

---

To : As per distribution list

From : HSEQ Manager

---

In August 2014 all Manuals were rewritten. Following on the Office has had reason to continue to amend the Manuals. Please find below a list of all the modifications that have been completed each week to the Manuals.

**For all Modifications to the SMS completed in 2023, these will be in ORANGE**

**For all Modifications to the SMS completed in 2022, these will be in GREEN**

**For all Modifications to the SMS completed in 2021, these will be in PURPLE**

Please ensure that the Crew is made aware of these changes in the SMS:

## YEAR 2023

### THE ENTIRE SMS WAS UPDATED IN NOVEMBER 2023

#### Week 42

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
3.01.06 Safety Equipment Con...l List.xlsx	Forms	17/10/2023 15:23	Edited
OJT 079 - UKC Calculation For...1.3.1A.pdf	On the Job Training	17/10/2023 10:19	New
OJT 080 - Manual Handling.pdf	On the Job Training	17/10/2023 09:34	New
6.05.05 Brake Lining Thicknes...heck.xlsx	Forms	17/10/2023 08:35	Edited
04.07D Dispensation Procedures.pdf	HSE	16/10/2023 11:20	Edited

#### Week 41

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
6.01 SITREP.docx	Forms	09/10/2023 12:32	Edited
4.10.15 Request for Medical S... (GS).docx	Office Forms	09/10/2023 08:25	Edited
Circ.25-23 Monthly Campaign... 2023.pdf	Circulars	09/10/2023 07:47	New

#### Week 40

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
01.00 Personnel Policy (GS).pdf	Personnel Manual	02/10/2023 11:34	Edited
03.00 Conditions of Employm...f (GS).pdf	Personnel Manual	02/10/2023 11:24	Edited
06.00 OOW Duties.pdf	Nautical Manual	02/10/2023 10:14	Edited

#### Week 39

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
08.00 Voyage Preparation.pdf	Nautical Manual	26/09/2023 11:31	Edited
04.00 Bridge Organisation.pdf	Nautical Manual	26/09/2023 10:22	Edited
00.00 Contents.pdf	Emergency Contingence	26/09/2023 09:55	Edited
04.11.02 Permit to Work.pdf	HSE	26/09/2023 09:51	Edited
02.00 Man Overboard and Pi...oard.pdf	Emergency Contingence	26/09/2023 09:35	Edited
32.00 Carriage of Grain Cargoes.pdf	Bulk Cargo Manual	26/09/2023 09:15	Edited
04.11.04 Manual Handling.pdf	HSE	26/09/2023 08:44	Edited

#### Week 38

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
3.NAVB02 Bridge Manning Matrix.docx	Forms	20/09/2023 11:15	Edited
10.00 Navigation General.pdf	Nautical Manual	20/09/2023 08:14	Edited
1.02.03 A Notice of Readiness.docx	Forms	20/09/2023 07:48	Edited

## Week 37

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
Circ.24-23 Inventory of Hazar...erials.pdf	Circulars	11/09/2023 07:55	New
Circ.23-23 Monthly Campaign... 2023.pdf	Circulars	11/09/2023 07:55	New

## Week 36

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
06.17 Inventory of Hazardou...erials.pdf	HSE	06/09/2023 09:44	Edited

## Week 35

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
6.06.16 Alarm Test Records.xlsx	Forms	31/08/2023 15:36	Edited
00.01 Record of Revisions 2023 (GS).pdf	Record of Revisions	31/08/2023 15:03	Edited
00.00 List of Contents.pdf	Personnel Manual	29/08/2023 09:21	Edited
1.01.06 A VFD Reporting Form.xlsm	Forms	29/08/2023 09:06	Edited
3.NAVB21 Pilot Ladder Checklist.docx	Forms	28/08/2023 10:47	Edited

## Week 34

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
2 Stroke Table of Contents.pdf	Memo	23/08/2023 15:26	New
05.00 Certification Matrix (GS).pdf	Personnel Manual	22/08/2023 14:00	Edited
13.00 Colour Scheme (GS).pdf	Technical	22/08/2023 13:03	Edited
1.05.02A Pilot Card.xlsx	Forms	22/08/2023 12:52	Edited
2.03.07 Cranes, Grabs and De... (GS).xlsx	Forms	21/08/2023 11:13	Edited
15.00 Pilot on board.pdf	Nautical Manual	21/08/2023 08:04	Edited

