chapter should be deleted.

- 5) 개정된 해당 장 별로 시행 일자를 기재하고 'F-2 개정 이력' 및 '표준 문서 관리 대장 (KSF-PR02-01)'에 개정 번호와 시행일자를 기재한다.

Enforcement date should be written per a chapter, and also should be written in 'F-2 Revision History', and 'Standard Document Control List (KSF-PR02-01)'.

- 6) 서식은 해당 절차를 작성한 부서에서 제, 개정하며 관련 절차서와 모순이 없어야 한다.

Form is established and revised by concerned procedure's preparation team and should be prepared without any conflict with concerned procedure.

- 7) 검토자 및 승인자는 원안에 대하여 수정을 요구할 수 있으며, 요구대로 수정작업이 수행된 것을 확인한 후에 서명해야 한다.

A person in charge of reviewing or approval can ask for amendment of drafts and should put his signature on the amended documents after checking whether they have been amended as requested.

3.4 주 매뉴얼, 절차서 및 서식의 제, 개정 Establishment, Revision of MM, PR and Form

3.4.1 주 매뉴얼 Main Manual

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 4 / 16</p>

- 1) 안팎팀장은 주 매뉴얼의 제, 개정을 시행한다.

SQT leader perform the establishing or revision of main manual.

- 2) DP는 제, 개정된 주 매뉴얼을 검토 후, 사장에게 제출한다.

DP should send the established or revised main manual to president after review.

- 3) 사장은 제, 개정된 주 매뉴얼을 검토 후, 승인한다.

The president should approve the established or revised main manual after review.

- 4) 안팎팀장은 제, 개정된 주 매뉴얼을 각 부서에 배부한다.

SQT leader should distribute established or revised main manual to each department.

3.4.2 절차서 및 표준서식 Procedure and Standard Form

- 1) 주관부서장은 절차서 및 표준서식을 제, 개정하여, 이를 안팎팀장에게 제출한다.

The team leader in charge performs the procedure and standard form's establishing or revision and then sends it to SQT leader.

- 2) 안팎팀장은 개정된 절차서 및 표준서식의 적절성 및 유효성을 검토를 위해 해당 절차가 적용될 부서에 송부한다.

SQT team leader send the newly established or revised procedure and standard form to department where it is applied for review of suitability and validity.

- 3) 개정된 절차서 및 표준서식을 수령한 부서장은 적절성 및 유효성을 검토 후 의견이 있는 경우 '업무연락 (KSF-PR02-03)'에 기술하여 안팎팀장에게 송부한다.

The team leaders, who receive the newly established or revised procedure and standard form, draw up the opinion of suitability and validity if have by 'Official Notice (KSF-PR02-03)' in written word then send it to SQT leader.

- 4) 안팎팀장은 수령한 부서장의 의견 및 제, 개정 주관부서장 의견을 수렴하여 검토를 완료하고 제, 개정된 절차서 및 표준서식의 승인을 위하여 DP에게 제출한다.

The SQT leader should complete the review to collect the opinion of department leader and the team leader in charge of establishment and revision then sends the newly established or revised procedure and standard form to DP for approval.

- 5) 안팎팀장은 DP의 승인을 득한 후 제, 개정된 절차서 및 표준서식을 등록 및 배부한다.

The SQT leader should register and distribute the new procedure and standard form after obtain the approval of DP.

3.5 주 매뉴얼 및 절차서의 기술 체계 Descriptive System of Main Manual and Procedure

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 5 / 16</p>

주 매뉴얼 및 절차서의 기술 체계는 다음과 같으며 페이지는 각 장 별로 부여한다.

Descriptive system of main manual and procedure is same as follows and the page number is provided by each chapter.

3.5.1 전문 Forward

- 1) 전문은 'F-1 목차', 'F-2 개정이력' 순으로 기술된다.

Forward is described in order of 'F-1 Index' and 'F-2 revision history'.

3.5.2 본문 Main Text

- 1) 본문은 '제 1 장 → 1.1 → 1.1.1 → 1) → A) → - '와 같은 순으로 기술된다.

Text is described in order of 'Chap.1 → 1.1 → 1.1.1 → 1) → A) → -'.

- 2) 목적, 적용범위, 용어의 정의 순으로 일반사항을 작성한다.

Describe the general in the order of purpose, scope of application and definition of terms.

- 3) 해당절차서와 관련한 조직원의 책임과 권한을 기술한다.

Describe the responsibility and authority of the department's member relating to the procedure.

- 4) 단위 업무에 대해 순차적으로 업무 절차를 기술하며 실정에 따라 2개 이상의 업무 절차를 각각 기술할 수 있다.

Describe a work procedure in due order and procedures can be described more than 2 job procedure, if necessary.

3.5.3 부록 Appendix

- 1) 개정이 빈번하게 발생할 수 있는 내용 또는 업무흐름도 등은 부록으로 처리한다.

The content which needs frequently revision or flow chart and etc. is described as an appendix.

3.5.4 주 매뉴얼 및 절차서의 문서번호 Document Number for Main manual and Procedure

- 1) 문서의 번호는 다음과 같은 방식으로 문서의 우측 상단에 부여한다.

The documents number should be provided at the right side of header of same as follows.

		-		
--	--	---	--	--

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 6 / 16</p>

①

②

2) ①에는 해당 문서의 약어를 부여한다.

The abbreviation of document is provided at ①.

A) 주 매뉴얼 : MM

Main Manual : MM

B) 절차서 : PR

Procedure : PR

3) ②에는 작성순서에 따라 일련번호(2자리)를 부여한다.

The serial number is provided at ② using 2 Arabic numerals in order of writing.

3.5.5 문서번호 (표준서식) Document Number (Standard form)

1) 서식의 번호는 다음과 같은 방식으로 해당 서식의 하단 좌측에 부여한다.

The number of form should be provided at left side of tail same as follows.

KSF	-	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	-	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	(□/□)	(YYYY. MM. DD)
①		②		③	④	⑤

2) ① 에는 'KSF'라는 약어를 부여한다. 이는 KORIN STAR FORM의 약어로서 표준서식임을 나타낸다.

The abbreviation 'KSF' is provided at ①. This is the abbreviation of KORIN STAR FORM, and it means standard form.

3) ②에는 서식과 관련된 절차서의 문서번호를 기입한다.

The procedure's document number of related form is provided at ②.

4) ③에는 작성순서에 따라 일련번호(2자리)를 부여한다.

The serial number is provided at ③ using 2 Arabic numerals in order of writing.

5) ④에는 페이지 번호를 부여한다. (페이지 번호/총 페이지 수)

The page number is provided at ④. (Page No./Total Page No.)

6) ⑤에는 시행일자를 년. 월. 일로 기재한다.

The enforcement date is provided at ⑤ by year, month, and date.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 7 / 16</p>

3.5.6 문서번호 (부서서식) Document Number (Department form)

- 1) 서식의 번호는 다음과 같은 방식으로 해당 서식의 하단 좌측에 부여한다.

The number of form should be provided at left side of tail same as follows.

			F	-					-			(□/□)	(YYYY. MM. DD)
①					②					③		④	⑤

- 2) ①에는 부서명의 약어 뒤에 'F'라는 문자를 부여한다. 이는 부서 FORM의 약어로서 해당 서식이 부서서식임을 나타낸다.

The abbreviation of department added the character 'F' is provided at ①. This is the abbreviation of department form, and it means the form is department form.

- 3) ②에는 서식과 관련된 절차서의 문서번호를 기입한다.

The procedure's document number of related form is provided at ②.

- 4) ③에는 작성순서에 따라 일련번호(2자리)를 부여한다.

The serial number is provided at ③ using 2 Arabic numerals in order of writing.

- 5) ④에는 페이지 번호를 부여한다. (페이지 번호/총 페이지 수)

The page number is provided at ④. (Page No./Total Page No.)

- 6) ⑤에는 시행일자를 년, 월, 일로 기재한다.

The enforcement date is provided at ⑤ by year, month, and date.

3.5.7 시행일자 Enforcement Date

- 1) 제, 개정된 문서의 시행일자는 문서의 'F-1 개정이력'에 명시한다.

Enforcement date of established or revised document is satisfied at 'F-1 Revision History'.

- 2) 제, 개정된 서식의 시행일자는 문서번호 끝에 명시한다.

Enforcement date of established or revised form is satisfied at the end of form number.

- 3) 관련부서의 수령소요시간, 교육기간 등을 감안하여 시행일자를 정해야 한다.

Enforcement date should be decided regarding to the delivery time, education period.

3.6 정보의 종류 Kind of Information

3.6.1 사고 속보 Accident Press (KSF-PR02-05)

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 8 / 16</p>

인명, 오염, 화물, 충돌, 좌초, 화재, 침수, 해적피습, 선박설비 및 기타 사고 관련 정보

Accident information about a personnel, pollution, cargo, collision, grounding, fire, pirate attacks, ship's machinery and others.

3.6.2 해사 정보 Marine Information (KSF-PR02-06)

항해정보, 화물정보, 국제, 국내법규, 선급규정, 기타 해사관련 정보

Marine information about navigation, cargo, international and domestic rules, classification regulations and other marine affair.

3.6.3 기관 정보 Technical Information (KSF-PR02-07)

선박의 기기 운전과 관련한 제조자, 수리업체, 기술 단체 등으로부터 수신한 기술관련 정보.

Information about technical received from the manufacturer, repairing company and technical groups related to the operation of ship's equipment.

3.6.4 항만 정보 Port Information (KSF-PR02-08)

회사의 선박이 입항하거나 입항할 가능성이 있는 항구와 관련한 입출항, 하역작업, 보급 관계, 육상설비, 항만 규정 등의 정보

Information about entering/leaving ports, discharging work, supply service, shore based equipment and regulations related to the ports where the company's ships can enter.

3.6.5 업무지시 Official Direction (KSF-PR02-09)

경영검토 결과, SHEQ 위원회 회의 결과, 경영진의 의지 및 회사의 정책과 관련된 회사의 지시사항.

Direction of company related to result of management review, result of SHEQ Committee meeting, volition of management and company's policy.

3.6.6 심사, 검사 정보 Audit, Inspection Information (KSF-PR02-10)

새로운 정보 및 동향의 입수, 지적 사항의 분석 및 지적 예방과 관련된 심사 또는 검사의 정보.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 9 / 16</p>

Information about acquired of new information or trends, analysis of pointed out item and prevention of point out related to audit and inspection.

3.6.7 위험성 평가서 Risk Assessment Sheet (KSF-PR11-08)

작업에 대한 실제적, 잠재적 위험을 평가하고 위험등급 및 위험등급을 낮추기 위한 안전조치에 대해 기술한 문서

Document that actual and potential risk of certain work is assessed and the risk rating and present safety measurement are described.

3.6.8 환경 측면 조사서 Environmental Aspect Investigation Sheet (KSF-PR02-12)

환경에 심각한 영향을 미치고 있거나 미칠 수 있는 환경측면요인, 환경영향의 심각성 정도를 파악하고 이를 관리하여 환경보호를 달성하기 위한 문서.

Document that understanding the environmental aspect and seriousness grade that influencing or can influence to environment and managing this for to achieve the environmental protection.

3.7 정보의 배포 Distribution of Information

3.7.1 작성의 필요성 식별 Identification of Drawing Necessity

1) 하기사항에 의해 사고속보의 배부가 필요한 경우

In case of the distribution of accident press is required by followings.

A) 회사의 선박에서 사고 발생

Where the accident is occurred in company's vessel

B) 타 선사에서 주목할 만한 사고 발생

Where the significant accident is occurred in other shipping company

2) 하기사항에 의해 해사정보 및 기관정보의 배부가 필요한 경우

In case of the distribution of marine and technical information is required by followings

A) 국제협약의 제정, 개정

Creation, revision of international agreement

B) 선급규칙의 제정, 개정

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 10 / 16</p>

Creation, revision of class regulations

C) 기국 법규의 제정, 개정

Creation, revision of flag's statutory

D) 새로운 항해정보의 입수

Acquisition of navigation information up-dated

E) 새로운 기술정보의 입수

Acquisition of new technical information

F) 기타 회사가 그 필요성을 식별한 경우

In case of the company identify the necessity of marine information

3) 하기사항에 의해 항만정보의 배부가 필요한 경우

In case of the distribution of port information is required by followings

A) 선박이 새로운 항구에 최초로 입항하거나 항만사정에 변경이 있는 경우

Where the vessel enters the new port at first or any change is occurred at the port.

B) 선박으로부터 항만관련 정보의 요청이 있는 경우

Where the requisition of master is exist.

C) 회사의 선박이 처음으로 입항한 항구에 대해 선장이 작성한 '항만사정보고서 (KSF-PR02-04)'의 검토 결과를 관련 선박에 통보할 필요성이 있는 경우

When needed to distribute 'Port Information Report (KSF-PR02-04)' which prepared and sent from master when she entered firstly.

4) 하기 사항에 의해 업무지시가 필요한 경우.

In case of the distribution of official direction is required by followings.

A) 경영검토 결과

Result of management review

B) 회사의 SHEQ 위원회 회의결과

Result of SHEQ committee meeting

C) 기타 경영진의 의지에 의한 지시사항

Instruction by volition of management

5) 하기사항에 의해 심사, 검사 정보의 배부가 필요한 경우

In case of the distribution of audit, inspection information is required by followings.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 11 / 16</p>

A) 새로운 심사, 검사 정보 및 동향의 입수

Acquisition of new information of audit, inspection and trends

B) 관리선의 심사, 검사 수검에 의한 지적 사항 분석 결과

The result of pointed out items of audit and inspection for management vessel

6) 하기사항에 의해 위험성평가서의 배부가 필요한 경우

In case of the distribution of risk assessment sheet is required by followings

A) 새로운 작업의 식별로 인해 위험성 평가를 새로 실시

Newly risk assessment is carried out for newly identified job

B) 기존 작업의 위험성 개선 및 신규 위험성 식별로 인한 개정

Revision due to risk improving or newly risk identifying for existing work

3.7.2 정보의 작성 Drawing of Information

1) 필요성이 식별되면 해당 부서장이 작성한다.

When the necessity is identified, made by charged department leader.

2) 작성 책임부서 및 사용 서식은 하기와 같다.

The charged department and using form is same as follows.

정보 Information	책임부서 Charged Department	사용서식 Form
사고 속보 Accident Press	SQT	KSF-PR02-05
해사 정보 Marine Information	HRT	KSF-PR02-06
기관 정보 Technical Information	MTT	KSF-PR02-07
항만 정보 Port Information	SQT	KSF-PR02-08
업무지시 Official Direction	Each Team	KSF-PR02-09
심사, 검사 정보 Audit, Inspection Information	SQT, MTT	KSF-PR02-10
위험성 평가서 Risk Assessment Sheet	SQT	KSF-PR-08
현장 업무 지침 Practical work instruction	Ship	Free Form

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 12 / 16</p>

- 3) 안품팀장은 제, 개정사유, 관련 강제 규정 및 기존 문서와의 상충 여부 등 적절성 및 유효성에 대해 검토한다.

SQT leader should review the reason of establishment and revision, correspondence of other regulations or document, suitability and validity of instruction.

- 4) 안품팀장은 DP에게 제출하고, 승인을 득한다.

SQT leader should send to DP and obtain the approval.

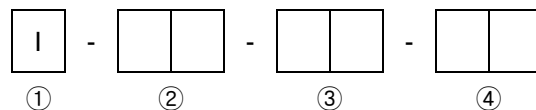
- 5) 안품팀장은 DP의 승인을 득한 후 배부한다.

SQT leader should distribute after obtain the approval of DP.

3.7.3 문서번호 Document Number

- 1) 번호는 다음과 같은 방식으로 해당 서식의 우측 상단에 부여한다.

The number should be provided at top of right side same as follows.



- 2) ①에는 'I'라는 문자를 부여한다. 이는 'Information'의 약어이다.

The abbreviation of the character 'I' is provided at ①. This is the abbreviation of 'Information.

- 3) ②에는 문서번호를 기입한다.

The document number is provided at ②.

- 4) 문서의 약어는 하기와 같다.

The abbreviation of document is same as follows.

- A) 사고 속보

Accident Press

- B) 해사 정보

Marine Information

- C) 기관 정보

Technical Information

- D) 항만 정보

Port Information

- E) 업무지시

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 13 / 16</p>

Official Direction

F) 심사, 검사 정보

Audit, Inspection Information

G) 현장 업무 지침

Practical Work Instruction

5) ③에는 작성 년도를 2자리 숫자로 기입한다.

The year of drawing is provided using 2 Arabic numerals.

6) ④에는 작성순서에 따라 일련번호(2자리)를 부여한다.

