

No.	DOCUMENT	Form No	Paper / E filing	File No	Filing interval	Position Aboard	Curator	House Keeper	Format	Retention
1	VOYAGE, NAVIGATION and COMMUNICATIONS									
1.1	Owners Voyage Documents									
	Voyage Policy/Procedures/Correspondence/Owners Instructions	NA	E	1.1.1	Voyage	Sharepoint : 1.1.1 VOY # VSL YYYY	MASTER	M/Sup	.pdf	6Y
	Owners Voyager Abstract	NA	E	1.1.2	Voyage	Sharepoint : 1.1.2 VOY # VSL YYYY				
	VFD Reporting Form	1.1.6 A	E	1.1.6	Month end	Sharepoint : 1.1.6 VSL YYYY MM				
1.2	Charterers Voyage Documents									
	Charterers Voyage Instructions	NA	E	1.2.2	Voyage	Sharepoint : 1.2.2 VOY # VSL YYYY MM	MASTER	M/Sup	.pdf	
	Voyage Documents (including listed below) To be kept in a single envelope aboard with Voy. Number on.	NA	P	1.2.3	Voyage	HARD COPY TO BE KEPT IN ENVELOPE	MASTER	M/Sup	6 yrs	
	Additionally Voyage Documents (including listed below) shall be maintained electronically									
	Notice of Readiness (Company form)	1.2.3	E	1.2.3	Voyage	Sharepoint : 1.2.3 VOY # VSL YYYY (LOAD / DISCH PORT)	MASTER	M/Sup	.pdf	
	Free Pratique	NA	E	1.2.3	Voyage		MASTER	M/Sup	.pdf	
	Manifests	NA	E	1.2.3	Voyage	After departure from each load port and discharge port , documents mentioned in this section are to be scanned into a single pdf file and filed in 1.2.3 Example: 1.2.3 VOY4 VSL 2017 03 (LOADPORT RICHARDS BAY) 1.2.3 VOY4 VSL 2017 03 (DISCH PORT BRISBANE) For multiple load and discharge ports include each load ports and discharge ports separately	MASTER	M/Sup	.pdf	
	Mates Receipts	NA	E	1.2.3	Voyage		MASTER	M/Sup	.pdf	
	Nomination documents	NA	E	1.2.3	Voyage		MASTER	M/Sup	.pdf	
	Cargo Stowage Plan- (Non Company forms only (Company forms to be filed in Section 2.3.2)	NA	E	1.2.3	Voyage		MASTER	M/Sup	.pdf	
	Ship/Shore Checklists - (Non Company forms only (Company forms to be filed in Section 2.3.3)	NA	E	1.2.3	Voyage		MASTER	M/Sup	.pdf	
	Cargo Work Checklists - (Non Company forms only (Company forms to be filed in Section 2.3)	NA	E	1.2.3	Voyage		MASTER	M/Sup	.pdf	
	Hatch Cleanliness Certificates	NA	E	1.2.3	Voyage		MASTER	M/Sup	.pdf	
	Draught Survey Reports	NA	E	1.2.3	Voyage		MASTER	M/Sup	.pdf	
	Hatch Seal List	NA	E	1.2.3	Voyage		MASTER	M/Sup	.pdf	
	Cargo Shortage Claims	NA	E	1.2.3	Voyage		MASTER	M/Sup	.pdf	
	Fumigation Certificates	NA	E	1.2.3	Voyage	MASTER	M/Sup	.pdf		
	Statement of Facts	NA	E	1.2.3	Voyage	MASTER	M/Sup	.pdf		
	Cargo MSDS Sheets	NA	E	1.2.3	Voyage	MASTER	M/Sup	.pdf		
	Shippers Declaration of Cargo	NA	E	1.2.3	Voyage	MASTER	M/Sup	.pdf		
	Weather Reports (if bad weather encountered)	NA	E	1.2.3	Voyage	Sharepoint : 1.2.3 VOY # VSL YYYY MM DD	MASTER	M/Sup	.pdf	
	Charters Voyage Reports	NA	E	1.2.4	Voyage	Sharepoint : 1.2.4 VOY # VSL YYYY MM	MASTER	M/Sup	.pdf	
	Bills of Lading	1.2.5	E	1.2.5	Voyage	Sharepoint : 1.2.5 VOY # VSL YYYY MM	MASTER	M/Sup	.pdf	
	Note of Protest	1.2.6	E	1.2.6	Voyage	Sharepoint : 1.2.6 VOY # VSL YYYY	MASTER	M/Sup	.pdf	
	Delivery or Re-Delivery Certificate	1.2.7	E	1.2.7	As required	Sharepoint : 1.2.7 VOY # VSL YYYY	MASTER	M/Sup	.pdf	