## Week 31

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
04.05 Ratings Responsibility a... (GS).pdf	Fleet Manual	03/08/2023 15:02	Edited
1.07.01 Shipboard Plans.xlsx	Forms	03/08/2023 13:59	Edited
53.00 Loss of Deck Cargo.pdf	Emergency Contingence	03/08/2023 13:41	New
52.00 Cargo Damage.pdf	Emergency Contingence	03/08/2023 12:27	New
51.00 Damage to fixed and fl...jects.pdf	Emergency Contingence	03/08/2023 12:19	New
3.NAVB07 Preparation for Arr...ting.docx	Forms	03/08/2023 09:33	Edited
Circ.21-23 Piracy Policy Amendment.pdf	Circulars	03/08/2023 08:08	New
Circ.22-23 Monthly Campaign... 2023.pdf	Circulars	03/08/2023 08:06	New
4.01.03 A Fleet Assessment Fo...ings).xlsx	Forms	31/07/2023 11:29	Edited

4.01.03 B Fleet Assessment Form (Catering Staff).xlsx	Forms	31/07/2023 11:29	Edited
4.01.06 B Fleet Assessment Form (Master and CEO).xlsx	Forms	31/07/2023 11:29	Edited
4.01.06 A Fleet Assessment Form (Officers and Cadets).xlsx	Forms	31/07/2023 11:29	Edited

## Week 29

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
Circ.20-23 Change of Compan...dress.pdf	Circulars	20/07/2023 14:01	New
Circ.19 -23 Sea Theft in Singa...Strait.pdf	Circulars	17/07/2023 10:59	New
3.ER 04 Change of Watch - M...R 04).xlsx	Forms	17/07/2023 09:30	Edited
04.21 Fire Fighting and Life S... (GS).pdf	HSE	17/07/2023 09:12	Edited

## Week 28

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
Ship Shore Security Exercise ...23 06.pdf	Memo	10/07/2023 15:18	New
07.00B Electronic Chart Displa...CDIS).pdf	Nautical Manual	10/07/2023 15:15	Edited
3.NAVB06 Preparation for Sea.docx	Forms	10/07/2023 11:46	Edited
3.NAVB16 Change of Watch.docx	Forms	10/07/2023 11:40	Edited
3.NAVB01 Steering Gear Test ...ines.docx	Forms	10/07/2023 11:37	Edited
04.21 Fire Fighting and Life S... (GS).pdf	HSE	10/07/2023 11:30	Edited
04.14 Helicopter Operations.pdf	HSE	10/07/2023 11:16	Edited
5.02.01 A Weekly Inspections...ater.docx	Forms	10/07/2023 10:53	Edited
5.01.05.08 Masters Handover...klist.docx	Forms	10/07/2023 10:44	Edited

## Week 27

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
3.01.06 Safety Equipment Con...l List.xlsx	Forms	07/07/2023 15:34	Edited
1.07.01 Shipboard Plans.xlsx	Forms	07/07/2023 09:57	Edited
17.02 Engine Room Checklists.pdf	Fleet Manual	07/07/2023 09:50	Edited
17.01 Bridge Checklists.pdf	Fleet Manual	07/07/2023 09:48	Edited
Circ.11-23 De-ballasting.pdf	Circulars	07/07/2023 09:27	New
6.05.01 Checklist for Flag Cha... Sale.xlsx	Forms	06/07/2023 14:02	Edited
11.03 Ships Certificates (GS).pdf	Fleet Manual	05/07/2023 12:33	Edited
Fleet Advisory 2023-02.pdf	Crew Training	05/07/2023 12:00	New
3.ER 04 Change of Watch - M...R 04).xlsx	Forms	05/07/2023 11:46	Edited
6.06.17 Battery Test and Repl...cord.xlsx	Forms	05/07/2023 09:51	Edited
Circ.18-23 Monthly Campaign... 2023.pdf	Circulars	04/07/2023 08:46	Edited
Circ.17-23 Logs Lashing Gear ...ance.pdf	Circulars	03/07/2023 14:42	Edited

## Week 26

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
SI2022-724.pdf	Memo	30/06/2023 10:29	New
SI2022-721.pdf	Memo	30/06/2023 10:29	New
MAN Service Letter SL2017-641.pdf	Memo	30/06/2023 10:35	New
1.01.06 A VFD Reporting Form.xlsm	Form	30/06/2023 10:49	Edited

### Week 23

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
Circ.16-23 Monthly Campaign... 2023.pdf	Circulars	08/06/2023 09:45	New