The serial number is provided at ④ using 2 Arabic numerals in order of writing.

7) 단 ‘위험성 평가서’ 및 ‘환경 측면 조사서’는 그 특성상 목차 및 개정이력을 첨부하여 관리하며 상기의 적용을 받지 않는다.

But, due to the nature of ‘Risk Assessment Sheet’ and ‘Environmental Aspect Investigation Sheet’, it should be managed attaching index and revision history. Also applying of above is excluded.

3.8 문서의 등록 및 배부 Registration and Distribution of Document

3.8.1 등록 Registration

1) 주 매뉴얼 또는 절차서가 제정된 경우 안품질장은 이를 ‘표준문서 Master List (KSF-PR02-13)’에 등록조치하고 해당 문서의 배부가 요구되는 부서란에 ‘○’ 표를 기재한다.

When the main manual or procedure is established, SQT leader should register it at ‘Standard Document Master List (KSF-PR02-13)’ and mark ‘○’ at the column of department where the distribution is needed.

2) 주 매뉴얼 또는 절차서가 개정 또는 제정된 경우 안품질장은 이를 ‘표준 문서 관리대장 (KSF-PR02-01)’에 등록한 후 관련 부서에 배부한다.

When the main manual or procedure is revised or established, SQT leader should register it at ‘Standard Document Control List (KSF-PR02-01)’ then distribute it to concerned department.

3) 표준서식이 개정 또는 제정된 경우 안품질장은 이를 ‘표준 서식 관리대장 (KSF-PR02-14)’에 등록한 후 관련 부서에 배부한다.

When the standard form is revised or established, SQT leader should register it at ‘Standard Form Control List (KSF-PR02-14)’ then distribute it to concerned department.

4) 부서서식이 개정 또는 제정된 경우 부서장은 이를 ‘부서서식 관리대장 (KSF-PR02-15)’에 등록한 후 배부한다.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 14 / 16</p>

When the standard form is revised or established, department leader should register it at 'Department Form Control List (KSF-PR02-15)' then distribute it.

3.8.2 배부 Distribution

- 1) 안팎팀장은 제, 개정된 시스템 문서의 내용에 대한 교육시간 및 시행일자를 감안하여 시스템 문서를 배부하여야 한다.

SQT leader should distribute the system document considering the education time for the established or revised system document and enforcement date.

- 2) '시스템 문서 배부 대장 (KSF-PR02-17)'에 배부할 부서를 명시한다.

Enter the department where the system document is distributed at 'System Document Distribution List (KSF-PR02-17).

- 3) 안팎팀장은 시스템 문서의 배부 시 수신 여부를 확인하기 위하여 '시스템 문서 수신 확인서 (KSF-PR02-18)'를 첨부하여야 한다.

When distribute system document, SQT leader should attach 'System Document Receipt Conformation (KSF-PR02-18)' for conforming the receiving.

3.8.3 접수, 숙지, 시행 Receipt, Familiarity, Implementation

- 1) 시스템문서를 접수한 부서장은 '시스템 문서 수신 확인서 (KSF-PR02-18)' 수령 확인란에 서명한 후 안팎팀으로 송부한다.

The department leader who receive the system document, sign on the receipt conformation column of 'System Document Receipt Conformation (KSF-PR02-18)' and send it to SQT.

- 2) 시스템문서 시행일 전에 회람 및 교육을 실시한다.

Perform the circulation and education about system document before the enforcement date.

- 3) 회람 및 교육 시행 후 문서를 숙지한 자는 '시스템 문서 숙지 확인서 (KSF-PR02-19)'에 서명한다.

After circulation and training, a person who has familiarized the documents should put his signature at 'System Document Familiarization Conformation (KSF-PR02-19)'.

- 4) 시스템문서는 시행일자부터 시행하며, 시행일자 전까지는 기존의 시스템문서가 이용되어야 한다.

System document should be implemented from the enforcement date and the previous system document should be used until the enforcement date.

3.8.4 효력 Effectuation

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 15 / 16</p>

- 1) 문서는 당해 문서에 대한 결재권자의 결재가 있음으로써 성립이 된다.

The Documents is effective after the relevant authority's signature on the documents.

- 2) 문서는 정해진 시행일자로부터 효력이 발생한다.

The documents is effective since the fixed enforcement date.

- 3) 시행일자가 표시되지 않은 경우는 수령일로부터 효력이 발생한다.

In case that the enforcement date is not marked, the documents are effective since receiving date of the documents.

- 4) 절차 중 관련 강제규정에 저촉되는 사항은 그 부분에 한하여 효력을 상실한다.

Any clause of a procedure is conflict with relative mandatory regulation, it become invalid.

- 5) 표준문서의 효력 우선 순위는 주 매뉴얼 → 절차서 순으로 한다.

The validity priority of standard documents shall be applied in order of main manual → procedure.

3.9 문서의 관리 Document Control

3.9.1 폐지 Remove

- 1) DP는 아래와 같은 경우 문서를 작성한 주관 부서장과 협의하여 해당 문서를 '표준문서 Master List (KSF-PR02-13)'에서 삭제하고 관련부서에 폐지를 통보한다.

Where the underwritten case is occurred, DP deletes in standard document at 'Standard Document Master List (KSF-PR02-13)' and notifies this to all concerned department.

- A) 기존의 문서를 대체할 수 있는 새로운 문서가 작성되었을 때

In case of the new document which could replace the present document is established.

- B) 해당 업무가 없어졌을 때

In case of the relevant job is discontinued.

- C) 기타, 문서의 필요성이 없을 때

In case of the necessity of document is not need

- 2) 각 부서장은 아래와 같은 방법으로 구 문서를 폐기처리 한다.

The leader of each department remove old document as per underwritten method.

- A) 반송 또는 폐기.

Send back or remove old edition.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 3</p>
<p>Ch. 3</p>	<p style="text-align: center;">표준문서 STANDARD DOCUMENT</p>	<p>PAGE 16 / 16</p>

B) 교육 등의 목적으로 구 문서를 보관할 경우 ‘참고용’ 표시를 한 후 별도 보관

In case of the keep the old document for education or other purpose, mark ‘For Reference’ and keep separately.

3.9.2 보관 및 최신화 Keeping and Update

1) 각 부서장은 시스템문서의 보관에 관한 책임이 있다.

The leader of each department has responsibility of system documents keeping.

2) 시스템문서는 폐기하기 전까지는 영구 보관하여야 한다.

System documents should be kept until to be abolished.

3) 최신화 해야 할 시스템문서의 목록은 항상 최신화하여 관리한다.

System document list to be up-dated should always be up-dated and controlled.

4) 팀/선박에서 사용하는 현장업무지침은 자체적으로 관리한다.

A practical work guidance used by each team and ship should be controlled for themselves.

5) 시스템문서는 대외비로 관리하며, 부서장의 허가 없이 제 3자에게 인도 또는 누설할 수 없다.

System documents are controlled confidentially and should not be transferred to a third person or leak out without permission of the department leader.

6) 단, 정부 또는 인증기관의 요청이 있을 경우에는 예외로 한다.

But, except when the asking of the government or a certification organization is exist.

3.9.3 시스템 문서의 비치 System Document Providing

1) 회사에는 1질의 시스템 문서를 비치한다.

1 set of system document should be provided to the company.

2) 선박에 비치하여야 할 시스템 문서의 수량은 하기와 같다.

The quantity of system document that should be provided to ship is same as follows.

시스템 문서 1질의 인쇄본을 BRIDGE 및 선장 방에 각각 비치한다.

1 set hard copy of system document should be provided each at Bridge and Master's day room.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 4</p>	<p style="text-align: center;">외부출처문서 EXTERNAL DOCUMENT</p>	<p>PAGE 1 / 4</p>

4.1 외부출처문서의 종류 Kind of External Document

4.1.1 일반외부출처문서 General External Documents

해상인명안전협약, 해양오염방지협약, 국제해사기구 간행물, 국내 또는 국제 법규, 각 선급 규정 및 업계 표준 등을 말함

SOLAS, MARPOL, IMO publication, domestic or international rules, classification regulation, industrial standard and etc

4.1.2 해도 및 항행간행물 Navigational Chart and Hydrographical Publication

항해에 필요한 해도, 등대표, 천측력, 항행통보 및 기타 항행관련간행물

Chart, light list, nautical almanac, notice to mariners and other hydrographical publication which is needed for navigation

4.1.3 도면 Drawing

선박의 운항, 정비에 필요한 도면, 설명서 등을 말함

Drawings, instruction book, etc. needed to ship's operation and maintenance

4.2 개정 자료의 입수 Collecting of update Information

4.2.1 도서 Books

- 1) 선급에 구두 혹은 서면으로 확인한다.

Confirm with classification society by oral or official letter.

- 2) 웹을 통해 관련기관을 검색하거나 관보를 통해 확인한다.

Confirm concerned party though the web or government news letter.

4.2.2 해도 및 항행간행물 Navigational Chart and Hydrographical Publication

- 1) 자동보급업체로부터 정기적으로 항행통보(N/M), 최신화된 해도 및 항행간행물 수령하여 선박에 배포한다.

Receive and provide notice to mariners (N/M), latest chart and publication from contracted auto supplying subcontractor.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 4</p>	<p style="text-align: center;">외부출처문서 EXTERNAL DOCUMENT</p>	<p>PAGE 2 / 4</p>

4.2.3 도면 Drawing

- 1) 조선소, 설계업체 또는 제조사 관계자와 접촉하여 확인한다.

Confirm with charged person of shipyard, drawing subcontractor or maker.

4.3 일반외부출처문서의 관리 General External Document's Management

4.3.1 식별 Identification

- 1) 각 부서의 부서장은 아래와 같은 기준에 의거하여 필요한 일반외부출처문서를 식별한다.

The leader of each department should identify the needed general external document of department as per the underwritten standard.

- A) 부서의 업무수행에 필요한 국제협약, 국제해사기구 간행물

International regulation and IMO publication which needed for job implementation

- B) 부서의 업무수행에 적용되는 국내 및 국외의 관련 법규

Domestic or international rules which is applied to department's job implementation

- C) 선급 규정

Class regulation

- D) 업계 표준 또는 지침

Industrial standard or instruction

- E) 기타, 업무 수행상 필요한 외부출처문서

Other external document which needed for job implementation

4.3.2 보급 및 등록 Supplying and Management

- 1) 해무팀장은 각 부서에 필요한 일반외부출처문서를 4.3.1의 식별기준 및 부서장의 요청에 따라 보급한다.

HRT leader supply the general external documents which are needed to each department refer to identification standards of 4.3.1 or the requisition of the department leader.

- 2) 일반외부출처문서의 송부 시 '문서수발전 (KS-PR02-20)'과 함께 송부하여 추적 관리될 수 있도록 한다.

When dispatch the general external documents, it should be sent with 'Document Dispatch and Receipt List (KS-PR02-20)' for tracking.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 4</p>	<p style="text-align: center;">외부출처문서 EXTERNAL DOCUMENT</p>	<p>PAGE 3 / 4</p>

- 3) 각 부서장은 일반외부출처문서를 ‘외부출처문서관리대장 (KS-PR02-21)’에 등록하여 관리한다.

The leader of each department should register and control the general external document in ‘External Document Control List (KS-PR02-21)’.

- 4) 일반외부출처문서의 관리번호는 아래와 같이 부여한다.

The general external document’s control number should be provided same as follows.

			-		-		
①				②			③

- A) ①에는 외부출처문서를 관리하는 부서의 약어를 기입한다

The abbreviation of general external document’s controlling department is provided at ①.

- B) ② 에는 분류기호를 부여한다.

The classification code is provided at ②.

- C) 분류기호는 하기 표와 같다.

The classification code is same as following sheet.

분류기호 Code	문서의 종류 Kind of Document
A	부서의 업무수행에 필요한 국제협약, IMO 간행물 International regulation and IMO publication which needed for job implementation
B	부서의 업무수행에 적용되는 국내 및 국외의 관련 법규 Domestic or international rules which is applied to department’s job implementation
C	선급 규정 Class regulation
D	업계 표준 또는 지침 Industrial standard or instruction
E	기타, 업무 수행상 필요한 외부출처문서 Other external document which needed for job implementation

- D) ③에는 일련번호(2자리)를 부여한다.

The serial number is provided at ③ using 2 Arabic numerals.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 4</p>	<p style="text-align: center;">외부출처문서 EXTERNAL DOCUMENT</p>	<p>PAGE 4 / 4</p>

4.3.3 최신화 Update

- 1) 각 부서장은 관리중인 외부출처문서의 최신화 상태를 주기적으로 홈페이지 또는 문서보급업체를 통하여 확인하고 아래와 같이 개정 또는 교체 한다.

The team leaders should check the updating status for external document those are controlled in the department/team and revise or exchange same as follows.

- A) 개정부분을 2줄로 삭제하고 개정내용을 기재 후 개정일자, 개정자의 서명을 표시한다.
Delete revised clause with drawing 2 lines and give a revising person's signature after fill revised content and revision date.
- B) 필요한 경우 개정부분을 첨부하거나 별도로 보관한다.
If necessary, attach the revised clause of keep separately.
- C) 신간이 발행된 경우 신간으로 교체하고 구본의 관리번호를 그대로 부여하여 사용한다.
In case of the new addition of external document is published, exchange to the new addition and provide the control number of old addition.
- D) '외부출처문서관리대장 (KS-PR02-21)'을 최신화 한다.
Update the 'External Document Control List (KS-PR02-21)'.

- 2) 각 부서장은 신간 구입 후에도 구본을 참고용으로 계속 보관하고자 할 경우 비관리본임을 표시하여야 한다.

In case of keep the old addition for reference, the leader of each department should mark the document is uncontrolled.

- 3) 각 부서장은 부서의 외부출처문서에 대해 관련 부서원이 숙지하도록 교육하여 업무에 활용할 수 있도록 한다.

The leader of each department should train relevant member of department familiar with the external document for using it in practical job.

4.4 해도, 항행간행물 및 도면의 관리

Navigational Chart, Hydrographical Publication and Drawing's Management

- 1) 해도 및 항행간행물은 '항행 안전 (PR-08)'에 기술된 바와 같이 관리한다.
Navigational chart, hydrographical publication should be managed refer to 'Safety Navigation (PR-08)'.
- 2) 도면은 '정비 업무 (PR-05)'에 기술된 바와 같이 관리한다.
Drawing should be managed refer to 'Maintenance (PR-05)'

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 5</p>	<p style="text-align: center;">증서 CERTIFICATE</p>	<p>PAGE 1 / 3</p>

5.1 증서의 관리 Certificate Control

5.1.1 보관 Keeping

- 1) 선박의 증서는 원본을 선박에 보관하고 사본을 본사에 보관한다.

The original certificate of ship is kept in ship and the copy is kept in head office of company.

- 2) 적합증서 및 경영시스템 인증서는 회사에 원본을 보관하고 사본을 선박에 보관한다.

The original document of compliance and management system approval certificate is kept in head office of company and the copy is kept in ship.

- 3) 단, 안전경영증서의 원본은 선박에 보관하고 사본을 본사에 보관한다.

But the original safety management certificate ship is kept in ship and the copy is kept in head office of company.

- 4) 선장은 적합증서 및 안전경영증서 사본을 게시하여야 한다

Master shall post copy of document of compliance, safety management certificate and management system approval certificate.

5.1.2 관리 Management

- 1) 훼손 또는 분실을 방지할 수 있도록 증서철에 보관한다.

The certificate should be kept in a certificate file to prevent damage or loss.

- 2) 각 부서장은 보관중인 증서의 '증서목록표 (KSF-PR02-22)'에 등록하여 관리한다.

Each leader of department should register the keeping certificate at 'Certificate List (KSF-PR02-22)'.

- 3) 부서장은 증서가 신환 또는 재 교부된 경우 '증서목록표 (KSF-PR02-22)'를 개정한다.

In case of the certificate is renewed or reissued, the leader of department should update the 'Certificate List (KSF-PR02-22)'.

- 4) 선장은 선박의 '증서목록표 (KSF-PR02-22)'를 매 3개월마다 공무팀장에게 발송한다.

Master sends the 'Certificate List (KSF-PR02-22)' of ship to MTT leader every 3 month.

- 5) 공무팀장은 선박에서 수신한 '증서목록표 (KSF-PR02-22)'를 검토하고 유효기간의 만료가 도래한 증서가 식별되면 담당 부서에 통보한다.

MTT leader should review the 'Certificate List (KSF-PR02-22)' that received from ship and notifies to charged department when identifies the valid date is coming up certificate.

- 6) 공무팀장은 매 분기 선급에서 발행되는 SURVEY STATUS를 검토하고 선박에 송부 한다.