	On Off Hire Statement	1.2.8	E	1.2.8	Voyage	Sharepoint : 1.2.8 VOY# VSL YYYY	MASTER	M/Sup	.doc	
	Bunkering Receipt (BDN)	NA	P	1.2.9	Each BKG	HARD COPY ALSO TO BE FILED	CEO	S/Man	3 yrs	
	Bunkering Receipt (BDN) / Bunker MSDS	NA	E	1.2.9	Each BKG	Sharepoint : 1.2.9 VOY# VSL YYYY MM	CEO	S/Man	.pdf	
1.3	Voyage Navigational Information									
	Routing/Navigational Data/Passage Planning	1.3.1 A	P	1.3.1 A	Voyage	HARD COPY ALSO TO BE FILED ON BRIDGE	2NO	M/Sup	1 yr	6Y
	Routing/Navigational Data/Passage Planning	1.3.1 A	E	1.3.1 A	Prior Dep port	Sharepoint : 1.3.1A VOY # VSL YYYY	2NO	M/Sup	.xls	P 1y / E 5y
	Port of call history	1.3.1 B	E	1.3.1 B	Each port	Sharepoint : 1.3.1 B VSL YYYY PORT NAME	2NO	M/Sup	.xls	1Y
	Safety depth and ECDIS settings	1.3.2	P	1.3.2	Voyage	HARD COPY TO BE FILED ON BRIDGE	2NO	M/Sup	1 yr	
1.4	Voyage Communications									
	Radio Communication Information (Weather and NAV warnings from EGC/NAVTEX etc.)	NA	P	1.4.1	Upon receipt	HARD COPY TO BE FILED ON BRIDGE	3NO	M/Sup	1 yr	
1.5	Pilot Card	1.5.2 A	P	1.5.2 A	Each pilotage	HARD COPY TO BE FILED ON BRIDGE	2NO	M/Sup	1 yr	
1.7	Shipboard Plans, Manuals, Logbooks and posters									
	Shipboard Plans, Manuals, Logbooks and posters	1.7.1	E	1.7.1	Quarterly	Sharepoint : 1.7.1 VSL YYYY MM	Master	M/Sup	.pdf	
1.8	IT									
	Masters Weekly Vessel Schedule Report	1.8.1	E	1.8.1	Weekly	Sharepoint : 1.8.1 VSL YYYY MM DD	MASTER	S/Man	.doc	1Y
	IT Audit Report	1.8.2	E	1.8.2	15th	Sharepoint : 1.8.2 VSL YYYY MM DD	MASTER	S/Man	.doc	
	Navigational Equipment Software (Latest Version)	1.8.3	E	1.8.3	Quarterly	Sharepoint : 1.8.3 VSL YYYY MM	MASTER	S/Man	.pdf	
	Record of ship's software (All CD/ DVD / USB)	1.8.4	E	1.8.4	Quarterly	Sharepoint : 1.8.4 VSL YYYY MM	MASTER	S/Man	.doc	
2	CARGO MATTERS									
2.1	Owners Cargo Documents									
	Cargo Matters Policy/Procedures/Correspondence (Owners)	NA	E	2.1.1	Upon receipt	Sharepoint : 2.1.1 VOY #VSL YYYY MM (Name of doc.)	MASTER	S/Man	.pdf	6Y
2.2	Charterers Cargo Documents									
	Cargo Matters Policy/Procedures/Correspondence (All other charterers voyage documents to be filed as per FILE 1.2.3)	NA	E	2.2.1	Upon receipt	Sharepoint : 2.2.1 VOY # VSL YYYY MM	MASTER	M/Sup	.pdf	6Y
2.3	Cargo Operational Documents									
	Coal cargo monitoring record	2.3.0	E	2.3.0	As required	Sharepoint : 2.3.0 VSL YYYY MM DD	CNO	M/Sup	.doc	6Y
	Pre-stow plan	2.3.1	E	2.3.1	As required	Sharepoint : 2.3.1 VSL YYYY MM DD	CNO	M/Sup	.xls	
	Stow plan - loading unloading sequence	2.3.2	E	2.3.2	Prior Dep port	Sharepoint : 2.3.2 VSL YYYY MM DD	CNO	M/Sup	.pdf	
	Ship-Shore Safety Check List	2.3.3	E	2.3.3	As required	Sharepoint : 2.3.3 VSL YYYY MM DD	CNO	M/Sup	.pdf	
	Checklist for Loading Bulk Cargoes	2.3.4	E	2.3.4	As required	Sharepoint : 2.3.4 VSL YYYY MM DD	CNO	M/Sup	.doc	
	Checklist for Loading Logs	2.3.5	E	2.3.5	As required	Sharepoint : 2.3.5 VSL YYYY MM DD	CNO	M/Sup	.doc	
	Inspection of IHI Crane Sheaves	2.3.6A	E	2.3.6A	Upon wire renewal	Sharepoint : 2.3.6.A VSL YYYY MM	CNO	S/Man	.pdf	

