



HSE DEPARTMENT

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CIRCULAR (HSE 01/2014)

Sub: E-filing of all SMS documents

As part of SMS requirement, Master of all DCI vessels that are covered under ISM Code are submitting periodical returns to the HSE department to ensure effective implementation and continual improvement of Safety Management System. Accordingly, the following SMS returns are received by Designated Person (DP) for evaluation:

S. No	SMS Return	Periodicity	Manual Reference
1)	Master's Review	Half Yearly	Sec. 1.6 of SOM
2)	Half Yearly Inspection	Half Yearly	Sec. 5.4.2 of CPM
3)	Compliance reports to Management Review Meetings	Half Yearly	Sec. 2.0 of CPM
4)	Safety Committee Meeting Minutes	Quarterly	Sec. 9.19 of SOM
5)	Life Saving Appliances (LSA) Requirements	Quarterly	Sec. 9.21.5 of SOM
6)	Fire Fighting Appliances (FFA)	Quarterly	Sec. 9.21.5 of SOM
7)	Drill Returns	Monthly	Sec. 6.4.5 of CPM & Sec. 5.2.3 of SCM
8)	Pending SMRs/RMRs/SPIs	Fortnightly	Sec. 7.8 of CPM
9)	SMS Revisions/ Acknowledgements	As and when revision is carried out	Sec. 1.2 of CPM
10)	Incident Reports	As and when an incident takes place	Sec. 9.18.2 of SOM

All the above returns are critically reviewed in the HSE department by the DP and the pending issues if any, are compiled and reported to the respective departments with a copy to the Master / CEO.

Sometimes, this procedure of receiving hard copies from different vessels takes considerable time and the action on the pending issues gets delayed drastically. To mitigate the above, it is proposed to have e- filing system of all SMS related documents.


Some of the benefits of the e-filing of returns and maintaining e-documents :

1. Reduces the delay in the travel of a document from one party to another
2. Reduces time lag in taking action against the pending issues
3. Facilitates easy retrieval of the records
4. Increased life of documents
5. Helps reduce paper and cartridge consumption
6. DCI being an ISO 14001 : 2004 certified company, this will be a proactive step in making DCI more EMS compliant
7. Smooth handing / taking over during change of personnel
8. The office will not get handicapped even if an officer has to leave without immediate replacement.

Thus, e-filing system will speed up action and simplify the system and hence all Masters/PICs/HODs henceforth are requested to follow as below:

1. All the SMS returns to be received from and sent to vessels be in the form of soft copies through e-mail
2. The returns may or may not be with signature of the concerned.
3. The attachments sent through mails shall be considered as authenticated documents.
4. An e-filing system shall be maintained and same shall be produced to the auditors during the External / Internal Audits.
5. From the time of implementation parallel system of both the paper documents and e-documents shall be maintained for 3 months and then only e-filing will be maintained.
6. The SMS Manuals shall be continued to be maintained in the form of hard copy
7. If the control copy holders wish, they may also maintain paper file
8. The system shall be followed in the HO, PO and all DCI vessels

The above procedure has already been addressed in the Sec. 1.6 of Company Procedure Manual vide revisions dated 31.12.13 (refer mail dated 08.01.14). All controlled copy holders may please ensure compliance to the circular effective from the date of issue of the SMS revisions.

 09/01/14
Jt. General Manager (HSE)

To: All Masters / CEOs / PICs / GM (Ops)/ GM (T)

Copy for information to: CMD/DOT