MTT leader should review the class survey status report every quarter and send it to vessel.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 5</p>	<p style="text-align: center;">증서 CERTIFICATE</p>	<p>PAGE 2 / 3</p>

5.1.3 구증서의 처리 Handling of Former Certificate

증서의 신환 또는 재 교부 시 구 증서를 다음과 같이 처리한다.

When the certificate is renewed or reissued, handle the former certificate same as follows.

- 1) 구 증서 반납을 요구하는 경우 관계 기관에 반납한다.

In case of the former certificate's return is required, return it to concerned party.

- 2) 구 증서 반납요구가 없는 경우 '구증서' 표시를 한 후 신환 또는 재 교부 된 증서와 함께 1년간 보관 후 폐기한다.

In case that the former certificate's return is not required, indicate the 'former certificate' and keep it with a new certificate during 1 year and remove it.

5.1.4 증서의 송부 Certificate Dispatch

증서의 송부 시 '문서수발전 (KSF-PR02-20)'과 함께 송부하여 추적 관리될 수 있도록 한다.

When dispatch the certificate, it should be sent with 'Document Dispatch and Receipt List (KSF-PR02-20)' for tracking.

5.1.5 선박증서 관리상 유의사항 Caution for Ship's Certificate Control

- 1) 선장은 다음 사항을 특별히 유의하여 제 증서의 원본을 관리해야 한다.

Master shall pay underwritten special cautions to control ship's certificate.

- A) 임시증서도 원 증서와 동일수준으로 취급 관리한다.

Temporary certificate is controlled and treated like the original.

- B) 제 증서의 외부 반출 시 (특히 대리점) 증서의 반환 유무를 반드시 확인하여야 한다.

When take out the original certificate to outside (especially local agent), master shall confirm to receive certainly.

- C) 관계기관(선급, 항만국, 기국정부, P&I 등)의 검사 후에는 검사보고서를 필히 수령한다.

After inspecting of related authorities (class, port state, flag state, P&I), the inspection report must be received.

- D) 자차수정, 각종 설비 및 기기의 증서도 증서철에 동일 요령으로 관리한다.

Master control the other certificate such as deviation curve and equipments certificate, and control same as above method by certificate file.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 5</p>	<p style="text-align: center;">증서 CERTIFICATE</p>	<p>PAGE 3 / 3</p>

E) 선장은 제 증서의 분실 또는 손상이 운항에 지장을 초래할 수 있음을 염두에 두어야 한다.

Master shall remind that certificate's loss or damage can bring inconvenience of vessel's operation.

F) 제 증서가 분실, 손상 및 기재에 변경이 생긴 경우 선장은 지체 없이 공무팀장에게 연락하여 재발급을 신청해야 한다.

When certificate is missed, damaged or any change is occurred, master shall notify this to MTT leader immediately and request the issuing of new certificate.

2) 공무팀장은 다음사항을 특별히 유의하여 증서를 관리한다.

MTT leader shall pay underwritten special cautions to control certificate.

A) 임시증서도 원 증서와 동일 수준으로 취급 관리한다.

Temporary certificate is controlled and treated like the original

B) 증서의 발행 또는 재발행시 기입사항을 확인하여 이상이 없음을 확인한다.

When issuing or reissuing the certificate, the MTT leader shall confirm the entry items and no incorrect items.

C) 요청 받은 증서 개서 또는 재발급 신청은 즉시 조치하고 공급한다.

Take an immediately action for requested issuing or reissuing certificate.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 6</p>	<p style="text-align: center;">일반 공문서 GENERAL OFFICIAL DOCUMENT</p>	<p>PAGE 1 / 5</p>

6.1 작성 Preparation

6.1.1 작성 원칙 Principle of Preparation

- 1) 작성자는 작성에 앞서 해당 건에 관련된 문제를 파악하고 관계 규정을 확인 하여야 한다.

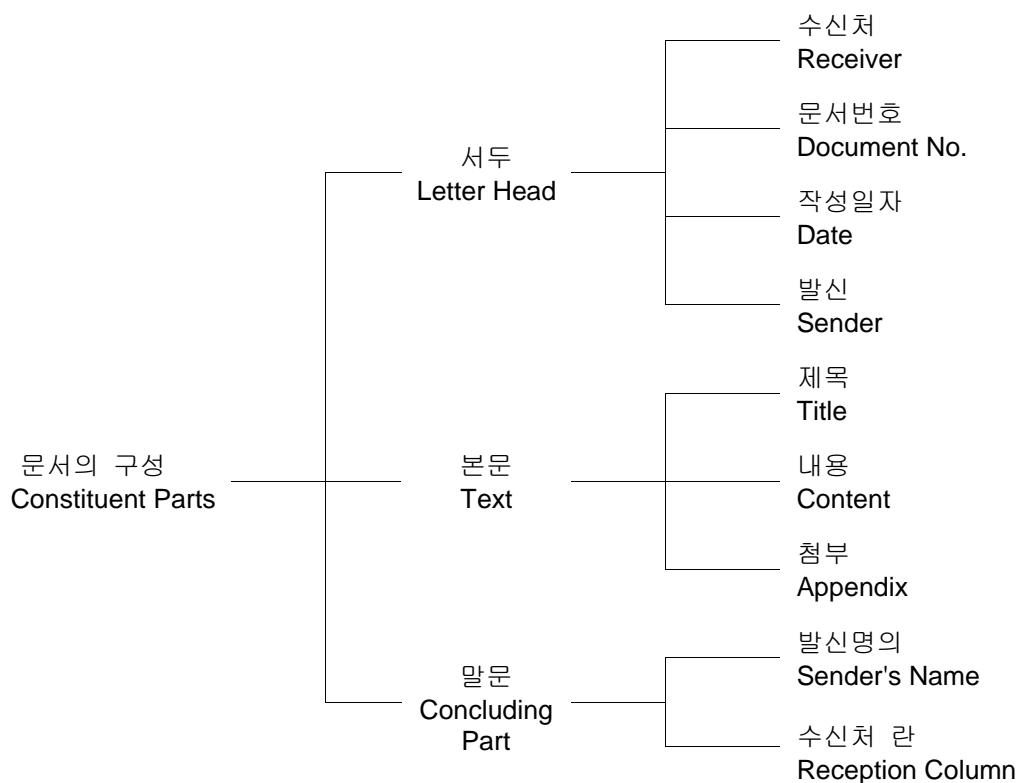
The preparation person should understand the points of related case and confirm the related regulation before preparation document.

- 2) 작성의 목적과 필요성을 파악하고 자료를 수집, 분석하며 필요한 경우에는 회의 등을 통하여 의견을 청취한다.

The above person is to gather and analyze various materials adequate to the purpose of preparing the document in question, and may rely on opinions from meeting if necessary.

- 3) 문서는 '서두', '본문', '말문'으로 구성한다.

Document is composed of 'Letter Head', 'Text', and 'Concluding Part'.



6.1.2 서문 Letter Head

- 1) 수신처

Receiving Office

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 6</p>	<p style="text-align: center;">일반 공문서 GENERAL OFFICIAL DOCUMENT</p>	<p>PAGE 2 / 5</p>

A) 수신처의 표시는 수신, 참조를 구분하여 기재한다.

Enter 'Receiver' and 'Reference' respectively.

B) 수신에는 수신처 명 또는 수신처장의 직명만을 쓴다.

Enter the name of receiving office or the official title of the head in the receiving office at receiver column.

C) 참조에는 문서를 직접 처리해야 할 부서장의 직명만을 쓴다.

Enter the official title of the department manager who shall deal with the document in question at reference column.

D) 수신부서가 2개 이상일 때에는 수신에 '수신처 참조'라 쓰고 각각의 수신처는 말문 아래에 수신처 명을 기입한다.

In case of receiving offices are more the 2 places, Enter 'See the Reception Column' at receiver column, and enter each name of receiving office below the concluding part.

2) 문서번호

Document No.

A) 문서번호는 아래와 같이 부여한다

The number of document is provided same as follows.

			-			-			
①				②			③		

B) ①에는 문서를 작성한 부서의 약어를 기입한다

The abbreviation of document preparation department is provided at ①.

C) ② 에는 서기 연호의 끝 2자리를 기재한다.

The two end numbers of the year is provided at ②.

D) ③에는 일련번호(3자리)를 부여한다.

The serial number is provided at ③ using 3 Arabic numerals.

E) 견적서 및 일상적인 팩스 등에 대한 문서번호 부여는 생략할 수 있다.

Document number of estimate sheet, usual fax and etc. can be omitted.

3) 당해 문서가 작성된 일자를 쓴다.

Enter the date of preparing the document in question.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 6</p>	<p style="text-align: center;">일반 공문서 GENERAL OFFICIAL DOCUMENT</p>	<p>PAGE 3 / 5</p>

4) 발신자는 하기와 같이 기재한다.

Sender is entered same as follower.

A) 대내문서의 경우 발신 부서명을 기재한다.

In case of the Internal Document, enter the name of document sending department.

B) 대외문서의 경우 회사명, 주소, 전화번호를 기재한다.

In case of outgoing (or external) document, enter the name, address, and telephone number of company.

6.1.3 본문 Text

1) 제목은 그 문서의 내용을 함축하여 나타내는 문구로서 문서의 내용을 쉽게 알 수 있도록 쉬운 말로 표시한다.

The title of document is expressed in such an easy and clear manner as to convey the points of contents in the document.

2) 문서의 내용에는 표현하고자 하는 말을 쉬운 말로 간략하게 작성하고, 성질을 달리하는 내용을 같은 문서로 작성하여서는 안 된다.

The contents of document should be written in a clear and brief word, and contents of different nature shall not be included in the same document.

3) 문서에 첨부이 있을 경우에는 본문이 끝난 1 ~ 2줄 아래 줄에 첨부표시를 한다.

In case of having any accompanying paper, it can be marked below one or two lines of the text.

6.1.4 말문 Concluding Part

1) 문서에 기재하는 발신명의로는 다음에 따른다.

The sender's name of document is same as follows:

A) 업무연락 등 부서간의 협조를 구하거나 전달 사항과 같은 사내문서는 부서장 명의로 발송한다.

The internal document such as interdepartmental cooperation message or notification should be send under the name of leader of department.

B) 지시, 명령, 규정 등 사장이 결재하는 사내문서는 사장 명의로 발송한다.

The president approve internal document such as any instruction, order, and regulation should be send under the name of a president.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 6</p>	<p style="text-align: center;">일반 공문서 GENERAL OFFICIAL DOCUMENT</p>	<p>PAGE 4 / 5</p>

C) 대외 발송 문서는 사장의 명의로 발송한다.

Outgoing (or external) document should be send under the name of a president.

2) 수신기관이 2개 이상일 경우에는 맨 아랫줄에 '수신처'라고 쓴 후 수신처 명을 적는다.

In case of receiving offices (departments) are more the 2 places, enter 'receiver' at the bottom line and then enter the name of receivers.

6.1.5 서식 Forms

1) 사내문서는 '업무연락 (KSF-PR02-03)'을 사용하여 작성한다.

Internal document should be prepared using 'Official Notice (KSF-PR02-03)'.

2) 대외 발송문서는 '공문서식 (KSF-PR02-23)'을 사용하여 작성한다.

External document should be prepared using 'Official Letter (KSF-PR02-23)'.

3) 단, 외부업체 또는 기관에서 작성되어 제공되는 서식이 있을 경우 이를 사용할 수 있다.

But, in case of the external form, which is provided from external association or party is exist, it may be used.

6.1.6 검토 및 승인 Review and Approval

1) 전결권자는 아래 사항을 검토한다.

The arbitrarily decide person review the followings.

A) 법령, 규정 또는 지시사항 등에 위배 여부

Whether the document is complied with the rules and regulations, or instructions

B) 관련 부서와 협의 되었는지 여부

Whether the document is discussed with related department

C) 기타 문서의 적절성

Other appropriateness of document

2) 전결권자는 상기 사항을 검토 후 승인한다.

The arbitrarily decide person approve after review above matters.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 6</p>	<p style="text-align: center;">일반 공문서 GENERAL OFFICIAL DOCUMENT</p>	<p>PAGE 5 / 5</p>

6.2 일반 공문서의 관리 General Official Document Management

6.2.1 보관 Keeping

- 1) 일반 공문서는 ‘기록관리절차’에 의거하여 보관한다.

Documents shall be kept in accordance with ‘Record Control Procedure’.

- 2) 특별히 회사의 경영전략, 회계자료 및 기타 기밀문서 등은 해당 관리책임자의 책임하에 훼손, 분실 및 무단유출이 없도록 보관 되어야 한다.

Especially, the documents related to management strategy, accounting or other confidential document should be kept without any damage, loss and unauthorized taking under full responsibility of concerned document's control charged person.

6.2.2 문서의 폐기 Disposal of Documents

특별히 규정된 경우를 제외하고는 각 부서장의 책임하에 아래와 같이 폐기한다.

Except as specifically otherwise provided, documents are to be disposed of or treated, on the responsibility of department manager, as follows:

- 1) 일반적인 문서는 이면지 활용 등의 방법으로 폐기한다. 활용되는 이면지는 도장으로 표시하여야 한다.

General documents can be reused by means of utilizing the back of document. In this case, mark a stamp on it.

- 2) 법적 또는 지식보존의 목적으로 계속 보유코자 할 경우 ‘참고용’ 등의 표시를 한 후 보유한다.

In case of continuing to keep documents for a legal reason or for knowledge retention, they shall be marked as ‘For Reference’.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 7</p>	<p style="text-align: center;">문서 수발신 DOCUMENT DISPATCH AND RECEIPT</p>	<p>PAGE 1 / 4</p>

7.1 일반 사항 General

7.1.1 문서 수발 담당 부서 Responsible Department of Document Dispatch and Receipt

- 1) DP 및 선장은 문서 관리 및 수발신 업무를 위해 문서담당자를 지정할 수 있다.

DP and master can assign person in charge of document for document control and dispatch and receipt of document.

- 2) 이 절차서는 우편, 팩스 또는 전자 메일을 통한 모든 문서의 수/발신 업무에 적용한다.

This Procedure shall be applied to dispatch & receipt of all documents through post, fax, or electric mail.

- 3) 시스템 문서의 발송 업무는 안전품질팀에서 담당한다.

SQT takes a charge of the system document dispatching duty.

- 4) 육상 각 부서에서 사내 또는 사외 문서 발송 업무는 각 부서에서 자체적으로 담당한다.

Each shore departments take a charge of the internal or external document dispatching duty of own department.

- 5) 단, 육상 부서와 선박간 문서의 수발 업무 및 사외 문서 수신업무는 해무팀에서 담당한다.

But, HRT takes a charge of the document dispatching and receiving duty between shore departments and ships and external document receiving duty.

- 6) 선박에서 사내 또는 사외로 발송하는 문서의 수발 업무는 선장이 지정한 문서담당자가 담당한다.

Person in charge of document of vessel who is assigned by master takes a charge of the document dispatching and receiving duty of ship.

7.1.2 문서의 발송 승인 Approval of Document Dispatching

- 1) 회사에서 대외로 발송하는 문서는 전결권자의 승인을 받은 후 발송한다.

The document dispatching from the company shall be approved and dispatched by Arbitrarily Decide Person.

- 2) 단, 위임 받은 업무의 경우에는 위임 받은 자의 명의로 발송할 수 있다.

But, in case of authorized job, authorized person can dispatch it in the name of authorized person.

- 3) 선박에서 대외로 발송하는 모든 문서는 선장의 승인을 받은 후 선장의 명의로 발송한다.

All documents dispatching from the vessel shall be dispatched in the name of master after obtain the master's approval.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 0</p>
<p>Ch. 7</p>	<p style="text-align: center;">문서 수발신 DOCUMENT DISPATCH AND RECEIPT</p>	<p>PAGE 2 / 4</p>

7.2 시스템 문서의 배부

시스템 문서의 배부 업무에 관한 절차는 본 절차서 '3.8 문서의 등록 및 배부'에 따른다.

The dispatching of system documents refer to '3.8 Registration and Distribution of Document'.

7.3 일반 문서의 발신 General Document Dispatch

7.3.1 팩스 또는 우편에 의한 발신 Dispatch By Fax or Post

- 1) 사내문서는 '업무연락 (KSF-PR02-03)'을 사용하여 작성한다.

Internal document should be prepared using 'Official Notice (KSF-PR02-03)'.

- 2) 대외 발송문서는 '공문서식 (KSF-PR02-23)'을 사용하여 작성한다.

External document should be prepared using 'Official Letter (KSF-PR02-23)'.

- 3) 단, 외부업체 또는 기관에서 작성되어 제공되는 서식이 있을 경우 이를 사용할 수 있다.