### Week 22

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
Ship Shore Exercise 2023 051... Tank.pdf	Memo	29/05/2023 12:06	New

### Week 21

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
Singapore Form ENG2A Elect...eport.pdf	Memo	24/05/2023 11:08	New
Marshall Islands - MN-1-109-1...s (GS).pdf	Memo	24/05/2023 11:11	New
IVS HSEQ Management Revie... (GS).pdf	Memo	24/05/2023 14:08	New
04.34 Natural Fibre Ropes an...dders.pdf	HSE	22/05/2023 10:43	Edited
05.01 Ship Security Plan.pdf	HSE	22/05/2023 10:53	Edited
22_12 IMSBC.pdf	Memo	26/05/2023 13:37	New
22_08 EEXI.pdf	Memo	25/05/2023 13:37	New
22_08 Safety Radio Surveys.pdf	Memo	24/05/2023 13:37	New
22_08 Survey and Certification for EEXI.pdf	Memo	23/05/2023 13:37	New
22_08 SEEMP III.pdf	Memo	22/05/2023 13:37	New
Saudi Arabia - Saudi Aramco ... 2023.pdf	Memo	22/05/2023 13:51	New
Sensor Life & Expiry Dates - R...vised.pdf	Memo	22/05/2023 13:52	New
RISQ Inspections Questionair...23 02.pdf	Memo	22/05/2023 13:54	New
Operation and Maintenance ...rness.pdf	Memo	22/05/2023 13:56	Edited
3.NAVB09 Stowaway Search C...klist.docx	Forms	22/05/2023 14:12	New
OJT 077 - Parrallel Indexing.pdf	On the Job Training	22/05/2023 14:32	New
OJT 078 - Mooring General.pdf	On the Job Training	22/05/2023 14:57	New
OJT 077 - Parallel Indexing.pdf	On the Job Training	22/05/2023 14:58	New
2023 04 - AGM (FSMC) - Joint US-Canadian ...n for 2023.pdf	Crew Wellness	22/05/2023 15:06	New
2023 03 - Coastal Pilotage - Great Barrier Re...res Strait.pdf	Crew Wellness	22/05/2023 15:06	New
2023 01 - China Tightens Verification of Ship...ption Data.pdf	Crew Wellness	22/05/2023 15:06	New
2023 02 - Hold Drain Non Return Valves.pdf	Crew Wellness	22/05/2023 15:06	New
2022 12 - Dangers of Tumble Dryer Filters.pdf	Crew Wellness	22/05/2023 15:06	New
2022 10 - Loss of Life while Changing Piston.pdf	Crew Wellness	22/05/2023 15:06	New
2023 05 - Responsible Navigational Practice...N 07-2021.pdf	Crew Wellness	22/05/2023 15:06	New
2022 11 - How Much Data Do...e Use.pdf	Crew Wellness	22/05/2023 15:06	New

### Week 20

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
01.00 Communication (GS).pdf	Emergency Contingence	17/05/2023 10:47	Edited
00.00 Contents.pdf	Emergency Contingence	17/05/2023 10:48	Edited
7.02.03 Engine Room Chemic...tory.xlsx	Forms	17/05/2023 10:55	Edited
6.03.01 Running Hours Recor... (GS).xlsx	Forms	17/05/2023 11:08	Edited
04.01 Organisation (GS).pdf	Office Procedures	16/05/2023 11:08	Edited
00.01 Record of Revisions 2023 (GS).pdf	Record of Revisions	16/05/2023 11:50	Edited
4.10.08 MLC Contract of Emp...ment.xlsx	Office Forms	16/05/2023 12:13	Edited
UK P&I List of Corresponden... 2023.pdf	Memo	15/5/2023 12:09 PM	New
UK P&I Rulebook 2023.pdf	Memo	15/5/2023 12:09 PM	New

## Week 18

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
04.03 IT Cyber Security.pdf	Office Procedure	4/5/2023 2:12 PM	Edited
4.01.06 C Crew Health Card.xlsx	Forms	4/5/2023 11:07 AM	Edited
Circ.15-23 Monthly Campaign... 2023.pdf	Circulars	5/5/2023 3:12 PM	Edited
OJT 076 - Protection of High-...rfaces.pdf	Crew Training	5/5/2023 3:06 PM	Edited
OJT 076 - Protection of High-...rfaces.pdf	Crew Training	5/5/2023 2:59 PM	New