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	Inspection of MHI Crane Sheaves	2.3.6B	E	2.3.6B	Upon wire renewal	Sharepoint : 2.3.6.B VSL YYYY MM	CNO	S/Man	.pdf	
	Pre Cargo Crane Checklist	2.3.7	E	2.3.7	As required	Sharepoint : 2.3.7 VSL YYYY MM DD	CNO	M/Sup	.pdf	
	Crane Wire and Grab Checklist	2.03.07A	E	2.03.07A	As required	Sharepoint : 2.3.7 A VSL YYYY MM DD				
	Letter of protest for Dead Freight	2.3.8	E	2.3.8	As required	Sharepoint : 2.3.8 VSL YYYY MM DD	CNO	M/Sup	.pdf	
	Statement of Facts	2.3.9	E	2.3.9	As required	Sharepoint : 2.3.9 VSL YYYY MM DD	CNO	M/Sup	.pdf	
	Record sheet for rocking test	2.3.10	E	2.3.10	6 M	Sharepoint : 2.3.10 VSL YYYY MM	CEO	S/Man	.xls	
	Chief Officers Weekly Deck Inspection Checklist	2.3.12	E	2.3.12	Weekly	Sharepoint : 2.03.12 VSL YYYY MM DD	CNO	S/Man	.doc	
	Cargo Temperature and Ventilation Log	2.3.13	E	2.3.13	As required	Sharepoint : 2.03.13 VSL YYYY MM DD	CNO	M/Sup	.doc	
	Hold Condition Report	2.3.20	E	2.3.20	Each hold cleaning	Sharepoint : 2.3.20 VSL YYYY MM DD	CNO	S/Man	.pdf	
	Record of Cargo Hold Bilge Valve Inspection and Suction test	2.3.21	E	2.3.21	Each hold cleaning	Sharepoint : 2.3.21 VSL YYYY MM DD	CNO	S/Man	.doc	
	Wire Information Record	2.3.22	E	2.3.22	As required	Sharepoint : 2.3.22 VSL YYYY MM DD	CNO	S/Man	.xls	
	Stevedore Damage Reports	2.3.23	E	2.3.23	Immediate	Sharepoint : 2.3.23 VSL YYYY MM DD	CNO	S/Man	.pdf	
	Hold Bilges Sounding Log	2.3.24	E	2.3.24	15th	Sharepoint : 2.3.24 VSL YYYY MM DD	CNO	S/Man	.xls	
	Hold Cleaning Progress	2.3.25	E	2.3.25	As required	Sharepoint : 2.3.25 VSL YYYY MM DD	CNO	S/Man	.xls	
	Mooring Rope Inspection	2.3.26	E	2.3.26	Monthly	Sharepoint : 2.3.26 VSL YYYY MM DD	CNO	S/Man	.xls	
2.5	LOADACE - Stability Data/Calculations /Tests Records									
	LOADACE - Departure port stability data/calculations reports (For each port)	NA	E	2.5	Prior Dep port	Sharepoint : 2.5 VSL YYYY MM DD	CNO	S/Man	.pdf	3Y
	LOADACE - 6 Monthly accuracy checks	NA	E	2.5	6 M	Sharepoint : 2.5 VSL YYYY MM DD	CNO	S/Man	.pdf	
3	QUALITY AND SAFETY MANAGEMENT									
3.1	Safety, Health, Quality & Environmental (SHEQ) Records									
	SHEQ Policy/Procedures/Correspondence	NA	E	3.1.1	As required	Sharepoint : 3.1.1 VSL YYYY MM (Name of Document)	MASTER	DPA	.pdf	5Y
	Corona Virus Outbreak Management Plan	NA	E	3.1.1.1	As required	Sharepoint : 3.1.1.1 VSL	Master	DPA	.doc	
	ISM / ISPS / MLC External Audits	NA	P	3.1.2	Each audit	Hard copy in Masters cabin and soft copy in bassnet	MASTER	DPA	5 yrs	
	Third Party Audits (Charterers, P and I, etc.)	NA	P	3.1.4	Each audit	Hard copy in Masters cabin and soft copy in bassnet	MASTER	DPA	5 yrs	
	Port State Inspections	NA	P	3.1.5	Each audit	Hard copy in Masters cabin and soft copy in bassnet	MASTER	DPA	5 yrs	
	Safety Equipment Control List	3.1.6	E	3.1.6	15th	Sharepoint : 3.1.6 VSL YYYY MM	CNO	DPA	.xls	
	Safety Officer Inspection Checklist	3.1.8.3	E	3.1.8.3	As required	Sharepoint : 3.1.8.3 VSL YYYY MM				
3.2	QHSE Records									
	Medical Inventory	3.2.0	E	3.2.0	15th	Sharepoint : 3.2.0 VSL YYYY MM	2NO	S/Man	.xls	5Y