But, in case of the external form, which is provided from external association or party is exist, it may be used.

- 4) 수신자 및 발신자를 명확히 표기한다.

Receiver and Sender shall be stated clearly.

- 5) 발송할 문서를 '문서발송대장 (KSF-PR02-24)'에 등재한다.

Register the dispatching document in 'Document Dispatch List (KSF-PR02-24)'.

- 6) 자료 또는 다른 문서를 첨부 할 경우 첨부내용을 표기한다.

In case to attach data or other documents, shall state description of them.

- 7) 문서를 발송한 자는 수신자가 이상 없이 문서를 수령하였음을 확인 후 '문서발송대장 (KSF-PR02-24)'의 비고란에 '수신 확인'이라고 기입한다.

Person who send the document, confirm receiver receives the document without anything wrong then record 'Confirm Receiving' at the remark column of 'Document Dispatch List (KSF-PR02-24)'.

7.3.2 전자메일에 의한 발신 Dispatch by E-mail

- 1) 전자메일의 메일작성(편지쓰기) 난에 수신자 및 발신자를 명확히 표기한다.

State clearly receiver and sender on mail writing section of E-mail.

- 2) 발송할 문서를 '문서발송대장 (KSF-PR02-24)'에 등재한다.

Register the dispatching document in 'Document Dispatch List (KSF-PR02-24)'.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
Ch. 7	<p style="text-align: center;">문서 수발신 DOCUMENT DISPATCH AND RECEIPT</p>	PAGE 3 / 4

- 3) 자료 또는 다른 문서를 첨부 할 경우 첨부내용 및 해당문서의 문서번호를 표기한다.

In case to attach data or other documents, shall state description of them and document number of relevant documents.

- 4) 전자메일이 본문 없이 첨부파일 송부용으로만 사용될 경우 별도의 문서번호를 부여하지 않고 첨부파일의 문서번호를 명시한다.

In case of electric-mail is used only for dispatch of attached files without text, shall state document number of attached files not to give extra document number.

- 5) 문서를 발송한 자는 수신자가 이상 없이 문서를 수령하였음을 확인 후 '문서발송대장 (KSF-PR02-24)'의 비고란에 '수신 확인'이라고 기입한다.

Person who send the document, confirm receiver receives the document without anything wrong then record 'Confirm Receiving' at the remark column of 'Document Dispatch List (KSF-PR02-24)'.

7.3.3 육상과 선박간 문서 발송 Document Dispatching Between Shore and Ship

- 1) 육상에서 선박으로 발송할 문서가 있을 경우 각 육상 부서장은 이를 해무팀장에게 전달한다.

In case of dispatch the document to ship from shore, the leader of each shore department should deliver it to HRT leader.

- 2)선박에서 육상부서로 발송할 문서가 있을 경우 이를 선장에게 전달한다.

In case of dispatch the document to shore office from ship, deliver it to master.

- 3) 선장 및 해무팀장은 발송할 문서를 확인 후 발송할 문서에 대한 '문서수발전 (KSF-PR02-20)'을 2부(회송용, 보관용)작성한다.

Master and HRT leader should confirm the dispatching document and prepare 2 copies (for return, for keeping) of 'Document Dispatch and Receipt List (KSF-PR02-20)' for dispatching document.

- 4) 문서의 발송 시 작성한 '문서수발전 (KSF-PR02-20)'을 동봉하여 발송한다.

Enclose the 'Document Dispatch and Receipt List (KSF-PR02-20)' when dispatch the document.

- 5) 선장 및 해무팀장은 발송한 문서에 대한 회송용 '문서수발전 (KSF-PR02-20)'을 수령하여 발송한 문서를 이상 없이 수신하였음을 확인한다.

Master and HRT leader should receive 'Document Dispatch & Receipt List (KSF-PR02-20)' for return and confirm the document is received without anything wrong.

	<p>문서 및 기록 관리</p> <p>DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 0</p>
<p>Ch. 7</p>	<p>문서 수발신</p> <p>DOCUMENT DISPATCH AND RECEIPT</p>	<p>PAGE 4 / 4</p>

7.4 문서의 수신 Receipt of Document

7.4.1 우편 또는 팩스로 수신된 문서 Document Received by Post or Fax

- 1) 선장 및 해무팀장은 우편 또는 팩스로 수신한 문서는 문서담당자가 업무별로 분류하여 조직 및 업무분장에 따라 배부하여야 할 팀 또는 직원에게 배부한다.

Master and HRT leader shall classify the documents received by post or fax by jobs, and distribute them to relevant team or member of his team according to work responsibility schedule

- 2) 접수된 문서가 2개 이상의 팀에 관련되었을 경우, 문서의 내용과 관련이 많은 팀을 주관팀으로 결정하고 주관 팀에 문서의 원본을 송부하며, 필요 시 관련 팀에는 사본을 배부할 수 있다.

If a received document is involved with 2 or more dept, priority of the direct job concerned team will be the managing team and the original document shall be sent to the very team so that they can pass all information as necessary to next team involved with similar job.

- 3) '문서수발전 (KSF-PR02-20)'이 동봉된 문서를 수령하였을 경우 수령자는 수령일자 및 수령자 서명 등을 기재하여 발송한 부서로 회송용 '문서수발전 (KSF-PR02-20)'을 발송하여야 한다.

In case of the 'Document Dispatch and Receipt List (KSF-PR02-20)' is enclosed in the document, the receiver should send 'Document Dispatch and Receipt List (KSF-PR02-20)' for return with enter the documents receiving date and signature of receiver to dispatching department.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 8</p>	<p style="text-align: center;">기록 관리 RECORD CONTROL</p>	<p>PAGE 1 / 4</p>

8.1 식별 및 수집 Identification and Collection

8.1.1 식별 Identification

각 부서장은 객관적인 증거로서 유지가 필요한 기록을 아래사항을 참조하여 식별한다.

The leader of each department should identify needed record as the objective evidence refer to followings.

1) ‘파일 목록표 (KSF-PR02-25)’

‘File Control List (KSF-PR02-25)’

2) 강제법규, 규칙 등에 의해 강제적으로 유지하여야 할 기록

The record should be retained in accordance with mandatory rules and regulations.

3) 회사 내부의 필요성 등

The record identified by the necessity of company or department.

8.1.2 수집 Collection

1) 식별된 기록에 대해서는 8.2항에 따라 분류 번호를 부여한다.

The identified record should be provided classification number according to the clause 8.2.

2) 수집된 기록은 파일링 하고 파일 명을 ‘파일 목록표 (KSF-PR02-25)’에 등재하여 관리한다.

File the collected record and register the name of file at ‘File Control List (KSF-PR02-25)’ for control.

8.2 작성, 색인 및 파일링 Preparation, Indexing and Filing

8.2.1 작성 Preparation

1) 해당 업무를 수행한 자가 업무수행의 결과를 정확하고 알기 쉽게 기록한다.

The person who performs a work should record the result of job exactly and easily to read.

2) 기록의 수정은 원칙적으로 불가하지만 작성 당시 오자부분에 한해 작성자가 수정할 경우 수정 부분에 작성자가 서명/날인한다.

In principle, a record should not amend but the writer can amend only misspelling and he should give a signature on the amended clause.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 8</p>	<p style="text-align: center;">기록 관리 RECORD CONTROL</p>	<p>PAGE 2 / 4</p>

8.2.2 색인 Indexing

- 1) 쉽게 검색할 수 있도록 기록에 파일 번호를 부여하여야 한다.

Record should be provided file number for easily reference.

- 2) 파일 번호는 보관 부서별로 업무 종류에 따라 부여한다.

File number should be provided by keeping department's type of work.

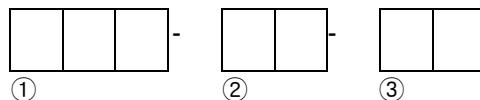
- 3) 중요하거나 불규칙적으로 수집되는 기록은 해당 파일에 '색인표 (KSF-PR02-26)'를 부착하여 기록할 수 있다.

'Index (KSF-PR02-26)' may be attached & recorded at concerned file which is important or corrected irregularly.

8.2.3 파일링 Filing

- 1) 각 부서장은 기록을 쉽게 검색할 수 있도록 파일에 하기와 같이 분류 번호를 부여한다.

The leader of each department should provide file number for easily reference same as follows.



- A) ①에는 기록을 관리하는 부서의 약어를 기입한다

The abbreviation of record's controlling department is provided at ①.

- B) ②에는 기록 보관함 번호를 아라비아 숫자 또는 알파벳을 1자리 또는 2자리로 표기한다.

The record keeping place is provided at ② using 1 or 2 Arabic numerals or Alphabet letter.

- C) ③에는 일련번호(2자리)를 부여한다.

The serial number is provided at ③ using 2 Arabic numerals.

- 2) 완결된 기록을 보관할 때는 파일을 사용한다.

Use a file, when storage a completed record.

- 3) 파일의 표면에 발생 년도, 보존기간, 분류번호, 제목, 부서명 등을 기입한다.

Fill the produced year, classification number, title, name of department and etc. on the surface of the file.

- 4) 상호 관련된 기록은 사후 업무추적이 용이하도록 한 파일에 파일링 할 수 있다.

The interrelated records can be filed at one file for easily tracking.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 8</p>	<p style="text-align: center;">기록 관리 RECORD CONTROL</p>	<p>PAGE 3 / 4</p>

- 5) 하나의 파일에 보관하는 기록의 양이 과도하지 않도록 하고 동일한 파일이 2개 이상 생성되는 경우 파일에 일련번호를 적용한다.

The quantity of a record in a file should be controlled not to exceed and if a same file is produced more than 2 pieces, serial number should be provided at files.

- 6) 기밀문서, 도표, 별지 등과 같이 성질상 합하여 파일링 할 수 없는 자료는 별도의 보관함에 보관할 수 있다.

The data which cannot put together due to its character such as secret document, table, and attachment can store in a separate cabinet.

8.2 보관 및 열람 Keeping and Access

8.2.1 보관 Keeping

각 부서장은 부서내의 기록을 아래와 같이 보관한다.

The leader of each team shall keep the record same as follows.

- 1) 기록은 훼손 또는 분실을 방지할 수 있는 적절한 장소에 보관한다.

The record should be kept in a proper place where can prevent damage or loss.

- 2) 기록은 보관 중 활용 및 열람이 용이하도록 하고 무단유출이 없도록 관리해야 한다

The record should control accessing and using easily and preventing unauthorized leaking during keeping.

- 3) 보관기간은 해당 기록이 발생한 당해 연도의 12월말까지이나 기록의 분량 및 중요도 등에 따라 단축 또는 연장 보관할 수 있다.

The keeping period is the end of Dec, of the record is produced year, but it can be kept with shortening or extending as per quantity and importance of records.

8.2.2 열람 Access

- 1) 대외비의 경우, 해당 관리책임자의 허가를 득한 후 열람한다.

If the record is confidential, access should be allowed after obtain responsible person's permission.

- 2) 기록 보관함에 부서명 (혹은 동등한 방법)을 부착하거나 또는 파일의 색깔을 달리함으로써 열람을 용이하게 한다.

Sticking the department name (or equivalent method) on record storage or using a different color file for easily access.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 0</p>
<p>Ch. 8</p>	<p style="text-align: center;">기록 관리 RECORD CONTROL</p>	<p>PAGE 4 / 4</p>

8.3 이관 및 폐기 Transfer and Removal

8.3.1 이관 Transfer

- 1) 각 부서장은 부서의 관리하는 기록 중 보관기간이 만료 또는 보관기간이 경과하지 않았으나 보관장소에 계속하여 비치하는 것이 불합리할 경우 해당 기록을 정해진 장소로 이관할 수 있다.

In case of the keeping period of record is exceeded or the keeping period of record is not exceed, but keeping it in proper place is not suitable, the leader of each department can transfer the record which is under the control of department in assigned place

- 2) 정해진 이관 장소는 기록의 훼손 또는 분실을 방지할 수 있는 장소로 한다.

The assigned keeping place should be the place where can prevent damage or loss of record.

8.3.1 보존 및 폐기 Preservation and Removal

- 1) 보존중인 기록은 활용 및 열람이 용이하고 무단유출이 없도록 관리해야 한다.

The preservation records should control accessing and using easily and preventing unauthorized leaking during keeping.

- 2) 보존 중 훼손 또는 분실이 없도록 기록의 보존상태를 점검, 확인하고 지정된 보존기간이 지나면 폐기한다.

The preservation condition should be checked to damage or loss of record during preservation period and records are removed when the preservation period is exceeded.

- 3) 기록의 보존 기간은 'APP-1 기록 보존 기간'를 참조하여 책정한다.

The record keeping period should be set refer to 'APP-1 Record Keeping Period'.

- 4) 기록을 전자 저장매체에 보관하고자 할 경우 저장매체상에 아래의 사항을 명시 한다.

In case of preserve the record at electronic storage medium, underwritten items should be written on the storage medium

A) 부서명

Department name

B) 분류번호 및 파일명

Classification number and name of file

C) 기록 년도 및 보존기간

Produced year and keeping period

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 2</p>
<p>APP. 2</p>	<p style="text-align: center;">기록 송부 목록 (선박-육상) RECORD SUBMISSION LIST (SHIP-SHORE)</p>	<p>PAGE 1 / 8</p>

번호 No.	서식 번호 Form No.	발생 시 A Time 기록 명 Kind of Record	수신 부서 Receiving Team
1	KSF-PR02-03	업무연락 OFFICIAL NOTICE	Related Team
2	KSF-PR18-01	부적합보고서 NON-CONFORMITY REPORT	Related Team
3	KSF-PR02-20	문서수발전 DOCUMENT DISPATCH & RECEIPT LIST	HRT
4	KSF-PR04-17	하선 신청서 DISEMBARKATION REQUEST	HRT
5	KSF-PR04-18	계승 신청서 BOARDING PERIOD EXTENSION REQUISITION	HRT
6	KSF-PR04-19	의료 보고서 MEDICAL REPORT	HRT
7	KSF-PR04-20	진술서 STATEMENT	HRT
8	KSF-PR04-21	선내 징계 위원회 회의록 SHIPBOARD DISCIPLINARY COMMITTEE MINUTES	HRT
9	KSF-PR04-24	선원 자격 점검표 CREW CERTIFICATION CHECKLIST	HRT
10	KSF-PR04-27	선장 인수 인계서 MASTER'S HAND-OVER REPORT	HRT
11	KSF-PR04-28	기관장 인수인계서 CHIEF ENGINEER'S HAND-OVER REPORT	HRT
12	KSF-PR04-29	동승근무 요청서 REQUEST OF OVERLAP	HRT
13	KSF-PR04-31	진급 추천서 RECOMMENDATION OF PROMOTION	HRT
14	KSF-PR04-41	해상직원 교육 훈련 기록부 CREW EDUCATION AND TRAINING RECORD BOOK	HRT
15	KSF-PR04-54	해상직원 업무 수행 능력 평가서 CREW JOB PERFORMANCE APPRAISAL REPORT	HRT
16	KSF-PR04-55	실습항해사 평가서 APPRAISAL RECORD FOR APPRENTICE OFFICER	HRT
17	KSF-PR04-56	실습기관사 평가서 APPRAISAL RECORD FOR APPRENTICE ENGINEER	HRT
18	KSF-PR04-58	선내불만 처리 보고서 REPORT OF ON-BOARD COMPLAINT	HRT
19	KSF-PR04-60	선장 승선 업무 평가서 MASTER'S BOARDING PERFORMANCE APPRAISAL REPORT	HRT
20	KSF-PR04-61	기관장 승선 업무 평가서 C/E'S BOARDING PERFORMANCE APPRAISAL REPORT	HRT

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 2</p>
APP. 2	<p style="text-align: center;">기록 송부 목록 (선박-육상) RECORD SUBMISSION LIST (SHIP-SHORE)</p>	<p>PAGE 2 / 8</p>

