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SHEQ MANAGEMENT SYSTEM

1. SCOPE

This document defines the SHEQ Management System as it applies to the Company.

2. CODES

ISO 9001	4
ISM	1.4
ISO 14001	4

3. SAFETY, HEALTH, ENVIRONMENT AND QUALITY (SHEQ) MANAGEMENT SYSTEM

The Company SHEQ Management System is an electronic integrated system that meets the requirements of ISO 9001, ISO 14001 Management Systems, the requirements of the International Safety Management Code (ISM Code), the requirements of the ISPS Code, the Maritime Labour Convention (MLC), IMO codes, Conventions and guidelines.

4. CERTIFICATION

4.1. ISM Code

Compliance to the ISM Code, the ISPS and MLC is confirmed by Flag State Authority or an independent Classification Society on their behalf. (Applicable to the Company and the fleet)

5. DOCUMENT STRUCTURE


The SHEQ Management System is documented in four levels.

Level 1 Documentation

Comprises of the "Policy Manual" which illustrates the manner in which the SHEQ Management System documentation is in conformity with the ISO 9001 and ISO 14001 Management Systems and ISM /ISPS/MLC Code requirements. The manual contains the following policy statements:

- a. [Health Safety Environmental Quality Security and Cyber Security Policy](#)¹
- b. Drug and Alcohol Policy

¹ W 26 / 2024

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- c. [Smoking Policy²](#)
- d. [Mission Vision and Value Statement³](#)

Level 2 Documentation

Comprises of Company Circulars and memos which are used for the quick dissemination of instructions and take precedence over or amplify the instructions contained in the Company manuals. These include the following:

- a. Company circulars
- b. Flag state circulars
- c. Office circulars (Office administration only)
- d. Memos

Level 3 Documentation

Comprises of procedure manuals for operations on board managed Company vessels and ashore, and are as follows:


- a. Nautical Manual
- b. Health, Safety and Environmental Manual
- c. Dry Cargo and Operations Manual
- d. Technical Manual
- e. Fleet Procedures Manual
- f. Personnel Manual
- g. Office Procedures Manual
- h. Company SMS forms

Level 4 Documentation (Found on board as applicable):

- a. Ship Security Plan / Ship Security Assessment
- b. Training Manual (SOLAS), and Fire Training Manual
- c. Shipboard Marine Pollution Emergency Plan (SMPEP)/SOPEP
- d. Garbage Management plan / Garbage record book
- e. Emergency Towing Manual
- f. SEEMP Manual
- g. Vessel Response Plan (OPA 90)/NTVRP – for vessels trading to USA

² W 26 / 2024

³ W 26 / 2024

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- h. Washington State Prevention Plan – vessels trading to Washington State USA
- i. California Vessels Contingency Plan – vessels trading to California USA
- j. Plan and recovery of persons from water
- k. VGP manual – For vessels trading in US waters
- l. PCSOPEP
- m. [Biofouling Management Plan⁴](#)
- n. Industry publications (As per bridge publication list)
- o. Class approved drawings and plans
- p. Makers manual
- q. Oil record book
- r. Official logbook
- s. Various logbooks (deck /engine / medical / GMDSS / Fuel sulphur record book etc)
- t. Statutory / trading certificates

6. ELECTRONIC SHEQ MANAGEMENT SYSTEM

The electronic SHEQ management System resides on a system of linked PDF files that are maintained on the Company's server. Controlled copies are distributed to the fleet SharePoint and available on ships PC Network.

In addition to the electronic SHEQ Management System a controlled hard copy of the Nautical Manual and the Contingency Manual are maintained and should be kept readily available on the bridge. All other printed hard copies of manuals used for reference are considered uncontrolled.

In order to provide access to the electronic SHEQ Management System during a total power outage, an emergency power source should be provided to operate at least one PC.