## Week 17

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
01.00 Filing System (GS).pdf	Filing System	26/4/2023 10:19 AM	Edited
1.01.06 A VFD Reporting Form.xlsm	Form	26/4/2023 10:34 AM	New
1.03.01B Port of Call History.xlsm	Forms	24/4/2023 8:51 AM	Edited
Circ.14-23 Hatch Cover Damage.pdf	Circulars	25/4/2023 11:22 AM	New

## Week 16

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
2.03.22 Wire Information Rec...(GS).xlsm	Forms	20/4/2023 12:15 PM	Edited

## Week 14

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
Circ.12-23 IT Upgrading the V...ment.pdf	Circulars	3/4/2023 11:28 AM	New
Circ.13-23 Monthly Campaign... 2023.pdf	Circulars	4/4/2023 1:52 PM	New

## Week 13

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
GulfSea AB Cooil 55-100 HK 1.0.pdf	Memo	27/3/2023 3:57 PM	New
GulfSea AB Cooil 55-100 HK 1.0.pdf	Memo	27/3/2023 3:54 PM	New
GulfSea ATF III HK 1.0.pdf	Memo	27/3/2023 3:36 PM	New
GulfSea BD EPO Grease HK 1.0.pdf	Memo	27/3/2023 3:40 PM	New

GulfSea Hyperbar CS 2 HK 1.0.pdf	Memo	27/3/2023 3:51 PM	New
the folder 05 ~ Synthetic Lubricants	Memo	27/3/2023 3:57 PM	New
Circ.11-23 De-ballasting.pdf	Circulars	31/3/2023 10:37 AM	New
GulfSea ATF III HK 1.0.pdf	Memo	27/3/2023 4:16 PM	New
GulfSea Compressor Oil 100 1...K 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Cyclare DCA 5040X HK 1.1.pdf	Memo	27/3/2023 4:17 PM	New
GulfSea Cyclare DCA 5040X HK 1.1.pdf	Memo	27/3/2023 4:08 PM	New
GulfSea Cyclare DCA 5070S HK 1.1.pdf	Memo	27/3/2023 4:17 PM	New
GulfSea Cyclare ECA 50X HK 1.1.pdf	Memo	27/3/2023 4:17 PM	New
GulfSea Cylcare 50100H HK 1.0.pdf	Memo	27/3/2023 4:17 PM	New
GulfSea Cylcare 50100S HK 1.0.pdf	Memo	27/3/2023 4:17 PM	New
GulfSea Cylcare 50100X HK 1.0.pdf	Memo	27/3/2023 4:17 PM	New
GulfSea Cylcare 50140S HK 1.0.pdf	Memo	27/3/2023 4:17 PM	New
GulfSea Cylcare 50140X HK 1.0.pdf	Memo	27/3/2023 4:17 PM	New
GulfSea Cylcare DCA 5040H HK 1.0.pdf	Memo	27/3/2023 4:17 PM	New
GulfSea Cylcare DCA 5040S HK 1.0.pdf	Memo	27/3/2023 4:17 PM	New
GulfSea Cylcare DCA 5070X HK 1.0.pdf	Memo	27/3/2023 4:17 PM	New
GulfSea Cylcare ECA 50S HK 1.0.pdf	Memo	27/3/2023 4:17 PM	New
GulfSea Diesel DD HK 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Diesel DD HK 1.0.pdf	Memo	27/3/2023 4:07 PM	New
GulfSea Diesel DD HK 1.0.pdf	Memo	27/3/2023 4:05 PM	New
GulfSea Diesel DD HK 1.0.pdf	Memo	27/3/2023 3:43 PM	New
GulfSea Diesel GE40 HK 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Diesel GE40 HK 1.0.pdf	Memo	27/3/2023 4:07 PM	New
GulfSea Diesel GE40 HK 1.0.pdf	Memo	27/3/2023 4:05 PM	New
GulfSea Diesel GF40 HK 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Diesel GF40 HK 1.0.pdf	Memo	27/3/2023 4:07 PM	New
GulfSea Diesel GF40 HK 1.0.pdf	Memo	27/3/2023 4:05 PM	New
GulfSea Gear B 80W 90 HK 1.0.pdf	Memo	27/3/2023 4:16 PM	New
GulfSea Gear Oil Series HK 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea HT Oil 32 HK 1.0.pdf	Memo	27/3/2023 4:16 PM	New
GulfSea Hydraulic HVI Plus 10...K 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Hydraulic HVI Plus 15...K 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Hydraulic HVI Plus 15...K 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Hydraulic HVI Plus 22...K 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Hydraulic HVI Plus 32...K 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Hydraulic HVI Plus 46...K 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Hydraulic HVI Plus 68...K 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea N Cooloil 68 HK 1.0.pdf	Memo	27/3/2023 4:16 PM	New
GulfSea Outboard 3 HK 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Outboard 3 HK 1.0.pdf	Memo	27/3/2023 4:07 PM	New
GulfSea Outboard 3 HK 1.0.pdf	Memo	27/3/2023 4:05 PM	New
GulfSea Outboard 3 HK 1.pdf	Memo	27/3/2023 3:26 PM	New
GulfSea Power MDO 3012, 40...K 1.0.pdf	Memo	27/3/2023 4:18 PM	New
GulfSea Power MDO 3015, 30...K 1.0.pdf	Memo	27/3/2023 4:18 PM	New