번호 No.	서식 번호 Form No.	발생 시 A Time 기록 명 Kind of Record	수신 부서 Receiving Team
21	KSF-PR04-65	승선 중 적재 화물 목록표 CARGO EXPERIENCE LIST FOR CREW	HRT
22	KSF-PR10-02	상해보고서 INJURY REPORT	HRT
23	KSF-PR13-14	마약 및 알코올 규정 준수 서약서 OATH LETTER OF DRUG AND ALCOHOL POLICY	HRT
24	KSF-PR01-02	선장 검토 보고서 MASTER'S REVIEW REPORT	SQT
25	KSF-PR01-06	제안서 PROPOSAL LETTER	SQT
26	KSF-PR02-04	항만 사정 보고서 PORT INFORMATION REPORT	SQT
27	KSF-PR02-18	시스템 문서 수신 확인서 SYSTEM DOCUMENT RECEIPT ONFORMATION	SQT
28	KSF-PR02-19	시스템 문서 숙지 확인서 SYSTEM DOCUMENT FAMILIARIZATION CONFIRMATION	SQT
29	KSF-PR10-01	사고보고서 ACCIDENT REPORT	SQT
30	KSF-PR15-23	해난 사고 보고서 NOTE OF PROTEST	SQT
31	KSF-PR15-24	사고 전말서 STATEMENT OF FACT	SQT
32	KSF-PR18-22	임시 선박 SHEQ 위원회 회의록 OCCASIONAL SHIPBOARD SHEQ MEETING MINUTES	SQT
33	KSF-PR05-04	중요설비 작업 지연 보고서 CRITICAL EQUIPMENTS MAINTENANCE DELAY REPORT	MTT
34	KSF-PR05-10	입거 수리 신청서 DOCKING INDENT	MTT
35	KSF-PR05-11	입거전 점검표 DOCK-IN CHECKLIST	MTT
36	KSF-PR05-13	출거전 점검표 DOCK-OUT CHECKLIST	MTT
37	KSF-PR05-14	중대설비 작업 허가서 CRITICAL EQUIPMENTS MAINTENANCE PERMISSION	MTT
38	KSF-PR05-18	정비보고서 JOB REPORT	MTT
39	KSF-PR06-02	기부속 청구서 SPARE PART REQUISITION	MTT
40	KSF-PR06-04	일반 선용품 청구서 SHIP'S STORE REQUISITION	MTT

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 2</p>
<p>APP. 2</p>	<p style="text-align: center;">기록 송부 목록 (선박-육상) RECORD SUBMISSION LIST (SHIP-SHORE)</p>	<p>PAGE 3 / 8</p>

번호 No.	서식 번호 Form No.	발생 시 A Time 기록 명 Kind of Record	수신 부서 Receiving Team
41	KSF-PR06-08	유류 청구/발주서 REQUEST/ORDER OF BUNKER	MTT
42	KSF-PR06-11	검수 보고서 TALLY REPORT	MTT
43	KSF-PR12-51	OIL ANALYSIS REQUISITION	MTT
44	KSF-PR13-01	화기작업허가서 HOT WORK PERMIT	MTT
45	KSF-PR13-02	밀폐구역 출입허가서 ENCLOSED SPACE ENTRY PERMIT	MTT
46	KSF-PR16-02	기관장 확인검사 보고서 CHIEF ENGINEER SURVEY CHECK REPORT	MTT
47	KSF-PR17-07	선박 인수 점검표 (선기장) CHECKLIST OF SHIP DELIVERY (FOR MASTER & C/E)	MTT
48	KSF-PR07-06	선박 대리점 평가서 SHIPPING AGENCY APPRAISAL	BOT
49	KSF-PR09-01	하역작업 계획서 STOWAGE PLAN	BOT
50	KSF-PR09-16	LOP SHIP-SHORE FIGURE	BOT
51	KSF-PR09-17	LOP RESTRICTED PRESSURE	BOT
52	KSF-PR09-18	LOP CARGO QUANTITY DISCREPANCY	BOT
53	KSF-PR09-19	LOP SLOW DISCHARGING	BOT
54	KSF-PR09-20	DEAD FREIGHT CLAIM	BOT
55	KSF-PR09-21	STATEMENT OF FACT	BOT
56	KSF-PR09-22	NOTICE OF READINESS	BOT
57	KSF-PR09-23	DRY EMPTY CERTIFICATE	BOT
58	KSF-PR09-24	ULLAGE REPORT	BOT
59	KSF-PR09-25	TIME SHEET	BOT
60			

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 2</p>
APP. 2	<p style="text-align: center;">기록 송부 목록 (선박-육상) RECORD SUBMISSION LIST (SHIP-SHORE)</p>	<p>PAGE 4 / 8</p>

매 월 Monthly			
번호 No.	서식 번호 Form No.	기록 명 Kind of Record	수신 부서 Receiving Team
1	KSF-PR04-62	근로, 휴식시간 기록부 WORK & REST HOURS RECORD	HRT
2	KSF-PR04-63	근로, 휴식 및 시간외 근로시간 기록 장부 DOCUMENT OF RECORDS OF WORK, REST AND OVERTIME HOURS	HRT
3	KSF-PR04-64	DEVIATION LOG	HRT
4	KSF-PR10-06	선원상해요약보고서 SUMMARY OF CREW INJURY REPORT	HRT
5	KSF-PR10-08	계약자 상해요약보고서 SUMMARY OF CONTRACTOR INJURY REPORT	HRT
6	KSF-PR13-19	마약 및 알코올 검사 기록부 DRUG & ALCOHOL TEST RECORD	HRT
7	KSF-PR13-20	주유 보관 통제 점검표 ALCOHOLIC BEVERAGE KEEPING CONTROL RECORD	HRT
8	KSF-PR06-05	의료/위생용품 목록 MEDICAL/MEDICINE LIST	SQT
9	KSF-PR10-03	NEAR-MISS, 불안전 행동 및 상태 보고서 NEAR-MISS, UNSAFE ACT & CONDITION REPORT	SQT
10	KSF-PR11-02	위험성 식별 보고서 RISK IDENTIFICATION REPORT	SQT
11	KSF-PR11-06	월별 안전 환경 관리 보고서 MONTHLY REPORT FOR SAFETY/ENVIRONMENTAL MANAGEMENT	SQT
12	KSF-PR13-23	안전사관 점검 보고서 SAFETY OFFICER'S INSPECTION REPORT	SQT
13	KSF-PR14-02	환경측면 식별 보고서 ENVIRONMENTAL ASPECT IDENTIFICATION REPORT	SQT
14	KSF-PR18-21	정기 선박 SHEQ 위원회 회의록 PERIODICAL SHIPBOARD SHEQ MEETING MINUTES	SQT
15	KSF-PR05-01	계획 정비 보고서 PMS JOB REPORT	MTT
16	KSF-PR05-02	선내 PMS 계획 및 결과 보고서 REPORT FOR SHIPBOARD PMS SCHEDULE & RESULTS	MTT
17	KSF-PR05-05	선내 정비 계획 및 결과 보고서 REPORT FOR SHIPBOARD MAINTENANCE SCHEDULE & RESULTS	MTT
18	KSF-PR05-20	예방정비계획서 PLANED MAINTENANCE SCHEDULE	MTT
19	KSF-PR06-12	R.O.B OIL AT THE END OF EVERY MONTH	MTT
20	KSF-PR06-13	TANK CLEANING DETERGENT & W.W.T KIT STOCK CONDITION	MTT

	<p>문서 및 기록 관리</p> <p>DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 2</p>
	<p>기록 송부 목록 (선박-육상)</p> <p>RECORD SUBMISSION LIST (SHIP-SHORE)</p>	<p>PAGE 5 / 8</p>
<p>APP. 2</p>		

매 월 Monthly			
번호 No.	서식 번호 Form No.	기록 명 Kind of Record	수신 부서 Receiving Team
21	KSF-PR08-39	AB LOG	MTT
22	KSF-PR12-22	SUBMARGED CARGO PUMPS PURGING RECORD	MTT
23	KSF-PR12-35	ENGINE COOLING WATER TREATMENT LOG	MTT
24	KSF-PR12-36	BOILER WATER TREATMENT LOG	MTT
25	KSF-PR12-42	ME PERFORMANCE REPORT	MTT
26	KSF-PR12-43	DE PERFORMANCE REPORT	MTT
27	KSF-PR12-44	AUX MACHINERY CONDITION DATA SHEET	MTT
28	KSF-PR02-22	증서목록표 CERTIFICATE LIST	MTT
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

	<p>문서 및 기록 관리</p> <p>DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 2</p>
	<p>기록 송부 목록 (선박-육상)</p> <p>RECORD SUBMISSION LIST (SHIP-SHORE)</p>	<p>PAGE 6 / 8</p>
<p>APP. 2</p>		

매 분기 Quarterly			
번호 No.	서식 번호 Form No.	기록 명 Kind of Record	수신 부서 Receiving Team
1	KSF-PR04-52	승무원 법정자격 및 교육 현황표 CREW QUALIFICATION AND TRAINING STATUS TABLE	HRT
2	KSF-PR08-33	항해 심사 점검표 NAVIGATION AUDIT CHECKLIST	SQT
3	KSF-PR06-01	INVENTORY LIST	MTT
4	KSF-PR12-38	ER QUARTERLY INSPECTION LOG	MTT
5	KSF-PR16-03	PSC CHECKLIST	MTT
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

	<p>문서 및 기록 관리</p> <p>DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 2</p>
	<p>기록 송부 목록 (선박-육상)</p> <p>RECORD SUBMISSION LIST (SHIP-SHORE)</p>	<p>PAGE 7 / 8</p>
<p>APP. 2</p>		

매 반기 Half Yearly			
번호 No.	서식 번호 Form No.	기록 명 Kind of Record	수신 부서 Receiving Team
1	KSF-PR12-24	HULL CHECKLIST	MTT
2	KSF-PR12-25	CARGO TANK CONDITION REPORT	MTT
3	KSF-PR12-27	SUS TANK CONDITION REPORT	MTT
4	KSF-PR12-39	ER HALF-YEARLY INSPECTION LOG	MTT
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

	<p>문서 및 기록 관리</p> <p>DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 2</p>
	<p>기록 송부 목록 (선박-육상)</p> <p>RECORD SUBMISSION LIST (SHIP-SHORE)</p>	<p>PAGE 8 / 8</p>
<p>APP. 2</p>		

매 년 Yearly			
번호 No.	서식 번호 Form No.	기록 명 Kind of Record	수신 부서 Receiving Team
1	KSF-PR18-23	부적합사항 관리대장 NON-CONFORMITY CONTROL LOG	SQT
2	KSF-PR15-26	년간 선내 훈련 계획실시일정표 ANNUAL PLAN FOR SHIPBOARD DRILL & TRAINING	SQT
3	KSF-PR05-16	선박 도면 목록표 LIST OF SHIP'S DRWINGS	MTT
4	KSF-PR12-15	CARGO EQUIPMENT ANNUAL CHECKLIST	MTT
5	KSF-PR12-26	OTHER TANK CONDITION REPORT	MTT
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 2</p>
APP. 3	<p style="text-align: center;">기록 송부 목록 (육상-선박) RECORD SUBMISSION LIST (SHORE-SHIP)</p>	<p>PAGE 1 / 3</p>

번호 No.	서식 번호 Form No.	기록 명 Kind of Record	담당 In Charge
1	KSF-PR02-03	업무연락 OFFICIAL NOTICE	Related Team
2	KSF-PR18-01	부적합보고서 NON-CONFORMITY REPORT	Related Team
3	KSF-PR02-20	문서수발전 DOCUMENT DISPATCH & RECEIPT LIST	HRT
4	KSF-PR04-23	선원 인사발령 / 교대통보 OFFICIAL ANNOUNCEMENT FOR CREW	HRT
5	KSF-PR04-24	선원 자격 점검표 CREW CERTIFICATION CHECKLIST	HRT
6	KSF-PR04-41	해상직원 교육 훈련 기록부 CREW EDUCATION AND TRAINING RECORD BOOK	HRT
7	KSF-PR01-07	제안 검토 보고서 PROPOSAL REVIEW REPORT	SQT
8	KSF-PR02-01	표준문서 관리대장 STANDARD DOCUMENT CONTROL LIST	SQT
9	KSF-PR02-05	사고속보 ACCIDENT PRESS	SQT
10	KSF-PR02-06	해사정보 MARINE INFORMATION	SQT
11	KSF-PR02-07	기관정보 TECHNICAL INFORMATION	MTT
12	KSF-PR02-08	항만정보 PORT INFORMATION	SQT
13	KSF-PR02-09	업무지시 OFFICIAL DIRECTION	SQT
14	KSF-PR02-10	심사, 검사 정보 AUDIT, INSPECTION INFORMATION	SQT
15	KSF-PR02-13	표준문서 MASTER LIST STANDARD DOCUMENT MASTER LIST	SQT
16	KSF-PR02-14	표준 서식 관리 대장 STANDARD FORM CONTROL LIST	SQT
17	KSF-PR02-18	시스템 문서 수신 확인서 SYSTEM DOCUMENT RECEIPT CONFORMATION	SQT
18	KSF-PR08-34	항해 심사 실시 통보서 NAVIGATIONAL AUDITING NOTICE	SQT
19	KSF-PR08-40	운항통제 보고서 NAVIGATION CONTROL REPORT	SQT
20	KSF-PR18-07	내부심사 실시 통보서 NOTICE OF INTERNAL AUDIT	SQT

	<p>문서 및 기록 관리</p> <p>DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 2</p>
	<p>기록 송부 목록 (육상-선박)</p> <p>RECORD SUBMISSION LIST (SHORE-SHIP)</p>	<p>PAGE 2 / 3</p>
<p>APP. 3</p>		

발생 시 A Time			
번호 No.	서식 번호 Form No.	기록 명 Kind of Record	담당 In Charge
21	KSF-PR18-22	임시 선박 SHEQ 위원회 회의록 OCCASIONAL SHIPBOARD SHEQ MEETING MINUTES	SQT
22	KSF-PR05-03	계획정비 미결 사항 목록표 LIST OF PMS OUTSTANDING ITEMS	MTT
23	KSF-PR05-14	중대설비 작업 허가서 CRITICAL EQUIPMENTS MAINTENANCE PERMISSION	MTT
24	KSF-PR05-15	중대설비 정비 위험성 평가서 RISKASSESSMENT SHEET FOR CRITICAL EQUIPMENT MAINTENANCE	MTT
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 2</p>
<p>APP. 3</p>	<p style="text-align: center;">기록 송부 목록 (육상-선박) RECORD SUBMISSION LIST (SHORE-SHIP)</p>	<p>PAGE 3 / 3</p>

매월 Monthly			
번호 No.	서식 번호 Form No.	기록 명 Kind of Record	담당 In Charge
1	KSF-PR13-18	마약 및 알코올 검사 통보서 DRUG & ALCOHOL TEST NOTIFICATION	HRT
2	KSF-PR10-05	NEAR-MISS, 불안전 행동 및 상태 분석 기록부 NEAR-MISS, UNSAFE ACT AND CONDITION ANALYSIS RECORD	SQT
3	KSF-PR18-21	정기 선박 SHEQ 위원회 회의록 PERIODICAL SHIPBOARD SHEQ MEETING MINUTES	SQT
4			
매 분기 Quarterly			
1			
2			
3			
4			
매년 Yearly			
1	KSF-PR01-03	경영 검토 회의록 MANAGEMENT REVIEW MEETING MINUTE	SQT
2	KSF-PR01-04	목표 추진 계획서 OBJECTIVE ACHIEVING PLAN	SQT
3	KSF-PR08-31	년간 항해 감사 계획서 ANNUAL NAVIGATIONAL AUDIT PLAN	SQT
4	KSF-PR16-01	년간 심사 및 검사 계획서 ANNUAL AUDIT & INSPECTION PLAN	SQT
5	KSF-PR18-06	년간 내부심사 계획서 ANNUAL INTERNAL AUDIT PLAN	SQT
6	KSF-PR18-10	년간 방선 점검 계획서 ANNUAL VISITING INSPECTION PLAN	SQT
7	KSF-PR05-09	년간 선박 검사 및 입거 계획표 YEARLY SHIP'S SURVEY AND DOCKING PLAN	MTT
8			
9			
10			

	문서 및 기록 관리 DOCUMENT & RECORD CONTROL	DOC NO. : PR - 02 REV. NO. : 3
APP. 4	외부출처문서 목록 (선박) EXTERNAL DOCUMENT LIST (SHIP)	PAGE 1 / 2

번호	문서명	Remark
1	<u>SOLAS</u>	
2	<u>COLREG (International Regulations for Preventing Collisions at Sea)</u>	
3	<u>IMDG CODE (THE INTERNATIONAL MARITIME DANGEROUS GOODS)</u>	
4	<u>IBC CODE</u>	
5	<u>IMSBC CODE</u>	
6	<u>MARPOL (International Convention for the Prevention of Pollution from Ships)</u>	
7	<u>ICLL (International Convention on Load Lines)</u>	
8	<u>STCW (International Convention on Standards of Training, Certification and Watchkeeping for Seafarers)</u>	
9	<u>MLC (Maritime Labour Convention)</u>	
10	<u>FSS CODE (International Code for Fire Safety Systems)</u>	
11	<u>LSA CODE (International Life-Saving Appliance Code)</u>	
12	<u>ILO (International Labour Organization)</u>	
13	<u>MFAG (Medical and First Aid Guide)</u>	
14	<u>MEDICAL GUIDE FOR SHIP</u>	
15	<u>INTERNATIONAL SAFETY MANAGEMENT (ISM) CODE</u>	
16	<u>INTERNATIONAL SHIP AND PORT FACILITY SECURITY (ISPS) CODE</u>	
17	<u>BRIDGE TEAM MANAGEMENT</u>	
18	<u>ISGOTT (International Safety Guide for Oil Tankers and Terminals)</u>	
19	<u>MOORING EQUIPMENT GUIDELINES</u>	
20	<u>SHIP TO SHIP TRANSFER GUIDE(PETROLEUM)</u>	
21	<u>RECOMMENDATIONS FOR OIL TANKER MANIFOLDS AND ASSOCIATED EQUIPMENT</u>	
22	<u>EFFECTIVE MOORING</u>	
23	<u>BRIDGE PROCEDURES GUIDE</u>	