	Emergency drill and training report	3.2.3	E	3.2.3	15th	Sharepoint : 3.2.3 VSL YYYY MM	3NO	S/Man	.doc	
	BWTS Record of Operation	NA	E	3.2.4a	Each operation	Sharepoint : 3.2.4 a VSL YYYY MM DD	CEO	S/Man	.xls	
	MARPOL Control Forms	3.2.7	E	3.2.7	15th	Sharepoint : 3.2.7 VSL YYYY MM	CEO	S/Man	.pdf	
	OWS Record of Inspection by Management	3.2.7d	E	3.2.7d	Each audit	Sharepoint : 3.2.7d VSL YYYY MM	CEO	S/Man	.pdf	
	Monthly Marpol Report	3.2.7g	E	3.2.7g	Month end	Sharepoint : 3.2.7g VSL YYYY MM	CEO	S/Man	.pdf	
	Details of sewage valves in engine room	3.2.7h	E	3.2.7h	Annually	Sharepoint : 3.2.7h VSL YYYY MM	CEO	S/Man	.doc	
	Sewage plant management record book	3.2.7 i	E	3.2.7i	As required	Sharepoint : 3.2.7i VSL YYYY MM	CEO	S/Man	.pdf	
	Sewage holding tank discharge log sheet	3.2.7 j	E	3.2.7j	As required	Sharepoint : 3.2.7j VSL YYYY MM	CEO	S/Man	.pdf	
	Work Rest Hours / NC / Summary Rest Hours / OVERTIME	NA	E	3.2.12	1st	Cloud Ship Manager (CSM)	MASTER	S/Man	.pdf	
	Alcohol test report	3.2.15	E	3.2.15	Monthly	Sharepoint : 3.2.15 VSL YYYY MM	2NO	S/Man	.pdf	
3.3	QHSE Documentation									
	Permit to Work	3.3.1	E	3.3.1	As required	Sharepoint : 3.3.1 VSL YYYY MMDD	Master	S/Man	.pdf	1Y
	Bunker Plan	3.3.3	E	3.3.3	Each BKG	Sharepoint : 3.3.3 VSL YYYY MM DD	CEO	S/Man	.pdf	
	Mass flow meter bunkering checklist	3.3.5 A	E	3.3.5 A	As required	Sharepoint : 3.3.5 A VSL YYYY MM DD	CEO	S/Man	.pdf	
	Cold-Freezing Weather Checklist	3.3.6	E	3.3.6	As required	Sharepoint : 3.3.6 VSL YYYY MM DD	Master	S/Man	.doc	
3.4	Safety Instructions									
	Contingency Plans	NA	P	3.4.1		Filed on Bridge	2NO	DPA	current	1Y
	Daily Work Planner	3.4.11	E	3.4.11	Daily	Sharepoint : 3.4.11VSL YYYY MM DD	MASTER	S/Man	.doc	
3.5	Security Forms (to be as per the SSP)									
	SSAS Tests with company and flag state	NA	E	3.5.8.12	Flag 12m	Sharepoint : 3.5.8.12 VSL YYYY MM	CNO	M/Sup	.pdf	1Y
	Crew Log	3.5.8.4	E	3.5.8.4	Each port	Sharepoint : 3.5.8.4 VSL YYYY MM	CNO	M/Sup	.pdf	
	High risk reporting records	3.5.8.7	E	3.5.8.7	As required	Sharepoint : 3.5.8.7 VSL YYYY MM	CNO	M/Sup	.doc	
	Stowaway Details	3.5.9.10	E	3.5.9.10	As required	Sharepoint : 3.5.9.10 VSL YYYY MM	CNO	M/Sup	.pdf	
	Key Control Register SSP 10.2.1	SSP 10.2.1	E	3.SSP 10.2.1	Each crew change	Sharepoint : 10.2.1 VSL YYYY MM	CNO	M/Sup	.pdf	
	Checklist prior entering VRA or HRA	SSP 10.2.2	E	3.SSP 10.2.2	As applicable	Sharepoint : 10.2.2 VSL YYYY MM	CNO	M/Sup	.doc	
	Change of SSO APPX 2	APPX 2	E	3.SSP APPX 2	Upon SSO change	Sharepoint : APPX 2 VSL YYYY MM	CNO	M/Sup	.doc	
	Security Training and drills record SSP Apx 5	APPX 5	E	3.SSP APPX 5	15th	Sharepoint : APPX 5 VSL YYYY MM	CNO	M/Sup	.doc	
	Visitors Log SSP Apx.6	APPX 6	E	3.SSP APPX 6	Each port	Sharepoint : APPX 6 VSL YYYY MM	CNO	M/Sup	.pdf	
	Ship Security Officer's Security Assessment Form SSP Apx 12	APPX 12	E	3.SSP APPX 12	Annually	Sharepoint : APPX 12 VSL YYYY MM	CNO	M/Sup	.doc	
	Inventory of Dangerous Goods and Hazardous Substances SSP SPPX 6.12	APPX 6.12	E	3.SSP APPX 6.12	15th	Sharepoint : APPX 6.12 VSL YYYY MM	CNO	M/Sup	.doc	