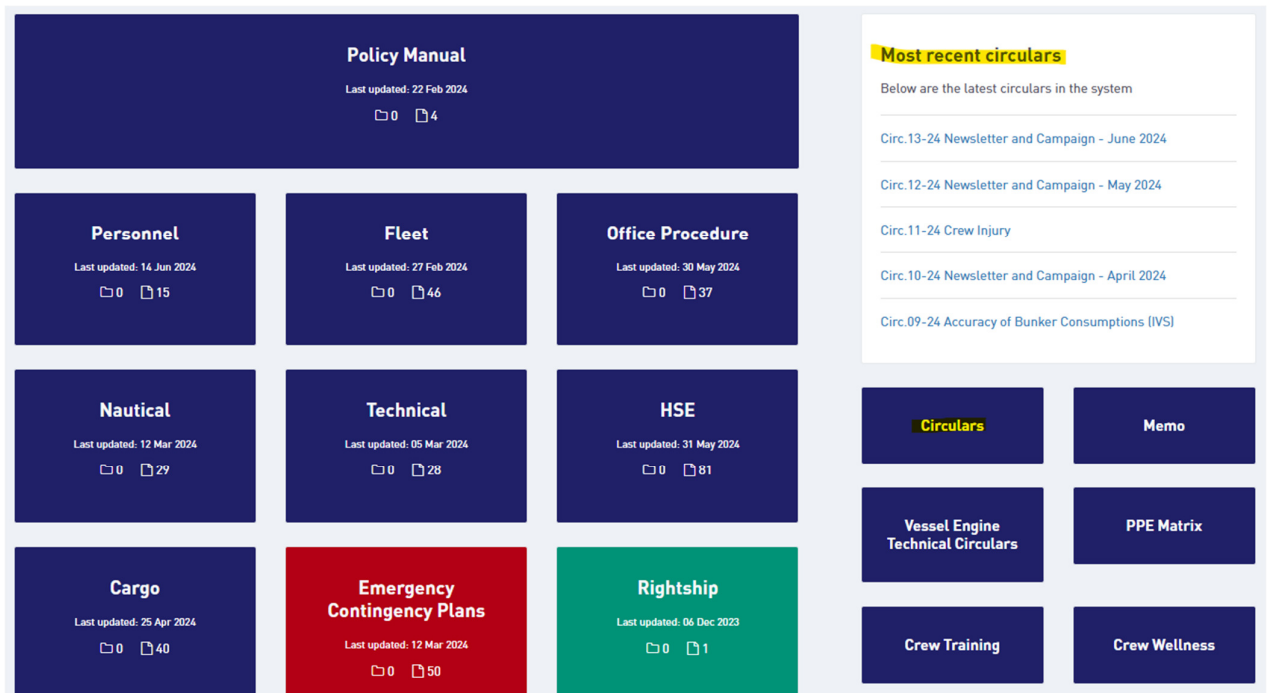
7. CIRCULARS

- 7.1. Circulars are utilised to quickly disseminate instructions and information to the fleet. The instructions contained therein take precedence over or amplify instructions contained in any SMS Manual.
- 7.2. Circulars will be identified by a control number, followed by a two-digit year format i.e. 02/24.

⁴ W 26 / 2024

- 7.3. Circulars are valid until cancelled by management. Circulars will be cancelled when:
- Incorporated into the Manual by way of amendment to the manual;
 - Superseded by another circular;
 - The information contained therein is no longer relevant, or
 - The instructions contained therein have been repealed.
 - Until 31st December each year. Circulars still relevant will be reissued with a new number.

7.4. Circulars will be promulgated to ships via email and published in SHEQ system.



The screenshot displays a dashboard with several manual categories and a list of recent circulars. The manual categories include:

- Policy Manual**: Last updated: 22 Feb 2024, 0 folders, 4 documents.
- Personnel**: Last updated: 14 Jun 2024, 0 folders, 15 documents.
- Fleet**: Last updated: 27 Feb 2024, 0 folders, 46 documents.
- Office Procedure**: Last updated: 30 May 2024, 0 folders, 37 documents.
- Nautical**: Last updated: 12 Mar 2024, 0 folders, 29 documents.
- Technical**: Last updated: 05 Mar 2024, 0 folders, 28 documents.
- HSE**: Last updated: 31 May 2024, 0 folders, 81 documents.
- Cargo**: Last updated: 25 Apr 2024, 0 folders, 40 documents.
- Emergency Contingency Plans**: Last updated: 12 Mar 2024, 0 folders, 50 documents.
- Rightship**: Last updated: 06 Dec 2023, 0 folders, 1 document.

The 'Most recent circulars' section lists:

- Circ.13-24 Newsletter and Campaign - June 2024
- Circ.12-24 Newsletter and Campaign - May 2024
- Circ.11-24 Crew Injury
- Circ.10-24 Newsletter and Campaign - April 2024
- Circ.09-24 Accuracy of Bunker Consumptions (IVS)

Other dashboard buttons include: **Circulars**, **Memo**, **Vessel Engine Technical Circulars**, **PPE Matrix**, **Crew Training**, and **Crew Wellness**.