REV. NO. : 3

PAGE 2 / 2

APP. 4

외부출처문서 목록 (선박) EXTERNAL DOCUMENT LIST (SHIP)

KORIN STAR CO., LTD



REV. NO. : 3

PAGE 1 / 1

APP. 5

외부출처문서 목록 (회사) EXTERNAL DOCUMENT LIST (SHORE)

KORIN STAR CO., LTD

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 1</p>
<p>APP. 6</p>	<p style="text-align: center;">선내 보관이 요구되는 증서 및 서류 CERTIFICATES AND DOCUMENTS REQUIRED TO BE CARRIED ON BOARD SHIP</p>	<p>PAGE 1 / 11</p>

1. 선내 보관이 요구되는 증서 및 서류

Certificates and documents required to be carried on board ship

No.	Contents
1	All ships to which the referenced convention applies
	International Tonnage Certificate (1969) An International Tonnage Certificate (1969) shall be issued to every ship, the gross and net tonnage of which have been determined in accordance with the Convention.
	International Load Line Certificate An International Load Line Certificate shall be issued under the provisions of the International Convention on Load Lines, 1966, to every ship which has been surveyed and marked in accordance with the Convention or the Convention as modified by the 1988 LL Protocol, as appropriate.
	International Load Line Exemption Certificate An International Load Line Exemption Certificate shall be issued to any ship to which an exemption has been granted under and in accordance with article 6 of the Load Line Convention or the Convention as modified by the 1988 LL Protocol, as appropriate.
	Exemption Certificate¹ When an exemption is granted to a ship under and in accordance with the provisions of SOLAS 1974, a certificate called an Exemption Certificate shall be issued in addition to the certificates listed above. ¹ SLS.14/Circ.115, Add.1, Add.2 and Add.3 refer to the issue of exemption certificate.
	Coating Technical File A Coating Technical File, containing specifications of the coating system applied to dedicated seawater ballast tanks in all types of ships and double-side skin spaces of bulk carriers of 150 m in length and upwards, record of the shipyard's and shipowner's coating work, detailed criteria for coating sections, job specifications, inspection, maintenance and repair, shall be kept on board and maintained throughout the life of the ship.
	Emergency Towing Procedure All ships shall be provided with a ship-specific emergency towing procedure. Such a procedure shall be carried on board the ship for use in emergency situations and shall be developed based on the guidelines developed by the Organization.
	Construction drawings A set of as-built construction drawings and other plans showing any subsequent structural alterations shall be kept on board a ship constructed on or after 1 January 2007.
	Ship Construction File A Ship Construction File with specific information should be kept on board oil tankers of 150 m in length and above and bulk carriers of 150 m in length and above, constructed with single deck, top-side tanks and hopper side tanks in cargo spaces, excluding ore carriers and combination carriers: .1 for which the building contract is placed on or after 1 July 2016; .2 in the absence of a building contract, the keels of which are laid or which are at a similar stage of construction on or after 1 July 2017; or .3 the delivery of which is on or after 1 July 2020 shall carry a Ship Construction File containing information in accordance with regulations and guidelines, and updated as appropriate throughout the ship's life in order to facilitate safe operation, maintenance, survey, repair and emergency measures.
	Noise Survey Report Applicable to new ships of 1,600 gross tonnage and above, excluding dynamically supported crafts, high-speed crafts, fishing vessels, pipe-laying barges, crane barges, mobile offshore drilling units, pleasure yachts not engaged in trade, ships of war and troopships, ships not propelled by mechanical means, pile driving vessels and dredgers.

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 1</p>
<p>APP. 6</p>	<p style="text-align: center;">선내 보관이 요구되는 증서 및 서류 CERTIFICATES AND DOCUMENTS REQUIRED TO BE CARRIED ON BOARD SHIP</p>	<p>PAGE 2 / 11</p>

	<p>A noise survey report shall always be carried on board and be accessible for the crew.</p> <p>For existing ships, refuter to section "other certificates and documents which are not mandatory - Noise Survey Report" (resolution A.468(12)).</p>
	<p>Stability information Every passenger ship regardless of size and every cargo ship of 24 m and over shall be inclined on completion and the elements of their stability determined. The master shall be supplied with stability information containing such information as is necessary to enable him, by rapid and simple procedures, to obtain accurate guidance as to the stability of the ship under varying conditions of service to maintain the required intact stability and stability after damage. For bulk carriers, the information required in a bulk carrier booklet may be contained in the stability information.</p>
	<p>Damage control plans and booklets On passenger and cargo ships, there shall be permanently exhibited plans showing clearly for each deck and hold the boundaries of the watertight compartments, the openings therein with the means of closure and position of any controls thereof, and the arrangements for the correction of any list due to flooding. Booklets containing the aforementioned information shall be made available to the officers of the ship.</p>
	<p>Manoeuvring booklet The stopping times, ship headings and distances recorded on trials, together with the results of trials to determine the ability of ships having multiple propellers to navigate and manoeuvre with on or more propellers inoperative, shall be available on board for the use of the master or designated personnel.</p>
	<p>Evaluation of the alternative design and arrangements Where applicable, a copy of the documentation, as approved by the Administration, indicating that the alternative design and arrangements comply with this regulation shall be carried onboard the ship.</p>
	<p>Maintenance plans The maintenance plan shall include the necessary information about fire protection systems and fire-fighting systems and appliances as required by regulation II-2/14.2.2.</p>
	<p>Onboard training and drills record Fire drills shall be conducted and recorded in accordance with the provisions of regulations III/19.3 and III/19.5.</p>
	<p>Fire safety training manual A training manual shall be written in the working language of the ship and shall be provided in each crew mess room and recreation room or in each crew cabin. The manual shall contain the instructions and information required in regulation II-2/15.2.3.4. Part of such information may be provided in the form of audio-visual aids in lieu of the manual.</p>
	<p>Fire control plan/booklet General arrangement plans shall be permanently exhibited for the guidance of the ship's officers, showing clearly for each deck the control stations, the various fire sections together with particulars of the fire detection and fire alarm systems and the fire-extinguishing appliances, etc. Alternatively, at the discretion of the Administration, the aforementioned details may be set out in a booklet, a copy of which shall be supplied to each officer, and one copy shall at all times be available on board in an accessible position. Plans and booklets shall be kept up to date; any alterations shall be recorded as soon as practicable. A duplicate set of fire control plans or a booklet containing such plans shall be permanently stored in a prominently marked weathertight enclosure outside the deckhouse for the assistance of shoreside fire-fighting personnel.</p>

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 1</p>
<p>APP. 6</p>	<p style="text-align: center;">선내 보관이 요구되는 증서 및 서류 CERTIFICATES AND DOCUMENTS REQUIRED TO BE CARRIED ON BOARD SHIP</p>	<p>PAGE 3 / 11</p>

	<p>Fire safety operational booklet The fire safety operational booklet shall contain the necessary information and instructions for the safe operation of the ship and cargo handling operations in relation to fire safety. The booklet shall be written in the working language of the ship and be provided in each crew mess room and recreation room or in each crew cabin. The booklet may be combined with the fire safety training manuals required in regulation II-2/15.2.3.</p>
	<p>Operation manual for helicopter facility Each helicopter facility, if fitted, shall have an operations manual, including a description and a checklist of safety precautions, procedures and equipment requirements. This manual may be part of the ship's emergency response procedures.</p>
	<p>Statement of acceptance of the installation of replacement release and retrieval system to an existing lifeboat For all ships, no later than the first scheduled dry-docking after 1 July 2014, but no later than 1 July 2019, lifeboat on-load release mechanisms not complying with paragraphs 4.4.7.6.4 to 4.4.7.6.6 of the LSA Code shall be replaced with equipment that complies with the Code.</p>
	<p>Muster list and emergency instructions All ships shall be provided with muster list and emergency instructions, which shall comply with the requirements of regulation 37 and be exhibited in conspicuous places throughout the ship including the navigation bridge, engine-room and crew accommodation spaces. In the case of passenger ships, these instructions shall be drawn up in the language(s) required by its flag State and in the English language.</p>
	<p>Ship-specific Plans and Procedures for Recovery of Persons from the Water All ships shall have ship-specific plans and procedures for recovery of persons from the water. Ships constructed before 1 July 2014 shall comply with this requirement by the first periodical or renewal safety equipment survey of the ship to be carried out after 1 July 2014, whichever comes first.</p> <p>Ro-ro passenger ships which comply with regulation III/26.4 shall be deemed to comply with this regulation.</p> <p>The Plans and Procedures should be considered as a part of the emergency preparedness plan required by paragraph 8 of the ISM Code.</p>
	<p>Training manual The training manual, which may comprise several volumes, shall contain instructions and information, in easily understood terms illustrated wherever possible, on the life-saving appliances provided in the ship and on the best methods of survival. Any part of such information may be provided in the form of audio-visual aids in lieu of the manual.</p>
	<p>Radio record A record shall be kept, to the satisfaction of the Administration and as required by the Radio Regulations, of all incidents connected with the radiocommunication service which appear to be of importance to safety of life at sea.</p>
	<p>Minimum safe manning document Every ship to which chapter I of the Convention applies shall be provided with an appropriate safe manning document or equivalent issued by the Administration as evidence of the minimum safe manning.</p>
	<p>Voyage data recorder system – certificate of compliance The voyage data recorder system, including all sensors, shall be subjected to an annual performance test. The test shall be conducted by an approved testing or servicing facility to verify the accuracy, duration and recoverability of the recorded data. In addition, tests and inspections shall be conducted to determine the serviceability of all protective enclosures and devices fitted to aid location. A copy of the certificate of compliance issued by the testing facility, stating the date of compliance and the applicable performance standards, shall be retained on board the ship.</p>

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 1</p>
<p>APP. 6</p>	<p style="text-align: center;">선내 보관이 요구되는 증서 및 서류 CERTIFICATES AND DOCUMENTS REQUIRED TO BE CARRIED ON BOARD SHIP</p>	<p>PAGE 4 / 11</p>

	<p>AIS test report The Automatic Identification System (AIS) shall be subjected to an annual test by an approved surveyor or an approved testing or servicing facility. A copy of the test report shall be retained on board and should be in accordance with a model form set out in the annex to MSC.1/Circ.1252</p>
	<p>Nautical charts and nautical publications Nautical charts and nautical publications for the intended voyage shall be adequate and up to date. An electronic chart display and information system (ECDIS) is also accepted as meeting the chart carriage requirements of this subparagraph.</p>
	<p>LRIT conformance test report A Conformance test report should be issued, on satisfactory completion of a conformance test, by the Administration or the ASP who conducted the test acting on behalf of the Administration and should be in accordance with the model set out in appendix 2 of MSC.1/Circ.1307.</p>
	<p>International Code of Signals and IAMSAR Manual, Volume III All ships required to carry a radio installation shall carry the International Code of Signal; all ships shall carry an up-to-date copy of Volume III of the International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual.</p>
	<p>Records for pilot ladders used for pilot transfer All pilot ladders used for pilot transfer shall be clearly identified with tags or other permanent marking so as to enable identification of each appliance for the purposes of survey, inspection and record keeping. A record shall be kept on the ship as to the date the identified ladder is placed into service and any repairs effected.</p>
	<p>Records of navigational activities All ships engaged on international voyages shall keep on board a record of navigational activities and incidents including drills and pre-departure tests. When such information is not maintained in the ship's logbook, it shall be maintained in another form approved by the Administration.</p>
	<p>Cargo Securing Manual All cargoes other than solid and liquid bulk cargoes, cargo units and cargo transport units, shall be loaded, stowed and secured throughout the voyage in accordance with the Cargo Securing Manual approved by the Administration. In ships with ro-ro spaces, as defined in regulation II-2/3.41, all securing of such cargoes, cargo units and cargo transport units, in accordance with the Cargo Securing Manual, shall be completed before the ship leaves the berth. The Cargo Securing Manual is required on all types of ships engaged in the carriage of all cargoes other than solid and liquid bulk cargoes, which shall be drawn up to a standard at least equivalent to the guidelines developed by the Organization.</p>
	<p>Material Safety Data Sheets (MSDS) Ships carrying oil or oil fuel, as defined in regulation 1 of annex 1 of the International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto, shall be provided with material safety data sheets, based on the recommendations developed by the Organization, prior to the loading of such oil as cargo in bulk or bunkering of oil fuel.</p>
	<p>Safety Management Certificate A Safety Management Certificate shall be issued to every ship by the Administration or an organization recognized by the Administration. The Administration or an organization recognized by it shall, before issuing the Safety Management Certificate, verify that the company and its shipboard management operate in accordance with the approved safety management system.</p>
	<p>Document of Compliance A document of compliance shall be issued to every company which complies with the requirements of the ISM Code. A copy of the document shall be kept on board.</p>
	<p>Continuous Synopsis Record (CSR) Every ship to which chapter I of the Convention applies shall be issued with a Continuous Synopsis Record. The Continuous Synopsis Record provides an onboard record of the</p>

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 1</p>
APP. 6	<p style="text-align: center;">선내 보관이 요구되는 증서 및 서류 CERTIFICATES AND DOCUMENTS REQUIRED TO BE CARRIED ON BOARD SHIP</p>	<p>PAGE 5 / 11</p>

	history of the ship with respect to the information recorded therein.
	<p>Ship Security Plan and associated records Each ship shall carry on board a ship security plan approved by the Administration. The plan shall make provisions for the three security levels as defined in part A of the ISPS Code. Records of the following activities addressed in the ship security plan shall be kept on board for at least the minimum period specified by the Administration:</p> <ul style="list-style-type: none"> .1 training, drills and exercises; .2 security threats and security incidents; .3 breaches of security; .4 changes in security level; .5 communications relating to the direct security of the ship such as specific threats to the ship or to port facilities the ship is, or has been, in; .6 internal audits and reviews of security activities; .7 periodic review of the ship security assessment; .8 periodic review of the ship security plan; .9 implementation of any amendments to the plan; and .10 maintenance, calibration and testing of any security equipment provided on board, including testing of the ship security alert system.
	<p>International Ship Security Certificate (ISSC) or Interim International Ship Security Certificate An International Ship Security Certificate (ISSC) shall be issued to every ship by the Administration or an organization recognized by it to verify that the ship complies with the maritime security provisions of SOLAS chapter XI-2 and part A of the ISPS Code. An interim ISSC may be issued under the ISPS Code, part A, section 19.4.</p>
	<p>International Oil Pollution Prevention Certificate An international Oil Pollution Prevention Certificate shall be issued, after survey in accordance with regulation 6 of Annex I of MARPOL, to any oil tanker of 150 gross tonnage and above and any other ship of 400 gross tonnage and above which is engaged in voyages to ports or offshore terminals under the jurisdiction of other Parties to MARPOL. The certificate is supplemented with a Record of Construction and Equipment for Ships other than Oil Tankers (Form A) or a Record of Construction and Equipment for Oil Tankers (Form B), as appropriate.</p>
	<p>Oil Record Book Every oil tanker of 150 gross tonnage and above and every ship of 400 gross tonnage and above other than an oil tanker shall be provided with an Oil Record Book, Part I (Machinery space operations). Every oil tanker of 150 gross tonnage and above shall also be provided with an Oil Record Book, Part II (Cargo/ballast operations).</p>
	<p>Shipboard Oil Pollution Emergency Plan Every oil tanker of 150 gross tonnage and above and every ship other than an oil tanker of 400 gross tonnage and above shall carry on board a Shipboard Oil Pollution Emergency Plan approved by the Administration.</p>
	<p>International Sewage Pollution Prevention Certificate An International Sewage Pollution Prevention Certificate shall be issued, after an initial or renewal survey in accordance with the provisions of regulation 4 of Annex IV of MARPOL, to any ship which is required to comply with the provisions of that Annex and is engaged in voyages to ports or offshore terminals under the jurisdiction of other Parties to the Convention.</p>
	<p>Document of approval for the rate of sewage discharge Untreated sewage from ships other than passenger ships in all areas and from passenger ships outside special areas that has been stored in holding tanks shall be discharged at a moderate rate approved by the Administration based upon the standards developed by Organization.</p>
	<p>Garbage Management Plan Every ship of 100 gross tonnage and above and every ship which is certified to carry 15 persons or more shall carry a garbage management plan which the crew shall follow.</p>