GulfSea Power MX HK 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Power MX HK 1.0.pdf	Memo	27/3/2023 4:07 PM	New
GulfSea Power MX HK 1.0.pdf	Memo	27/3/2023 4:05 PM	New
GulfSea Power MX HK 1.pdf	Memo	27/3/2023 3:26 PM	New
GulfSea Power MX Plus HK 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Power MX Plus HK 1.0.pdf	Memo	27/3/2023 4:07 PM	New
GulfSea Power MX Plus HK 1.0.pdf	Memo	27/3/2023 4:05 PM	New
GulfSea Power MX Plus HK 1.pdf	Memo	27/3/2023 3:26 PM	New
GulfSea Power Series HK 1.1.pdf	Memo	27/3/2023 4:17 PM	New
GulfSea Powerfleet 10W 30 HK 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Powerfleet 10W 30 HK 1.0.pdf	Memo	27/3/2023 4:07 PM	New
GulfSea Powerfleet 10W 30 HK 1.0.pdf	Memo	27/3/2023 4:05 PM	New
GulfSea Powerfleet 10W 30 HK 1.pdf	Memo	27/3/2023 3:26 PM	New
GulfSea Powerfleet Plus 10W ... HK 1.pdf	Memo	27/3/2023 3:26 PM	New
GulfSea Powerfleet Plus 10W ...K 1.0.pdf	Memo	27/3/2023 4:15 PM	New
GulfSea Powerfleet Plus 10W ...K 1.0.pdf	Memo	27/3/2023 4:07 PM	New
GulfSea Powerfleet Plus 10W ...K 1.0.pdf	Memo	27/3/2023 4:05 PM	New
GulfSea SuperBear 3006S HK 1.0.pdf	Memo	27/3/2023 4:18 PM	New
GulfSea Turbine Oil 100 HK 1.0.pdf	Memo	27/3/2023 4:16 PM	New
GulfSea Turbine Oil 32 HK 1.1.pdf	Memo	27/3/2023 4:16 PM	New
GulfSea Turbine Oil 46 HK 1.0.pdf	Memo	27/3/2023 4:16 PM	New
GulfSea Turbine Oil 68 HK 1.0.pdf	Memo	27/3/2023 4:16 PM	New
GulfSea UTTO 80W HK 1.0.pdf	Memo	27/3/2023 4:16 PM	New

## Week 11

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
4.01.06 B Fleet Assessment Fo...CEO).xlsx	Forms	16/3/2023 9:54 AM	Edited
Canada - APHIS-CFIA Annual ... 2023.pdf	Memo	16/3/2023 11:01 AM	New

## Week 10

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
Circ.10-23 Monthly Campaign... 2023.pdf	Circulars	7/3/2023 1:06 PM	New

## Week 9

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
00.01 Record of Revisions 2023 (GS).pdf	Record of Revision	27/2/2023 3:34 PM	Edited
1.03.01A Passage Plan.xlsm	Forms	3/3/2023 1:06 PM	Edited
5.01.05.07 Cook Handover Ch...cklist.xlsx	Forms	28/2/2023 10:55 AM	Edited
5.01.09 Monthly Review of Ch...ions.docx	Forms	28/2/2023 11:20 AM	Edited
5.02.01 A Weekly Inspections...ater.docx	Forms	28/2/2023 11:28 AM	Edited
5.02.01 B Month End Report (GS).docx	Forms	28/2/2023 11:37 AM	Edited
5.02.01 C Safety Committee M...orm.docx	Forms	28/2/2023 11:46 AM	Edited
5.02.01 D Picture Submission...orm.dotx	Forms	28/2/2023 11:50 AM	Edited
5.02.04 EEO Daily Work Book.docx	Forms	28/2/2023 11:59 AM	Edited