	Report on Security Incident and Breaches of Security SSP Apx.6.2	APPX 6.2	E	3.SSP APPX 6.2	As required	Sharepoint : APPX 6.2 VSL YYYY MM (Port)	CNO	M/Sup	.doc	
	Security threats SSP Apx 6.3	APPX 6.3	E	3.SSP APPX 6.3	As required	Sharepoint :APPX 6.3 VSL YYYY MM	CNO	M/Sup	.doc	
	Changes in Security Levels SSP Apx.6.4	APPX 6.4	E	3.SSP APPX 6.4	As required	Sharepoint : APPX 6.4 VSL YYYY MM	CNO	M/Sup	.doc	
	Maintenance, Calibration and Testing of Security Equipment SSP APPX 6.5	APPX 6.5	E	3.SSP APPX 6.5	15th	Sharepoint : APPX 6.5 VSL YYYY MM	CNO	M/Sup	.doc	
	Records of Internal Audits and Reviews SSP APPX 6.6	APPX 6.6	E	3.SSP APPX 6.6	Each audit	Sharepoint :APPX 6.6 VSL YYYY MM	CNO	M/Sup	.doc	
	Security Levels and special measures taken for last 10 Port calls SSP Apx 6.9	APPX6.9	E	3.SSP APPX 6.9	Each port	Sharepoint : APPX 6.9 VSL YYYY MM	CNO	M/Sup	.doc	
	Declaration of Security SSP Apx 8	APPX 8	E	3.SSP APPX 8	As required	Sharepoint :APPX 8 VSL YYYY MM	CNO	M/Sup	.pdf	

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3.6	Environmental forms									
	ODS Log (Applicable only to Vessels having ODS)	3.6.3	E	3.6.3	Month end	Sharepoint : 3.6.3 VSL YYYY MM	CEO	S/Man	.xls	
4	PERSONNEL									
4.1	Personnel									
	Training Records	NA	E	4.1.2	As required	Sharepoint : 4.1.2 VSL YYYY MM SURNAME RANK	2NO	C/Man	.xls	7Y
	Certificate of Competence to handle Gear and Cranes	4.1.2 A	E	4.1.2 A	Upon joining	Sharepoint : 4.1.2 A VSL YYYY MM SURNAME RANK	CNO	C/Man	.doc	
	Cargo Crane Familiarisation form	4.1.2 A1	E	4.1.2 A1	Upon joining	Sharepoint : 4.1.2 A1 VSL YYYY MM SURNAME RANK	CNO	C/Man	.doc	
	Record of Ship Specific Familiarisation Training (Deck Officers)	4.1.2 B1	E	4.1.2 B1	Upon joining	Sharepoint : 4.1.2 B1 VSL YYYY MM SURNAME RANK	CNO	C/Man	.doc	
	Record of Ship Specific Familiarisation Training (Deck Ratings)	4.1.2 B2	E	4.1.2 B2	Upon joining	Sharepoint : 4.1.2 B2 VSL YYYY MM SURNAME RANK	2NO	C/Man	.doc	
	Record of Ship Specific Familiarisation Training (Engine Officers)	4.1.2 B3	E	4.1.2 B3	Upon joining	Sharepoint : 4.1.2 B3 VSL YYYY MM SURNAME RANK	CEO	C/Man	.doc	
	Record of Ship Specific Familiarisation Training (Engine Ratings)	4.1.2 B4	E	4.1.2 B4	Upon joining	Sharepoint : 4.1.2 B4 VSL YYYY MM SURNAME RANK	CEO	C/Man	.doc	
	Record of Ship Specific Familiarisation Training (Catering Ratings)	4.1.2 B5	E	4.1.2 B5	Upon joining	Sharepoint : 4.1.2 B5 VSL YYYY MM SURNAME RANK	CNO	C/Man	.doc	
	MARPOL & operations Declaration by Ships Staff	4.1.2 B6	E	4.1.2 B6	Upon joining	Sharepoint : 4.1.2 B6 VSL YYYY MM SURNAME RANK	CEO	C/Man	.pdf	
	Passenger Safety Familiarisation Training checklist	4.1.2 C	E	4.1.2 C	Upon joining	Sharepoint : 4.1.2 C VSL YYYY MM SURNAME RANK	2NO	C/Man	.pdf	
	Incinerator Familiarisation Training (Engineer Officers)	4.1.2 E	E	4.1.2 E	Upon joining	Sharepoint : 4.1.2 E VSL YYYY MM SURNAME RANK	2EO	C/Man	.doc	
	Bridge equipment familiarization	3NAVB3	E	4.1.2 F	Upon joining	Sharepoint : 4.1.2 F VSL YYYY MM CREW NAME	2NO	C/Man	.doc	