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 1</p>
<p>APP. 6</p>	<p style="text-align: center;">선내 보관이 요구되는 증서 및 서류 CERTIFICATES AND DOCUMENTS REQUIRED TO BE CARRIED ON BOARD SHIP</p>	<p>PAGE 6 / 11</p>

	<p>Garbage Record Book Every ship of 400 gross tonnage and above and every ship which is certified to carry 15 persons or more engaged in voyages to ports or offshore terminals under the jurisdiction of other Parties to the Convention and every fixed and floating platform engaged in exploration and exploitation of the seabed shall be provided with a Garbage Record Book.</p>
	<p>International Air Pollution Prevention Certificate Ships constructed before the date of entry into force of the Protocol of 1997 shall be issued with an International Air Pollution Prevention Certificate. Any ship of 400 gross tonnage and above engaged in voyages to ports or offshore terminals under the jurisdiction of other Parties and platforms and drilling rigs engaged in voyages to waters under the sovereignty or jurisdiction of other Parties to the Protocol of 1997 shall be issued with an International Air Pollution Prevention Certificate.</p>
	<p>International Energy Efficiency Certificate An International Energy Efficiency Certificate for the ship shall be issued after a survey in accordance with the provisions of regulation 5.4 to any ships of 400 gross tonnage and above before that ship may engage in voyages to ports or offshore terminals under the jurisdiction of other Parties.</p>
	<p>Ozone-depleting Substances Record Book Each ship subject to MARPOL Annex VI, regulation 6.1 that has rechargeable systems that contain ozone-depleting substances shall maintain an ozone-depleting substances record book.</p>
	<p>Fuel Oil Changeover Procedure and Logbook (record of fuel changeover) Those ships using separate fuel oils to comply with MARPOL Annex VI, regulation 14.3 and entering or leaving an emission control area shall carry a written procedure showing how the fuel oil changeover is to be done. The volume of low-sulphur fuel oils in each tank as well as the date, time and position of the ship when any fuel oil changeover operation is completed prior to the entry into an emission control area or commenced after exit from such an area shall be recorded in such logbook as prescribed by the Administration.</p>
	<p>Manufacturer's Operating Manual for Incinerators Incinerators installed in accordance with the requirements of MARPOL Annex VI, regulation 16.6.1 shall be provided with a Manufacturer's Operating Manual, which is to be retained with the unit.</p>
	<p>Bunker Delivery Note and Representative Sample Bunker Delivery Note and representative sample of the fuel oil delivered shall be kept on board in accordance with requirements of MARPOL Annex VI, regulations 18.6 and 18.8.1.</p>
	<p>EEDI Technical File Applicable to ships falling into one or more of categories in MARPOL Annex VI, regulations 2.25 to 2.35.</p>
	<p>Ship Energy Efficiency Management Plan (SEEMP) All ships of 400 gross tonnage and above, excluding platforms (including FPSOs and FSUs) and drilling rigs, regardless of their propulsion, shall keep on board a ship specific Ship Energy Efficiency Management Plan (SEEMP). This may form part of the ship's Safety management System (SMS).</p>
	<p>Technical File Every marine diesel engine installed on board a ship shall be provided with a Technical File. The Technical File shall be prepared by the applicant for engine certification and approved by the Administration, and is required to accompany an engine throughout its life on board ships. The Technical File shall contain the information as specified in paragraph 2.4.1 of the NOx Technical Code.</p>
	<p>Record Book of Engine Parameters Where the Engine Parameter Check method in accordance with paragraph 6.2 of the NOx Technical Code is used to verify compliance, if any adjustments or modifications are made to an engine after its pre-certification, a full record of such adjustments or modifications shall be recorded in the engine's Record Book of Engine Parameters.</p>

=====

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 1</p>
APP. 6	<p style="text-align: center;">선내 보관이 요구되는 증서 및 서류 CERTIFICATES AND DOCUMENTS REQUIRED TO BE CARRIED ON BOARD SHIP</p>	<p>PAGE 7 / 11</p>

	<p>Certificates for masters, officers or ratings Certificates for masters, officers or ratings shall be issued to those candidates who, to the satisfaction of the Administration, meet the requirements for service, age, medical fitness, training, qualifications and examinations in accordance with the provisions of the STCW Code annexed to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978. Formats of certificates are given in section A-I/2 of the STCW Code. Certificates must be kept available in their original form on board the ships on which the holder is serving.</p>
	<p>Records of hours of rest Records of daily hours of rest of seafarers shall be maintained on board.</p>
	<p>International Anti-fouling System Certificate Ships of 400 GT and above engaged in international voyages, excluding fixed or floating platforms, FSUs, and FPSOs, shall be issued after inspection and survey an international Anti-fouling System Certificate together with a Record of Anti-fouling Systems.</p>
	<p>Declaration on Anti-fouling System Ships of 24 m or more in length, but less than 400 GT engaged in international voyages, excluding fixed or floating platforms, FSUs, and FPSOs, shall carry a declaration signed by the owner or owner's authorized agents. Such a declaration shall be accompanied by appropriate documentation (such as a paint receipt or a contractor invoice) or contain appropriate endorsement.</p>
	<p>International Ballast Water Management Certificate Ships of 400 gross tonnage and above to which the BWM 2004 applies, excluding floating platforms, FSUs and FPSOs, shall be issued the certificate after successful completion of a survey conducted in accordance with regulation E-1.</p> <p>Note : The item was added by the Secretariat as per relevant requirements of the International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004(BWM 2004), which will enter into force on 8 September 2017.</p>
	<p>Ballast Water Management Plan Each ship shall have on board and implement a ballast water management plan. Such a plan shall be approved by the Administration taking into account guidelines developed by the Organization.</p> <p>Note : The item was added by the Secretariat as per the relevant requirements of the International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004 (BWM 2004) which will enter into force on 8 September 2017.</p>
	<p>Ballast Water Record Book</p> <p>Each ship shall have on board a ballast water record book that may be an electronic record system, or that may be integrated into another record book or system and which shall at least contain the information specified in appendix II of the Convention.</p> <p>The ballast water record book entries shall be maintained on board the ship for a minimum period of two years after the last entry has been made and thereafter in the Company's control for al minimum period of three years.</p> <p>Note : The item was added by the Secretariat as per the relevant requirements of the International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004 (BWM 2004) which will enter into force on 8 September 2017.</p>

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 1</p>
<p>APP. 6</p>	<p style="text-align: center;">선내 보관이 요구되는 증서 및 서류 CERTIFICATES AND DOCUMENTS REQUIRED TO BE CARRIED ON BOARD SHIP</p>	<p>PAGE 8 / 11</p>

	<p>Certificate of insurance or other financial security in respect of civil liability for bunker oil pollution damage</p> <p>Certificate attesting that insurance or other financial security is in force in accordance with the provisions of this Convention shall be issued to each ship having a gross tonnage greater than 1,000 after the appropriate authority of a State Party has determined that the requirements of article 7, paragraph 1 have been complied with. With respect to a ship registered in a State Party such certificate shall be issued or certified by the appropriate authority of the State of the ship's registry; with respect to a ship not registered in a State party it may be issued or certified by the appropriate authority of any State Party. A State Party may authorize either an institution or an organization recognized by it to issued the certificate referred to in article 7, paragraph 2. This compulsory insurance certificate shall be in the form of the model set of in the annex to the Convention.</p>
	<p>Certificate of insurance or other financial security in respect of liability for the removal of wrecks</p> <p>Certificate attesting that insurance or other financial security is in force in accordance with the provisions of the Convention shall be issued to each ship of 300 gross tonnage and above by the appropriate authority of the State of the ship's registry after determining that the requirements of article 12.1 have been complied with. With respect to a ship registered in a State party, such certificate shall be issued or certified by the appropriate authority of the State of the ship's registry; with respect to a ship not registered in a State Party it may be issued or certified by the appropriate authority of any State Party. This compulsory insurance certificate shall be in the form of the model set out in the annex to the Convention.</p>
2	<p>In addition to the certificates listed in section 1 above, passenger ships shall carry: (N/A)</p>
3	<p>In addition to the certificates listed in section 1 above, cargo ships shall carry:</p>
	<p>Cargo Ship Safety Construction Certificate</p> <p>A certificate called a Cargo Ship Safety Construction Certificate shall be issued after survey to a cargo ship of 500 gross tonnage and over which satisfies the requirements for cargo ships on survey, set out in regulation I/10 of SOLAS 1974, and complies with the applicable requirements of chapters II-1 and II-2, other than those relating to fire-extinguishing appliances and fire-control plans.</p>
	<p>Cargo Ship Safety Equipment Certificate</p> <p>A certificate called a Cargo Ship Safety Equipment Certificate shall be issued after survey to a cargo ship of 500 gross tonnage and over which complies with the relevant requirements of chapters II-1 and II-2, III and V and any other relevant requirements of SOLAS 1974. A Record of Equipment for the Cargo Ship Safety Equipment Certificate (Form E) shall be permanently attached.</p>
	<p>Cargo Ship Safety Radio Certificate</p> <p>A certificate called a Cargo Ship Safety Radio Certificate shall be issued after survey to a cargo ship of 300 gross tonnage and over, fitted with a radio installation, including those used in life-saving appliances, which complies with the requirements of chapter IV and any other relevant requirements of SOLAS 1974. A Record of Equipment for the Cargo Ship Safety Radio Certificate (Form R) shall be permanently attached.</p>
	<p>Cargo Ship Safety Certificate</p> <p>A certificate called a Cargo Ship Safety Certificate may be issued after survey to a cargo ship which complies with the relevant requirements of chapters II-1, II-2, III, IV and V and other relevant requirements of SOLAS 1974 as modified by the 1988 SOLAS Protocol, as an alternative to the Cargo Ship Safety Construction Certificate, Cargo Ship Safety Equipment Certificate and Cargo Ship Safety Radio Certificate. A Record of Equipment for the Cargo Ship Safety Certificate (Form C) shall be permanently attached.</p>
	<p>Ship Structure Access Manual</p> <p>This regulation applies to oil tankers of 500 gross tonnage and over and bulk carriers, as defined in regulation IX/1, of 20,000 gross tonnage and over, constructed on or after 1</p>

=====

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 1</p>
<p>APP. 6</p>	<p style="text-align: center;">선내 보관이 요구되는 증서 및 서류 CERTIFICATES AND DOCUMENTS REQUIRED TO BE CARRIED ON BOARD SHIP</p>	<p>PAGE 9 / 11</p>

	<p>January 2006. A ship's means of access to carry out overall and close-up inspections and thickness measurements shall be described in a Ship structure access manual approved by the Administration, an updated copy of which shall be kept on board.</p>
	<p>Cargo Information The shipper shall provide the master or his representative with appropriate information, confirmed in writing, on the cargo, in advance of loading. In bulk carriers, the density of the cargo shall be provided in the above information.</p>
	<p>Bulk Carrier Booklet To enable the master to prevent excessive stress in the ship's structure, the ship loading and unloading solid bulk cargoes shall be provided with a booklet referred to in SOLAS regulation VI/7.2. The booklet shall be endorsed by the Administration or on its behalf to indicate that SOLAS regulations XII/4, 5, 6 and 7, as appropriate, are complied with. As an alternative to a separate booklet, the required information may be contained in the stability information.</p>
	<p>Document of authorization for the carriage of grain and grain loading manual A document of authorization shall be issued for every ship loaded in accordance with the regulations of the International Code for the Safe Carriage of Grain in Bulk. The document shall accompany or be incorporated into the grain loading manual provided to enable the master to meet the stability requirements of the Code.</p>
	<p>Enhanced survey report file Bulk carriers and oil tankers shall have a survey report file and supporting documents complying with paragraphs 6.2 and 6.3 of annex A/annex B, part A/part B, 2011 ESP Code.</p>
	<p>Dedicated Clean Ballast Tank Operation Manual Every product carrier of 40,000 tonnes deadweight and above delivered on or before 1 June 1982, operating with dedicated clean ballast tanks shall be provided with a Dedicated Clean Ballast Tank Operation Manual detailing the system and specifying operational procedures. Such a Manual shall be to the satisfaction of the Administration and shall contain all the information set out in the Specifications referred to in subparagraph 8.2 of MARPOL Annex I regulation 18. If an alteration affecting the dedicated clean ballast tank system is made, the Operation Manual shall be revised accordingly.</p>
	<p>Condition Assessment Scheme (CAS) Statement of Compliance, CAS Final Report and Review Record A Statement of Compliance shall be issued by the Administration to every oil tanker which has been surveyed in accordance with the requirements of the Condition Assessment Scheme (CAS) and found to be in compliance with these requirements. In addition, a copy of the CAS Final Report which was reviewed by the Administration for the issue of the Statement of Compliance and a copy of the relevant Review Record shall be placed on board to accompany the Statement of Compliance.</p>
	<p>Subdivision and stability information Every oil tanker to which regulation 28 of Annex I of MARPOL applies shall be provided in an approved form with information relative to loading and distribution of cargo necessary to ensure compliance with the provisions of this regulation and data on the ability of the ship to comply with damage stability criteria as determined by this regulation.</p>
	<p>Record of oil discharge monitoring and control system for the last ballast voyage Subject to the provisions of paragraphs 4 and 5 of regulation 3 of MARPOL Annex I, every oil tanker of 150 gross tonnage and above shall be equipped with an oil discharge monitoring and control system approved by the Administration. The system shall be fitted with a recording device to provide a continuous record of the discharge in litres per nautical mile and total quantity discharged, or the oil content and rate of discharge. The record shall be identifiable as to time and date and shall be kept for at least three years.</p>
	<p>Oil Discharge Monitoring and Control (ODMC) Operational Manual Every oil tanker fitted with an Oil Discharge Monitoring and Control system shall be provided with instructions as to the operation of the system in accordance with an operational manual approved by the Administration.</p>

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 1</p>
APP. 6	<p style="text-align: center;">선내 보관이 요구되는 증서 및 서류 CERTIFICATES AND DOCUMENTS REQUIRED TO BE CARRIED ON BOARD SHIP</p>	<p>PAGE 10 / 11</p>

	<p>Crude Oil Washing Operation and Equipment Manual (COW Manual) Every oil tanker operating with crude oil washing systems shall be provided with an Operations and Equipment Manual detailing the system and equipment and specifying operational procedures. Such a Manual shall be to the satisfaction of the Administration and shall contain all the information set out in the specifications referred to in regulation 35 of Annex I of MARPOL.</p>
	<p>STS Operation Plan and Records of STS Operations Any oil tanker involved in STS operations shall carry on board a plan prescribing how to conduct STS operations (STS operations Plan) not later than the date of the first annual, intermediate or renewal survey of the ship to be carried out on or after 1 January 2011. Each oil tanker's STS operations plan shall be approved by the Administration. The STS operations plan shall be written in the working language of the ship.</p> <p>Records of STS operations shall be retained on board for three years and be readily available for inspection.</p>
	<p>VOC Management Plan A tanker carrying crude oil, to which MARPOL Annex VI, regulation 15.1 applies, shall have on board and implement a VOC Management Plan.</p>
	<p>Document of approval for the stability instrument All ships, subject to the IBC, IGC, BHC and GC Codes, should be fitted with a stability instrument capable of verifying compliance with intact and damage stability approved by the Administration, at the first scheduled renewal survey of the ship on or after 1 January 2016, but not later than 1 January 2021, having regard to the performance standards recommended by the Organization. The Administration should issue a document of approval for the stability instrument.</p>
	<p>Certificate of insurance or other financial security in respect of civil liability for oil pollution damage A certificate attesting that insurance or other financial security is in force shall be issued to each ship carrying more than 2,000 tonnes of oil in bulk as cargo. It shall be issued or certified by the appropriate authority of the State of the ship's registry after determining that the requirements of article VII, paragraph 1, of the CLC Convention have been complied with.</p>
	<p>Certificate of insurance or other financial security in respect of civil liability for oil pollution damage A certificate attesting that insurance or other financial security is in force in accordance with the provisions of the 1992 CLC Convention shall be issued to each ship carrying more than 2,000 tonnes of oil in bulk as cargo after the appropriate authority of a Contracting State has determined that the requirements of article VII, paragraph 1, of the Convention have been complied with. With respect to a ship registered in a Contracting State, such certificate shall be issued by the appropriate authority of the State of the ship's registry; with respect to a ship not registered in a Contracting State, it may be issued or certified by the appropriate authority of any contracting State.</p>
4	<p>In addition to the certificates listed in sections 1 and 3 above, where appropriate, any ship carrying noxious liquid chemical substances in bulk shall carry:</p>
	<p>International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NLS Certificate) An international pollution prevention certificate for the carriage of noxious liquid substances in bulk (NLS Certificate) shall be issued, after survey in accordance with the provisions of regulation 8 of Annex II of MARPOL, to any ship carrying noxious liquid substances in bulk and which is engaged in voyages to ports or terminals under the jurisdiction of other Parties to MARPOL. In respect of chemical tankers, the Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk and the International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk, issued under the provisions of the Bulk Chemical Code and International Bulk Chemical Code, respectively, shall have the same force and receive the same recognition as the NLS Certificate.</p>