5.02.08 A Control of Docume...(GS).docx	Forms	28/2/2023 2:35 PM	Edited
5.02.08 B Control of Docume...(GS).docx	Forms	28/2/2023 2:44 PM	Edited
5.02.09 2EO Work Book (GS).docx	Forms	28/2/2023 2:54 PM	Edited
6.03.01 Running Hours Recor... (GS).xlsx	Forms	28/2/2023 3:12 PM	Edited
6.03.03 AE Performance Records.xlsx	Forms	28/2/2023 3:30 PM	Edited
6.04.01 Fuel Oil Non-Availabil...ort.docx	Forms	28/2/2023 3:43 PM	Edited
6.05.01 Defect Management Form.xlsm	Forms	1/3/2023 11:42 AM	Edited
6.05.04 Goods Landed Advice...Form.xlsx	Forms	1/3/2023 3:03 PM	Edited

## Week 8

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
4.01.17 Navigational Audit Report.docx	Forms	22/2/2023 12:19 PM	Edited
4.01.19 On Board Complaint Form.docx	Forms	23/2/2023 1:14 PM	Edited
4.03.01 Record Hours of Rest.xlsx	Forms	23/2/2023 2:49 PM	Edited
4.04.01 Crew Temperature Log.xlsx	Forms	23/2/2023 2:58 PM	Edited
4.04.02 COVID-19 Visitor Pre-B...tion.docx	Forms	23/2/2023 3:39 PM	Edited
4.04.03 COVID-19 Vaccination...orm.docx	Forms	23/2/2023 3:44 PM	Edited
4.04.04 COVID-19 Medical Scr... Log.xlsx	Forms	23/2/2023 3:56 PM	Edited
4.04.05 Corona Virus Kit Inventory.xlsx	Forms	23/2/2023 4:09 PM	Edited
5.01.02 Guarantee Claims Form.docx	Forms	24/2/2023 12:09 PM	Edited
5.01.05.01 Electro Engineer Handover Checklist.xlsx	Forms	24/2/2023 12:09 PM	Edited
5.01.05.02 Third or Fourth Engineer Handov... Checklist.xlsx	Forms	24/2/2023 12:09 PM	Edited
5.01.05.03 Second and Third Officer Handov... Checklist.xlsx	Forms	24/2/2023 12:09 PM	Edited
5.01.01 Letter of Indemnity.docx	Forms	24/2/2023 12:09 PM	Edited
5.01.01 A Letter of Indemnity - COVID-19.docx	Forms	24/2/2023 12:09 PM	Edited
5.01.05.04 Chief and Second Engineer Hando... Checklist.xlsx	Forms	24/2/2023 12:09 PM	Edited
5.01.05.05 Chief Officer Hando...cklist.xlsx	Forms	24/2/2023 12:26 PM	Edited
5.01.05.06 Petty Officer Hand...cklist.xlsx	Forms	24/2/2023 12:39 PM	Edited

## Week 7

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
11.00 Emergency Response - Office and Vessel.pdf	Office Procedures	13/2/2023 10:51 AM	Edited
4.01.09 Medical Emergency In...orm.docx	Forms	15/2/2023 3:52 PM	Edited
4.01.10 Contract Extension Request Form.docx	Forms	15/2/2023 4:09 PM	Edited
04.19 Safety Equipment - Pre... (GS).pdf	HSE Manual	16/2/2023 10:11 AM	Edited
1.08.03 Equipment Software.xlsx	Forms	16/2/2023 10:16 AM	Edited
03.00 Conditions of Employm...f (GS).pdf	Personnel Manual	16/2/2023 10:32 AM	Edited
4.05.01 Senior Officer Pre-join...(GS).docx	Forms	16/2/2023 11:25 AM	Edited
13.00 Cargo Quantity.pdf	Dry Cargo Manual	16/2/2023 9:52 AM	Edited
4.01.14 BWK Officers Assessment.docx	Forms	17/2/2023 1:13 PM	Edited
04.00 Procedure for Crew Sig...essels.pdf	Personnel Manual	17/2/2023 11:41 AM	Edited
2.03.22 Wire and Mooring Ro...(GS).xlsm	Forms	17/2/2023 11:50 AM	Edited
01.00 Filing System (GS).pdf	Filing System	17/2/2023 12:22 PM	Edited
4.01.11 Watch Arrangement (GS).xlsx	Forms	17/2/2023 12:46 PM	Edited

