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CONTROL OF RECORDS

1. SCOPE

This procedure covers the control of records onboard essential to the Safety Management System and the operation of the vessel.

2. CODES

ISO 9001:2008	4.2.4
ISM	10.2.4
ISO 14001:2004	4.5.4

3. RESPONSIBILITY AND AUTHORITY

Department Heads are responsible for the General Filing System for their department

Master is responsible for ensuring the Company Standard Filing System and Record Control is implemented onboard.

4. STANDARD FILING SYSTEM

A standard filing system is established to maintain records that are common to both shore based and shipboard management. The system identifies electronic files and hard copy files to be kept.

The system can be accessed from the Master, CEO, Admin 1, Admin 2, ECR 1 computers aboard, and from Management desk tops ashore.

Section 4 (Personnel) and Section 8 (Financial) have limited access.

4.1. Records are categorised and identified by file reference numbers that are common to both the Company and the Ship. The electronic filing system can be accessed aboard and ashore, and is backed up on the company server.

4.2. A master file list is maintained identifying all the files in the standard filing system. The list is kept in the SMS, and appears under the icon "FILING SYSTEM". This clearly indicates whether paper records are required, or whether electronic records may be kept. It will also indicate where the records should be kept (either by physical position aboard, or where in cyber space the electronic records reside). It will indicate who is responsible for entering the records, and who is the "housekeeper" of the file and form.

4.3. Each record must be referenced with an appropriate file reference number.

- 4.4. All Company standard forms are pre-referenced with a standard filing reference number.
- 4.5. Records shall be filed as per their respective file reference numbers.
- 4.6. Electronic records will be filed with the name clearly reflected in the filing index. Failure to use the exact code may affect the chronological order that the files are shown in the electronic record. The electronic record will also display the date of the entry and the computer from which it was saved.

5. STORAGE

- 5.1. Paper Records must be filed in suitable files that provide safe protection that will ensure the records are retained in a good condition.
- 5.2. Confidential or sensitive records must be kept locked away.

6. ACCESS

- 6.1. Files shall be readily available to the pertinent people.
- 6.2. Approved external auditors are allowed access to records as appropriate to the audit.

7. RETENTION

- 7.1. Retention periods should be specified on each file. The retention periods are specified in the Company Standard Filing.

8. DISPOSAL

Obsolete paper records shall be removed from file and destroyed.

9. ELECTRONIC DATA RECORDS

Records may be transmitted and stored as data files provided:

- 9.1. The document does not require to be signed as a legal requirement.
- 9.2. The access requirements listed in item 7 above are fully met.
- 9.3. The records are backed up ashore, every day, to prevent accidental loss of data.