=====

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 1</p>
<p>APP. 6</p>	<p style="text-align: center;">선내 보관이 요구되는 증서 및 서류 CERTIFICATES AND DOCUMENTS REQUIRED TO BE CARRIED ON BOARD SHIP</p>	<p>PAGE 11 / 11</p>

	<p>Cargo record book Ships carrying noxious liquid substances in bulk shall be provided with a Cargo Record Book, whether as part of the ship's official log book or otherwise, in the form specified in appendix II to Annex II.</p>
	<p>Procedures and Arrangements Manual (P & A Manual) Every ship certified to carry noxious liquid substances in bulk shall have on board a Procedures and Arrangements Manual approved by the Administration.</p>
	<p>Shipboard Marine Pollution Emergency Plan for Noxious Liquid Substances Every ship of 150 gross tonnage and above certified to carry noxious liquid substances in bulk shall carry on board a shipboard marine pollution emergency plan for noxious liquid substances approved by the Administration.</p>
<p style="text-align: center;">5</p>	<p>In addition to the certificates listed in sections 1 and 3 above, where applicable, any chemical tanker shall carry:</p>
	<p>Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk A certificate called a Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk, the model form of which is set out in the appendix to the Bulk Chemical Code, should be issued after an initial or periodical survey to a chemical tanker engaged in international voyages which complies with the relevant requirements of the Code.</p> <p>Note: The Code is mandatory under Annex II of MARPOL for chemical tankers constructed before 1 July 1986. Or</p>
	<p>International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk A certificate called an International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk, the model form of which is set out in the appendix to the International Bulk Chemical Code, should be issued after an initial or periodical survey to a chemical tanker engaged in international voyages, which complies with the relevant requirements of the Code.</p> <p>Note: The Code is mandatory under both chapter VII of SOLAS 1974 and Annex II of MARPOL for chemical tankers constructed on or after 1 July 1986.</p>
<p style="text-align: center;">6</p>	<p>In addition to the certificates listed in sections 1 and 3 above, where applicable, any gas carrier shall carry: (N/A)</p>
<p style="text-align: center;">7</p>	<p>In addition to the certificates listed in sections 1, and 2 or 3 above, where applicable, any high-speed craft shall carry: (N/A)</p>
<p style="text-align: center;">8</p>	<p>In addition to the certificates listed in sections 1, and 2 or 3 above, where applicable, any ship carrying dangerous goods shall carry: (N/A)</p>
<p style="text-align: center;">9</p>	<p>In addition to the certificates listed in sections 1, and 2 or 3 above, where applicable, any ship carrying dangerous goods in packaged form shall carry: (N/A)</p>
<p style="text-align: center;">10</p>	<p>In addition to the certificates listed in sections 1, and 2 or 3 above, where applicable, any ship carrying INF cargo shall carry: (N/A)</p>
<p style="text-align: center;">11</p>	<p>In addition to the certificates listed in sections 1, and 2 or 3 above, where applicable, any Nuclear Ship shall carry: (N/A)</p>
<p style="text-align: center;">12</p>	<p>In addition to the certificates listed in sections 1, and 2 or 3 above, where applicable, any Ship operating in Polar waters shall carry: (N/A)</p>

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 1</p>
APP. 7	<p style="text-align: center;">선내 게시물 목차 POSTER INDEX</p>	PAGE 1 / 5

번호 No.	문서명 Document Name	게시장소 Place	참조 Reference
1	회사의 안전, 보건, 품질 및 환경보호 방침 SHEQ POLICY OF COMPANY	선장 방, 선교, 사무실(하역실), 식당, 기관실 MASTER'S CABIN, BRIDGE, SHIP'S OFFICE(OR CCR) , MESS ROOM, ENGINE ROOM	KSP-001 (MM F-4)
2	마약 및 알코올 통제 방침 DRUG AND ALCOHOL CONTROL POLICY		KSP-002 (MM F-5)
3	회사의 장기 목표 LONG-TERM OBJECTIVE OF COMPANY		KSP-003 (MM F-6)
4	회사의 연간 목표 ANNUAL OBJECTIVE OF COMPANY		KSP-004 (MM F-7)
5	비상연락망 EMERGENCY CONTACT LIST		KSP-005 (PR-15 APP.6)
6	DP&CSO		KSP-006
7	비상부서 배치표 MUSTER LIST	선교, 사무실(하역실), 식당, 기관실, 각 통로	KSP-007 (KSF-PR15-28)
8	흡연 규정 SMOKING REGULATION	BRIDGE, SHIP'S OFFICE(OR CCR) , MESS ROOM, ENGINE ROOM, EACH AISLE	KSP-008
9	년간 선내 훈련 계획 실시 일정표 ANNUAL PLAN FOR SHIPBOARD DRILL & TRAINING		KSP-009 (KSF-PR15-26)
10	물질안전보건자료 MATERIAL SAFETY DATA SHEET(MSDS)	선교, 사무실(하역실), 식당, 기관실 BRIDGE, SHIP'S OFFICE(OR CCR) , MESS ROOM, ENGINE ROOM	
11	하역작업계획서 STOWAGE PLAN		KSP-010 (KSF-PR09-01)
12	DRUG WARNING NOTICE		KSP-011
13	TABLE OF SHIPBOARD WORKING ARRANGEMENTS		KSP-012 (KSF-PR04-66)
14	승무원 비상연락망 CREW EMERGENCY CONTACT LIST		KSP-013 (KSF-PR08-14)
15	인공호흡 및 심폐소생술 방법 CPR(CARDIO PULMONARY RESUSEITATION) PROCEDURE		KSP-014
16	순찰 경로 PATROL ROUTE		KSP-015
17	밀폐구역 목록 ENCLOSED SPACES AREA LIST		KSP-016
18	밀폐구역 출입 ENCLOSED SPACES ENTRY		KSP-017 (PR-13 CH.6)
19	PORT CONTACT LIST		
20	선교 복무지침 MASTER'S STANDING ORDER FOR NAVIGATION	선교 BRIDGE	KSP-018 (PR-08 APP.1)
21	CALLING THE MASTER		KSP-019

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 1</p>
APP. 7	<p style="text-align: center;">선내 게시물 목차 POSTER INDEX</p>	<p>PAGE 2 / 5</p>

번호 No.	문서명 Document Name	게시장소 Place	참조 Reference
22	조타장치계통도 SCHEMATIC DIAGRAM OF STEERING GEAR	선교 BRIDGE	
23	조정 특성도 MANEUVERING CHARACTERISTICS		
24	무중 신호 FOG SIGNAL		
25	조타기 작동법 OPERATION METHOD OF STEERING GEAR		
26	MF/HF 조작법 OPERATION METHOD OF MF/HF		
27	선저 여유 수심 허용 수심 방침 UKC POLICE		KSP-020 (PR-08 CH.3)
28	WILIAMSON TURN		KSP-021
29	구명신호 및 구조 방법 LIFE-SAVING SIGNALS & RESCUE METHODS		IMPA 33.1558
30	LIGHT, SHAPE & SOUND SIGNALS		IMPA 33.1534
31	SART 조작법 OPERATION METHOD OF SART		
32	EPIRB 조작법 OPERATION METHOD OF EPIRB		KSP-022
33	GUDIANCE ON DISTRESS ALERTS		COMSAR
34	PROCEDURES FOR OPERATION OF BNWAS		KSP-023
35	VDR INSTRUCTION		KSP-024
36	REQUIRED BOARDING ARRANGEMENTS FOR PILOT		KSP-025
37	깃발 신호 FLAG SIGNAL		IMPA 33.1579
38	INTERNATIONAL LOAD LINE ZONES AND AREAS		KSP-026
39	BRIDGE FIRE DETECTING AND ALARM SYSTEM		KSP-027
40	기관장 복무지침 CHIEF ENGINEER STANDING ORDER	기관실 ENGINE ROOM	KSP-028 (PR-08 APP.2)
41	GRINDING MACHINE SAFETY OPERATION		KSP-029
42	LATHE SAFETY OPERATION		KSP-030
43	IMPROVING HAZARD AWARENESS		KSP-031
44	PLACARD OF BUNKER MASS FLOW METERING		KSP-032

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 1</p>
APP. 7	<p style="text-align: center;">선내 게시물 목차 POSTER INDEX</p>	<p>PAGE 3 / 5</p>

번호 No.	문서명 Document Name	게시장소 Place	참조 Reference
45	GUIDE OF VERIFICATION FOR ORB	기관실 ENGINE ROOM	
46	PRECAUTION ON HANDLING CHEMICALS		KSP-033
47	CAUTION IN SERVICE AND CHARGE THE BATTERY		KSP-034
48	CO2 STARTER BOX POST		KSP-035
49	M/E 비상운전법 OPERATION METHOD OF M/E EMERGENCY STARTING		
50	화물 작업을 위한 선장복무지침 MASTER'S STANDING ORDER FOR CARGO OPERATION	사무실(하역실) SHIP'S OFFICE(OR CCR)	KSP-036 (PR-09 APP.2)
51	일항사 복무지침 CHIEF OFFICER'S STANDING ORDER		KSP-037
52	DANGEROUSNESS FOR LACK OXYGEN		KSP-038
53	화물 반응성 표 CARGO COMPATIBILITY		KSP-039 (PR-09 APP.1)
54	BALLAST TANK MAX. LOADING RATE		KSP-040
55	MOORING WINCH STANDARD SIGNAL		KSP-041
56	INITIAL & MAXIMUM LOADING RATE & VENTING CAPACITY		
57	임명장 - 선박보안책임자(SSO) APPOINTMENT - SHIP SECURITY OFFICER(SSO)	식당 MESS ROOM	KSP-042 (KSF-PR14-05)
58	임명장 - 유해액체물질 오염방지 관리인 APPOINTMENT - POLLUTION PREVENTION OFFICER FOR NOXIOUS SUBSTANCES		KSP-043 (KSF-PR14-05)
59	임명장 - 안전 책임자 APPOINTMENT - SHIP SAFETY OFFICER		KSP-044 (KSF-PR14-05)
60	임명장 - 응급처치담당자 APPOINTMENT - MEDICAL FIRST AID OFFICER		KSP-045 (KSF-PR14-05)
61	임명장 - 해양오염방지 관리인 APPOINTMENT - OIL SPILL COORDINATOR		KSP-046 (KSF-PR14-05)
62	안전을 위한 선장복무지침 MASTER'S STANDING ORDER FOR SAFETY		KSP-047 (PR-13 APP.1)
63	보안을 위한 선장복무지침 MASTER'S STANDING ORDER FOR SECURITY		KSP-048 (PR-13 APP.2)
64	해상 보안 등급 CURRENT MARSEC LEVEL OF VESSEL		KSP-049
65	주간식단표 WEEKLY MENU		KSP-050 (KSF-PR13-25)
66	당직 등급표 WATCH LEVEL TABLE	선교, 기관실 BRIDGE, E/R	KSP-051 (PR-08 CH.4)

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02 REV. NO. : 1</p>
APP. 7	<p style="text-align: center;">선내 게시물 목차 POSTER INDEX</p>	<p>PAGE 4 / 5</p>

번호 No.	문서명 Document Name	게시장소 Place	참조 Reference
67	DISCHARGE OF OIL PROHIBITED	선교, 기관실 BRIDGE, ENGINE ROOM	KSP-052
68	HAND SIGNALS FOR LIFTING APPLIANCE	선교, 기관실, 사무실(하역실) BRIDGE, ENGINE ROOM, CCR	IMPA 33.1530
69	화물 펌프 운용 지침 GENERAL OPERATION INSTRUCTION OF CARGO PUMP	사무실(하역실), 화물 펌프 작동 개소 SHIP'S OFFICE(OR CCR), CARGO PUMP OPERATIONAL PLACE	FRAMO
70	IMO 파이프라인 색상표 IMO PIPELINE MARKING – ISO 14726 STANDARD	사무실(하역실), 기관실 SHIP'S OFFICE(OR CCR), ENGINE ROOM	IMPA 33.1566
71	산소 경고문 OXYGEN(O2) WARNING	산소/아세틸렌 저장소, 기관실 O2/ACETYLENE STORE, ENGINE ROOM	KSP-053
72	아세틸렌 경고문 ACETYLENE WARNING		KSP-054
73	전기용접작업 중 주의사항 WARNING DURING ELECTRIC WELDING WORK		KSP-055
74	가스용접작업 중 주의사항 WARNING DURING GAS WELDING WORK		KSP-056
75	발전기 운전 요령 OPERATION METHOD OF G/E	발전기 근처 NEARBY G/E	
76	소각기 운전 지침 INCINERATOR OPERATING INSTRUCTION	소각기 근처 NEARBY INCINERATOR	
77	보일러 운전 지침 BOILER OPERATING INSTRUCTION	보일러 근처 NEARBY BOILER	
78	감전 시 조치에 관한 지침 INSTRUCTION ON THE TREATMENT OF ELECTRIC SHOCK	전기설비 근처 NEARBY ELECTRICAL EQUIPEMENT	IMPA 33.1569
79	방제자재 목록표 MARINE POLLUTION PREVENTION MATRIAL LIST	SMPEP/SOPEP 지정 장소 SMPEP/SOPEP DESIGNATED AREA	KSP-057 (KSF-PR14-07)
80	CO2 소화장치 수동 조작법 MANUAL OPERATION METHOD OF CO2 FIRE EXTINGUISHER	CO2 룸 CO2 ROOM	

	<p style="text-align: center;">문서 및 기록 관리 DOCUMENT & RECORD CONTROL</p>	<p>DOC NO. : PR - 02</p> <p>REV. NO. : 1</p>
APP. 7	<p style="text-align: center;">선내 게시물 목차 POSTER INDEX</p>	<p>PAGE 5 / 5</p>

번호 No.	문서명 Document Name	게시장소 Place	참조 Reference
81	비상소화펌프 운전법 OPERATION METHOD OF EMERGENCY FIRE PUMP	비상소화펌프 근처 NEARBY EMERGENCY FIRE PUMP	
82	원치 및 윈드라스 운전 요령 OPERATION METHOD OF WINCH AND WINDLASS	원치/윈드라스 근처 NEARBY WINCH/WINDLASS	
83	분뇨처리장치 운전법 OPERATION METHOD OF SEWAGE TRETMENT PLANT	분뇨처리장치 근처 NEARBY SEWAGE TRETMENT PLANT	
84	윤활유청정기 운전법 OPERATION METHOD OF L.O. PURIFIER	윤활유청정기 근처 NEARBY L.O. PURIFIER	
85	연료유청정기 운전법 OPERATION METHOD OF F.O. PURIFIER	연료유청정기 근처 NEARBY F.O. PURIFIER	KSP-058
86	페인트 창고 경고문 WARNING IN PAINT STORE	페인트 창고 근처 NEARBY PAINT STORE	ISO7010-W029
87	유수분리기 작동법 및 최근 필터교체 일자 OPERATION METHOD OF OILY WATE SEPARATOR & LAST RENEW DATE OF FILTER	유수분리기 근처 NEARBY OILY WATE SEPARATOR	
88	비상발전기 운전방법 OPERATION METHOD OF EMERGENCY GENERATOR ENGINE	비상발전기 근처 NEARBY EM'CY G/E	
89	CAUTION, CO2 RELEAS	EACH EQUIPMENT	KSP-059
90	FOAM APPLICATION (HOW TO OPERATE)		KSP-060
91	POTABLE CO2 EXTINGUISHER (HOW TO OPERATE)		KSP-061
92	PORTABLE DRY CHEMICAL EXTINGUISHER (HOW TO OPERATE)		KSP-062
93	POTABLE FOAM(9L) EXTINGUISHER (HOW TO OPERATE)		KSP-063
94	WORKING IN GALLEY & PANTRIES	주방 GALLEY	KSP-064
95			
96			