## Week 6

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
Circ.09-23 Monthly Campaign... 2023.pdf	Circulars	7/2/2023 10:28 AM	New
4.01.03 B Fleet Assessment Fo...Staff).xlsx	Forms	7/2/2023 2:20 PM	Edited
4.01.03 A Fleet Assessment Fo...ings).xlsx	Forms	7/2/2023 2:23 PM	Edited
4.01.06 A Fleet Assessment Fo...dets).xlsx	Forms	7/2/2023 2:33 PM	Edited
4.01.06 B Fleet Assessment Fo...CEO).xlsx	Forms	7/2/2023 2:36 PM	Edited
4.01.06 C Crew Health Card.xlsx	Forms	7/2/2023 2:50 PM	Edited
4.01.07 A Warning Form.docx	Forms	7/2/2023 3:40 PM	Edited
4.01.07 B Notification of a Dis...uiry.docx	Forms	7/2/2023 4:10 PM	Edited
07.00 Internal Ship Audit or I...dure.pdf	Fleet Procedures	7/2/2023 8:31 AM	Edited
11.00 Emergency Response - ...essel.pdf	Office Procedures	7/2/2023 8:57 AM	Edited
4.01.07 B Notification of a Disciplinary Enquiry.docx	Forms	9/2/2023 1:48 PM	Edited
4.01.07 C Disciplinary Enquiry Checklist.docx	Forms	9/2/2023 1:48 PM	Edited
4.01.07 D Room for Improvem...orm.docx	Forms	9/2/2023 1:55 PM	Edited
4.01.07 E Corrective Action.docx	Forms	9/2/2023 1:57 PM	Edited
4.01.08 A Medical Treatment ...orm.docx	Forms	9/2/2023 3:04 PM	Edited

## Week 5

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
4.01.02 C Passenger Safety Familiarisation Tr...Checklist.docx	Forms	1/2/2023 11:29 AM	Edited
4.01.02 E Incinerator Familiarisation Training Eng Off.docx	Forms	1/2/2023 11:29 AM	Edited
4.01.02 A1 Cargo Crane Familiarization Form (GS).docx	Forms	1/2/2023 11:29 AM	Edited
4.01.02 B3 Record of Ship Specific Familiarisa...ficer (GS).docx	Forms	1/2/2023 11:29 AM	Edited
4.01.02 B2 Record of Ship Specific Familiarisa...ting (GS).docx	Forms	1/2/2023 11:29 AM	Edited
4.01.02 B1 Record of Ship Specific Familiarisa...icers (GS).docx	Forms	1/2/2023 11:29 AM	Edited
4.01.02 B4 Record of Ship Specific Familiarisa...ting (GS).docx	Forms	1/2/2023 11:29 AM	Edited
4.01.02 B5 Record of Ship Specific Familiarisa...ting (GS).docx	Forms	1/2/2023 11:29 AM	Edited
SOS Grindrod Bulkers CBA 20... (GS).pdf	Memos	30/1/2023 1:15 PM	New
04.12 Safe Moorings (GS).pdf	HSE Manual	30/1/2023 12:38 PM	Edited
02.00 Manpower.pdf	Personnel Manual	30/1/2023 12:59 PM	Edited
09.01 Whistle Blowing.pdf	Personnel Manual	30/1/2023 3:07 PM	New
Circ.08-23 IT Reporting System.pdf	Circulars	30/1/2023 8:15 AM	New
1.05.02A Pilot Card.xlsx	Forms	30/1/2023 8:49 AM	Edited

## Week 4

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
26.00 CII.pdf	Technical Procedures	23/1/2023 10:37 AM	New

## Week 3

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
02.00 PPE Matrix (GS).pdf	PPE Matrix	16/1/2023 10:06 AM	Edited

3.SSP APPX 6.6 Records of In...(GS).docx	Forms	16/1/2023 12:10 PM	Edited
3.SSP APPX 6.12 Inventory of Dangerous Go...nces (GS).docx	Forms	16/1/2023 12:10 PM	Edited
3.SSP APPX 6.9 Security Levels and Special M...Calls (GS).docx	Forms	16/1/2023 12:10 PM	Edited
3.SSP APPX 8 Declaration of Security (GS).docx	Forms	16/1/2023 12:10 PM	Edited
3.SSP APPX 12 Ship Security Officers Securit...orm (GS).docx	Forms	16/1/2023 12:10 PM	Edited
01.00 Personnel Policy (GS).pdf	Personnel Manual	18/1/2023 12:15 PM	Edited
Circ.07-23 Scupper Plugs.pdf	Circulars	20/1/2023 11:29 AM	New