- 7.5. Hard copy of circulars need not be maintained on board as they are installed on all computers on board and are available to all the crew.
- 7.6. The Master shall ensure that circular is disseminated to relevant personnel on board.
- 7.7. Circulars relevant/applicable to crew shall be posted in smoke room for at least one week.
- 7.8. It is the responsibility of each Officer to ensure that all circulars relevant to them are read and understood.

8. MEMOS

Memos are utilized to disseminate the following to the fleet.

- a. Industry advisories like health/medical issues
- b. Port regulations / local regulations
- c. Piracy reports
- d. KPI statistics
- e. Equipment manuals
- f. Maker technical bulletins
- g. Maker user guidance notes
- h. Correspondent lists
- i. QI advisories
- j. MLC documents
- k. Summary of ship/shore drills
- l. Summary of management review
- m. Training materials like Karko matrix
- n. Asbestos declaration certificates
- o. Cargo advisories
- p. Pollution prevention advisories
- q. Navigation advisories
- r. IT advisories
- s. HSEQ reports
- t. Industry publications
- u. Flag state advisories like use of ECC

9. ELECTRONIC CERTIFICATES⁵

Certificates on board can be either of the following:

- a. Traditional paper certificates or
- b. Electronic certificates (e-Certificates)

Company will gradually change relevant paper certificates to electronic certificates on our managed vessels. This will normally be done after completion of renewal surveys/audits or when existing paper certificates are rewritten due to change of descriptions of certificates.

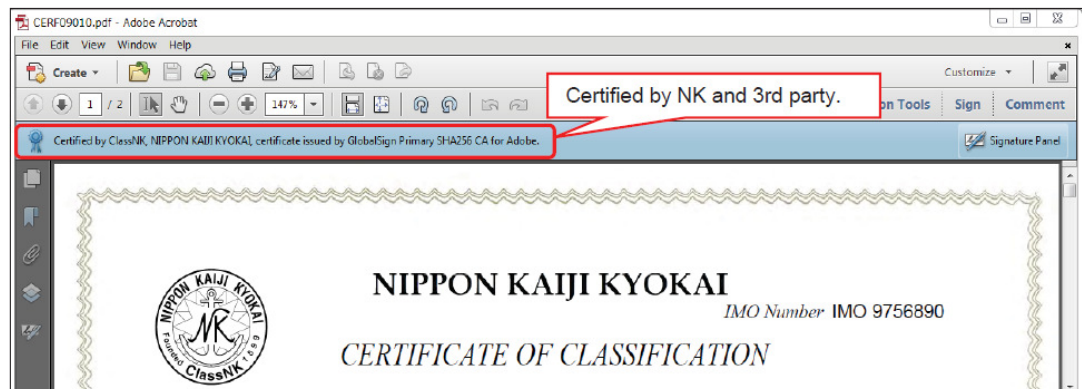
⁵ W 11 / 2019 (Entire section)

The advantages of electronic certificates are as follows:

- a. Reduces the administrative burden on administrations, port state control officials, ship's crews and other stakeholders
- b. Easier to manage and reduced risk of loss or damage
- c. The latest e-Certificate is always accessible and downloadable from online server
- d. E-Certificates are issued via a secure electronic file thus allowing users to verify their authenticity in a timely manner as opposed to paper certificates which can be manipulated or falsified (the electronic certificates contain a Quick Response (QR) Code to facilitate the verification process)

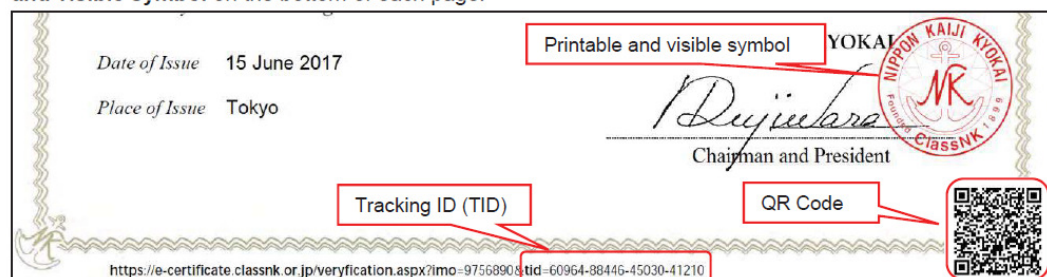
Electronic certificate shall comply with FAL.5/Circ.39/Rev.2. Use of electronic certificates are authorized by flag state, such as MPA. The main features are as follows;

- a. Digital Signature - The digital signature, which is shown at the top of the certificate, certifies that the certificate is protected from any edits, modifications or revisions other than those authorized by Classification society and an applicable third Party (GMO GlobalSign).