	ECDIS familiarization	3NAVB4	E	4.1.2 D	Upon joining	Sharepoint : 4.1.2 F VSL YYYY MM CREW NAME	2NO	C/Man	.doc	
	Personnel Contracts (For duration of the contract only)	NA	P	4.1.5.7	Upon joining	Hard copy in masters cabin	MASTER	C/Man	current	
	Watch Arrangement	4.1.11	E	4.1.11	As required	Sharepoint : 4.1.11 VSL YYY MM DD	CNO	C/Man	.xls	
	BWK Officers Assessment	4.1.14	E	4.1.14	As required	Sharepoint : 4.1.14 VSL YYYY MM Rank CREW NAME	MASTER	C/Man	.pdf (Signed)	
	Sign on Form	4.1.16	E	4.1.16	Upon joining	Sharepoint : 4.1.16 VSL YYYY MM SURNAME RANK	MASTER	C/Man	.pdf (Signed)	
4.1	Personnel - Holding Folders (Crewing to move off Vessel Sharepoint into the Crewing Sharepoint)									7Y
	Fleet Assessment Form (Ratings)	4.1.3A	E	4.1.3A	As required	Sharepoint : 4.1.3 VSL SURNAME RANK YYYY MM DD	CNO	C/Man	.pdf	
	Fleet Assessment Form (Catering staff)	4.1.3B	E	4.1.3B	As required	Sharepoint : 4.1.3 VSL SURNAME RANK YYYY MM DD	CNO	C/Man	.pdf	
	Fleet Assessment Form (Officers and Cadets)	4.1.6A	E	4.1.6A	As required	Sharepoint : 4.1.6A VSL SURNAME RANK YYYY MM DD	Master	C/Man	.pdf	
	Crew Health Card	4.1.6C	E	4.1.6C	15th	Sharepoint : 4.1.6C VSL YYYY MM	2NO	C/Man	.xls	
	Warning Form	4.1.7	E	4.1.7	As required	Sharepoint : 4.1.7 VSL YYYY MM SURNAME RANK	Master	C/Man	.pdf	
	Notification of a Disciplinary Enquiry	4.1.7B	E	4.1.7B	As required	Sharepoint : 4.1.7B VSL YYYY MM SURNAME RANK	Master	C/Man	.pdf	
	Disciplinary Enquiry Checklist	4.1.7C	E	4.1.7C	As required	Sharepoint : 4.1.7C VSL YYYY MM SURNAME RANK	Master	C/Man	.pdf	
	Medical Treatment Form	4.1.8A	E	4.1.8A	As required	Sharepoint : 4.1.8A VSL YYYY MM SURNAME RANK	2NO	C/Man	.pdf	
	Contract extension request form	4.1.10	E	4.1.10	As required	Sharepoint : 4.1.10 VSL YYYY MM DD	MASTER	C/Man	.pdf	
	On-Board complaint Form	4.1.19	E	4.1.19	As required	Sharepoint : 4.1.19 VSL YYYY MM SURNAME RANK	MASTER	C/Man	.pdf	
5	GENERAL ADMINISTRATION									
5.1	Standing Orders and Handovers									
	Guarantee Claims	5.1.2	E	5.1.2	As required	Sharepoint : 5.1.2 VSL YYYY MM	CEO	S/Man	.pdf (Signed)	
	Masters Standing Orders	NA	E	5.1.3	As required	Sharepoint : 5.1.3 VSL YYYY MM DD	MASTER	M/Sup	.pdf (Signed)	
	Masters Standing Orders	NA	P	5.1.3	As required	Bridge/ships office	MASTER	M/Sup	current	
	Departmental Standing Orders	NA	P	5.1.3	As required	Ships office	CNO	M/Sup	current	
	Chief Engineers Standing Orders	NA	E	5.1.4	As required	Sharepoint : 5.1.4 VSL YYYY MM DD	CEO	S/Man	.pdf (Signed)	
	Chief Engineers Standing Orders	NA	P	5.1.4	As required	ECR	CEO	S/Man	current	
	Departmental Standing Orders	NA	P	5.1.4	As required	ECR	2EO	S/Man	current	
	Electro Engineer Handover Notes and Checklist	5.1.5.1	E	5.1.5.1	Upon signoff	Sharepoint : 5.1.5.1 VSL YYYY MM	EO	S/Man	.pdf (Signed)	
	Third or Fourth Engineer Handover Notes and Checklist	5.1.5.2	E	5.1.5.2	Upon signoff	Sharepoint : 5.1.5.2 VSL YYYY MM	OOW	S/Man	.pdf (Signed)	
	Second and Third Officer Handover Notes and Checklist	5.1.5.3	E	5.1.5.3	Upon signoff	Sharepoint : 5.1.5.3 VSL YYYY MM	OOW	S/Man	.pdf (Signed)	