## Week 2

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
3.SSP APPX 6.5 Maintenance,...(GS).docx	Forms	10/1/2023 3:18 PM	Edited
3.SSP APPX 6 Visitor Log (GS).docx	Forms	10/1/2023 3:18 PM	Edited
3.SSP APPX 6.2 Report on security Incident ...rity (GS).docx	Forms	10/1/2023 3:18 PM	Edited
3.SSP APPX 6.3 Security Threats (GS).docx	Forms	10/1/2023 3:18 PM	Edited
3.SSP APPX 6.4 Changes in Maritime Securit...vels (GS).docx	Forms	10/1/2023 3:18 PM	Edited
1.05.02A Pilot Card.xlsx	Forms	10/1/2023 8:35 AM	Edited
Circ.04-23 Monthly Campaign... 2023.pdf	Circulars	10/1/2023 9:43 AM	New
3.SSP APPX 5 Training and Dr...GS).docm	Forms	11/1/2023 9:38 AM	Edited
3.SSP APPX 2 Change of SSO (GS).docx	Forms	11/1/2023 9:38 AM	Edited
3.SSP APPX 5 Training and Drills Record (GS).docx	Forms	11/1/2023 9:38 AM	Edited
3.SSP 10.2.1 Key Control Register (GS).docx	Forms	11/1/2023 9:38 AM	Edited
3.SSP 10.2.2 Checklist Prior Entering Piracy V... or HRA.docx	Forms	11/1/2023 9:38 AM	Edited
Circ.05-23 IBF List 2023.pdf	Circulars	12/1/2023 8:19 AM	New
Circ.06-23 Line Management Plan.pdf	Circulars	13/1/2023 7:59 AM	New
02.00 Manpower.pdf	Personnel Manual	9/1/2023 11:15 AM	Edited
02.00 PPE Matrix (GS).pdf	PPE Matrix	9/1/2023 11:21 AM	Edited
01.00 Filing System (GS).pdf	Filing System	9/1/2023 11:30 AM	New
04.11.12 Tag Out System.pdf	HSE Manual	9/1/2023 11:37 AM	Edited
2.03.26 Mooring Ropes Inspection.xlsx	Forms	9/1/2023 11:50 AM	New
08.00 Hull Maintenance.pdf	Technical Procedures	9/1/2023 8:50 AM	Edited
24.00 Technical File.pdf	Technical Procedures	9/1/2023 8:53 AM	Edited
01.00 General.pdf	Technical Procedures	9/1/2023 9:53 AM	Edited

## Week 1

<u>DOCUMENT</u>	<u>MANUAL</u>	<u>UPDATED</u>	<u>NEW/EDIT</u>
04.17 Safe Access to Ship.pdf	HSE Manual	3/1/2023 11:06 AM	Edited
030 Guidelines on Cyber Secu... 1223.pdf	Memo	3/1/2023 11:11 AM	New
20.00 Particularly Sensitive Se...EHRA.pdf	Nautical Manual	3/1/2023 11:28 AM	New
OJT 028 - Solas Training Manual.pdf	On The Job Training	3/1/2023 11:40 AM	New
OJT 075 - Receiving MSI on A...Coast.pdf	On The Job Training	3/1/2023 11:53 AM	New
04.00 Procedure for Crew Sig...essels.pdf	Personnel Manual	3/1/2023 12:07 PM	Edited
Ship Shore Exercise - Excessiv... 1215.pdf	Memo	3/1/2023 12:11 PM	New
3.03.01 Permit to Work.xlsm	Forms	3/1/2023 12:48 PM	Edited
Salvage and Marine Firefighti... 2022.pdf	Memo	3/1/2023 8:03 AM	New

Circ.01-23 Summary of Previo...ulars.pdf	Circulars	4/1/2023 2:39 PM	New
Circ.02-23 Owner's Supply.pdf	Circulars	4/1/2023 2:42 PM	New
Circ.03-23 CII and New Enviro...lation.pdf	Circulars	4/1/2023 3:04 PM	New
20.00 Particularly Sensitive Se...EHRA.pdf	Nautical Manual	6/1/2023 8:20 AM	New