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MASTERS REVIEW

1. SCOPE

This procedure covers the Masters review of the Company's Safety Management System (SMS) to ensure its continuing suitability, adequacy and effectiveness.

2. CODES

ISO 9001	5.6
ISM	5.1.5
ISO 14001	4.6

3. RESPONSIBILITY

The Master is responsible for the reviewing the SMS management system and reporting its deficiencies to the Company. Completed Form 5.1.6.1 MASTER'S REVIEW CHECKLIST & REPORT is to be emailed to company.

The Chief Engineering Officer is responsible to the Master for reviewing technical requirements of the SMS management system and answering any technical questions.

4. MASTERS REVIEW

- 4.1. A Masters Review of the SMS management system will be conducted **at least once per annum** on instruction from the Company.
- 4.2. Master shall review specific policies and procedures and to verify that they are suitable and effective. Questions related to technical policies and procedures should be answered by the Chief Engineering Officer and confirmed by the Master.
- 4.3. In addition, the Master is to report any deficiencies with the SMS management system to the Company.
- 4.4. Any possible modifications or improvements to the SMS management system that will improve efficiency and ensure health, safety and environmental protection should be reported to the Company without delay.
- 4.5. The Master is required to verify that specified requirements of the SMS management system are observed.
- 4.6. The Company will issue a deadline for submission of the Masters Review and this must be strictly observed.

6.0. MASTERS REVIEW

FLEET PROCEDURES MANUAL

- 4.7. The Company will collate the Masters Reviews and provide feedback to the fleet after review.
- 4.8. Company shall review the suggestions provided by master and any suggestion found useful and which can contribute for the continual improvement of the system shall be incorporated in SMS system.