	Chief and Second Engineer Handover Notes and Checklist	5.1.5.4	E	5.1.5.4	Upon signoff	Sharepoint : 5.1.5.4 VSL YYYY MM	CEO	S/Man	.pdf (Signed)	
	Chief Officer Handover Notes and Checklist	5.1.5.5	E	5.1.5.5	Upon signoff	Sharepoint : 5.1.5.5 VSL YYYY MM	CNO	S/Man	.pdf (Signed)	
	Petty Officer Handover Checklist	5.1.5.6	E	5.1.5.6	Upon signoff	Sharepoint : 5.1.5.6 VSL YYYY MM	CNO	S/Man	.pdf (Signed)	
	Cook Handover Checklist	5.1.5.7	E	5.1.5.7	Upon signoff	Sharepoint : 5.1.5.7 VSL YYYY MM	CNO	S/Man	.pdf (Signed)	
	Masters Transfer of Command	5.1.5.8	E	5.1.5.8	Upon signoff	Sharepoint : 5.1.5.8 VSL YYYY MM	MASTER	S/Man	.pdf (Signed)	
	Master Review Bulkers	5.1.6.1	E	5.1.6.1	January	Sharepoint : 5.1.6.1 VSL YYYY MM	MASTER	S/Man	.doc	
5.2	Combined Reports and Safety Minutes									
	Weekly inspection of crew accommodation, food and water	5.2.1A	E	5.2.1A	Weekly	Cloud Fleet Manager (CFM)	MASTER	S/Man	.pdf	7Y
	Month End Report	5.2.1B	E	5.2.1B	Month end	Sharepoint : 5.2.1B VSL YYYY MM	MASTER	S/Man	.doc	7Y
	Safety Committee Meeting Minutes	5.2.1C	E	5.2.1C	15th	Sharepoint : 5.2.1C VSL YYYY MM	CNO	S/Man	.doc	7Y
	Picture submission form	5.2.1 D	E	5.2.1D	As required (DK - deck ER - engine)	Sharepoint : 5.2.1 VSL DK YYYYMMDD Sharepoint : 5.2.1 VSL ER YYYYMMDD	MASTER	S/Man	.pdf	3Y
	Ship Shore Virtual Meeting Form	5.2.3	E	5.2.3	As Required	Sharepoint : 5.2.3 VSL YYYY MM DD	MASTER	S/Man	.pdf	3Y
	Elect. Work Book	5.2.4	E	5.2.4	Month end	Sharepoint : 5.2.4 VSL YYYY MM	EO	S/Man	.doc	
5.4	Publications									
	Technical publication list	5.4.0	E	5.4.0	Quarterly	Sharepoint : 5.4.0 VSL YYYY MM	2NO	M/Sup	.doc	1Y
6	TECHNICAL AND MAINTENANCE									

No.	DOCUMENT	Form No	Paper / E filing	File No	Filing interval	Position Aboard	Curator	House Keeper	Format	Retention
6.1	Dry Dock Report	6.1.1	E	6.1.1	As required	Sharepoint : 6.1..1 VSL YYYY MM	CEO	S/Man	.pdf	7Y
	Ship Manager report		E	6.01.01	As required	Sharepoint : 6.1.01 SM_DD_Rep				
	Crew List		E	6.01.02	As required	Sharepoint : 6.01.02 Crew_List				
	Daily Report		E	6.01.03	As required	Sharepoint : 6.01.03 Daily_Rep				
	List of Ship Staff Jobs Planned		E	6.01.04	As required	Sharepoint : 6.01.04 SStaff_Jobs_List				
	Modification details if any		E	6.01.05	As required	Sharepoint : 6.01.05 Mods				
	Quotes from Supplier		E	6.01.06	As required	Sharepoint : 6.01.06 Supplier_Quotes				
	Cost (spread sheet)		E	6.01.07	As required	Sharepoint : 6.01.07 DD_WorkBook_Cost				
	Safety policy ISO certificate		E	6.01.08	As required	Sharepoint : 6.01.08 ISO_Safety_Yard_Lay-out				
	Shipyard Terms and Condition		E	6.01.09	As required	Sharepoint : 6.01.09 SY_Contr_TC's				
	Agreed Ship Docking Conditon		E	6.01.10	As required	Sharepoint : 6.01.10 Docking_Condition				
	Shipyard and Contractor Service Report		E	6.01.11	As required	Sharepoint : 6.01.11 SY_Contr_Serv_Rep				
	Invoice		E	6.01.12	As required	Sharepoint : 6.01.12 SY_Inv				
	Class report and Flag		E	6.01.13	As required	Sharepoint : 6.01.13 Class_Rep				
