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## DOCUMENT CONTROL

### 1. SCOPE

The scope of this procedure covers the requirements to approve, issue, review or remove documents or data onboard that are relevant to the Safety Management System.

### 2. CODES

ISM 11.1; 11.2.1; 11.2.2; 11.2.3; 11.3

### 3. RESPONSIBILITY AND AUTHORITY

#### 3.1. Master

Is responsible for:

- a. Maintaining a list of controlled documents issued onboard.
- b. Approving Safety Management System instructions and procedures issued onboard.
- c. Safekeeping of the vessel's documentation.
- d. The control of the vessel communication system.

#### 3.2. Chief Engineer Officer

Is responsible for:

- a. Approving operational instructions and procedures issued onboard and applicable to their department.
- b. Safekeeping of the vessel's technical manuals and maintenance documentation.

#### 3.3. Chief Navigating Officer

Is responsible for:

- a. Approving operational instructions and procedures issued onboard and applicable to their department.
- b. Safekeeping of the vessel's cargo and stability information
- c. Safekeeping and recording of the working hours of all crane wires, mooring ropes and log lashing equipment condition records aboard (if a logger)<sup>1</sup>

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<sup>1</sup> W 26 / 2024

### 3.4. Document Holders

Are responsible for the safekeeping and updating of manuals and procedures in their possession.

## 4. CONTROLLED DOCUMENTS

Are documents that are considered essential to the safe, and effective operation of the ship and the protection of the environment in which it operates. Examples of such documents are:

### 4.1. Internal

- a. Safety Management System manuals
- b. Company circulars
- c. Procedures, instructions, check lists
- d. Standard Company forms and posters
- e. Messages to and from the office.

### 4.2. External

- a. Notices to Mariners and nautical publications.
- b. Ships certificates (Flag state, Class etc)
- c. Ships Manuals required by IMO Codes
- d. Standard library
- e. Drawings, manufacturer's instruction books.
- f. Charterers instructions/procedures.

## 5. INTERNAL DOCUMENTS

(This procedure does not apply to Company circulars and messages.)

- 5.1. It is important that only the latest version of instructions and procedures issued onboard are posted or utilised, and that old obsolete copies are removed.
- 5.2. Instructions and procedures issued onboard are to be reviewed and approved for adequacy prior to release.
- 5.3. Each page of an internal controlled document is to be dated to identify the relevant version of the document. If appropriate the revision status number may also recorded. The person issuing or approving the document must be identified.

- 5.4. Internal controlled documents are reviewed for adequacy and user friendliness on an ongoing basis and updated as necessary. Refer to Masters Review.
- 5.5. Where practicable, changes to an internal document are identified by the use of 'Italics'. Changes to Safety Management System manuals are noted on the 'Record of Revision' page contained in each manual.
- 5.6. A list is to be maintained identifying the current revision status of the document and distribution details.

## 6. COMPANY CIRCULARS

Company circulars are considered controlled documents. For ease of reference the circulars are consecutively numbered commencing at 01 at the beginning of each year.

## 7. MESSAGES

All e-mail messages to and from the fleet are saved on the company server.

## 8. EXTERNAL DOCUMENTS

- 8.1. The control of Notices to Mariners and Nautical Publications is contracted out – See Nautical Manual section 2, Charts and Nautical Publications.
- 8.2. A master list of the standard library publications is circularised identifying the relevant version of each publication.

## 9. OBSOLETE DOCUMENTS

Obsolete documents shall be promptly removed from all points of issue and use, destroyed or otherwise suitably marked to prevent their unintended use.

## 10. UNCONTROLLED COPIES

- 10.1. The use of uncontrolled copies of controlled documents should be avoided.
- 10.2. The Safety Management System and procedures are internet based. Copies on paper aboard shall be considered to be uncontrolled and not updated.