- b. Unique Tracking Number (Tracking ID), QR Code and Printable and Visible Symbol

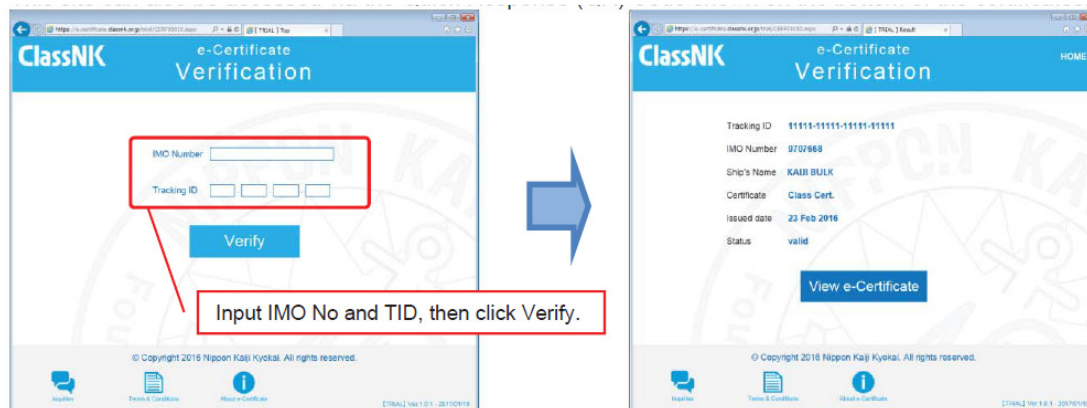
All electronic certificates have Unique Tracking Numbers (Tracking ID (TID)), QR Code and Printable and visible symbol on the bottom of each page.



c. Verification of electronic certificate on website –

- For CLASS NK, the validity of electronic certificates can be confirmed on “e-Certificate Verification Site “

(URL <https://e-certificate.classnk.or.jp/CERF00010.aspx>) with the ship’s IMO No. and Tracking ID (TID). This site can also be accessed via the Quick Response (QR) Code shown on the bottom of the certificates




- For electronic certificates issued by MPA, relevant parties seeking to verify the authenticity and validity of the electronic certificates can do so online either by using the QR Code found in each electronic certificate or by entering the unique tracking number at the online verification system at <https://marinet.mpa.gov.sg/sr-vs/>. (MPA SHIPPING CIRCULAR NO. 26 OF 2017)
- ⁶For electronic certificates issued by Marshall Islands, Electronic documents and certificates either in printed or electronic form may be verified online in two (2) ways (Marine Notice No. 1-109-1)
 - by using the QR Code found in the upper right corner of each document or certificate; or
 - if no QR Code reader is available, documents and certificates may be verified online at <https://verify.register-iri.com>

by entering:

- .1 the UTN located in the bottom left corner of the document; or
- .2 the Certificate Number, the Official Number, and the Certificate issue date.

If there is any question regarding the authenticity of an RMI document or certificate, a request for verification may be addressed to the Administrator via:

- vesdoc@register-iri.com

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9.1. Action required by Ship Staff:

Once e-certificate is issued, a "Notification of issuance of e-Certificate" containing a hyperlink (URL) will be sent to the registered company e-mail address. Electronic certificate will be downloaded in office and sent to vessels.

Vessel shall maintain pdf file as well as printed copy which shall be filed on board. Printing in colour is recommended. Once e-Certificate is received the corresponding paper certificate has to be discarded.

The reasons a printed version of e-Certificates is needed are as follows:

- i. For the purpose of endorsement upon completion of periodical surveys/audits by attending surveyors/auditors.
- ii. For the purpose of receiving clearance to enter/leave port, and examinations by Port State Control authorities.

Electronic certificate shall be filed along with the DECLARATION LETTER issued by class to show to PSCO, Port Authority and other third parties.

After completion of periodical surveys/ audits, endorsement information will be added to the endorsement page of the e-certificate to ensure consistency. New e-certificate after the endorsement shall be maintained on board.

Ship staff shall familiarize with the FEATURES OF ELECTRONIC CERTIFICATE, E-CERTIFICATE USER MANUAL, FAQ and FAL CIRC39, MPA shipping circular provided on board (Refer MEMO section of SHEQ)

The Master should continue to exercise due diligence to address any entry and clearance requirements that are specific to each port that the ship calls at.