	UTM Reports		E	6.01.14	As required	Sharepoint : 6.01.14 UTM_Rep				
	Post Pre Checklist		E	6.01.15	As required	Sharepoint : 6.01.15 Pre_Post_DD_Checklist				
	Initial Hot Work Permits		E	6.01.16	As required	Sharepoint : 6.01.16 HW_Permit				
	Certificates		E	6.01.17	As required	Sharepoint : 6.01.17 Certs				
	Photos		E	6.01.18	As required	Sharepoint : 6.01.18 Photo_Rep				
	Modifications, Design and Upgrades	NA	E	6.1.2	As required	Sharepoint : 6.1.2 VSL YYYY MM	CEO	S/Man	.xls	
6.2	Machinery Survey Reports									
	CSM Machinery Report	NA	E	6.2.1	As required	Sharepoint : 6.2.1VSL YYYY MM	CEO	S/Man	.pdf	1Y
	C/S/S/Special Survey/Enhanced Survey	NA	E	6.2.3	As required	Sharepoint : 6.2.3 VSL YYYY MM	CEO	S/Man	current pdf	
6.3	Running Hours and Performance Reports									
	Running Hours Record Sheet	6.3.1	E	6.3.1	Month end	Sharepoint : 6.3.1 VSL YYYY MM	2EO	S/Man	.xls	7Y
	Main Engine Performance Records	NA	E	6.3.2	Month end	Sharepoint : 6.3.2 VSL YYYY MM [Use manufacturers form]	2EO	S/Man	.xls	
	Auxiliary Engine Performance Records	6.3.3	E	6.3.3	Month end	Sharepoint : 6.3.3 VSL YYYY MM	3EO	S/Man	.xls	
6.5	Defect List									
	Defect Management Form	6.5.1	E	6.5.1	As Required	MESPAS	Master	S/Man	.xls	7Y
	Pre/Post Dry-dock Checklist (Dry-dock/Refit)	NA	E	6.5.2	As required	Sharepoint : 6.5.2 VSL YYYY MM	CEO	S/Man	.xls	
	Under Water Hull Inspection Reports	NA	E	6.5.3	As required	CEO	CEO	S/Man	.pdf	
	Goods Landed advise form	6.5.4	E	6.5.4	As required	Sharepoint : 6.5.4 VSL YYYY MM	CEO	S/Man	.xls	1Y
	Test of Mooring Winch Brake	6.5.6	E	6.5.6	Annually	Sharepoint : 6.5.6 VSL YYYY	CEO	S/Man	.pdf	
	Brake Lining Thickness Check	6.5.7	E	6.5.7	6 monthly	Sharepoint : 6.5.7 VSL YYYY MM	CEO	S/Man	.pdf	
6.6	Technical Reports and Records									
	Engine Room Test Records and Certificates	NA	P	6.6.1	As required	CEO	CEO	S/Man	5	7Y
	Radio/Nav Aids Service Records	NA	P	6.6.4	As required	Master	MASTER	S/Man	2	
	Main Engine Calibration Records	6.6.6	E	6.6.6	As required	Sharepoint : 6.6.6 VSL YYYY MM	CEO	S/Man	.xls	
	Auxiliary engine calibration records	6.6.7	E	6.6.7	As required	Sharepoint : 6.6.7 VSL YYYY MM	CEO	S/Man	.xls	
	Deflection & Bearing Clearance Report	NA	P	6.6.6.1	As required	CEO	CEO	S/Man	5	
	Calibration Records (pressure gauges, thermometers etc.)	NA	P	6.6.8	As required	CEO	CEO	S/Man	2	
	Safety Equipment Calibration/Test Records (Including Inventory)	NA	E	6.6.9	As required	Sharepoint : 6.6.9 VSL YYYY MM	CNO	S/Man	.pdf	
	Fuel Oil Analysis Records	NA	E	6.6.10	As required	Sharepoint : 6.6.10 VSL YYYY MM	CEO	S/Man	.pdf	
	Lubricant Analysis Reports - External / INTERNAL	6.6.11	E	6.6.11	15th	Sharepoint : 6.6.11 VSL YYYY MM	CEO	S/Man	.xls	
	Boiler Water Test Sheets/Comments	NA	E	6.6.12	15th	Sharepoint : 6.6.12 VSL YYYY MM	3EO	S/Man	.pdf	
	Record of Cooling Water Test Sheets/Comments	NA	E	6.6.13	15th	Sharepoint : 6.6.13 VSL YYYY MM	3EO	S/Man	.pdf	
	Marine Growth Prevention System	6.6.14	E	6.6.14	15th	Sharepoint : 6.6.14 VSL YYYY MM	2EO	S/Man	.xls	
	Electrical Insulation (megger) Readings	NA	E	6.6.15	As required	Sharepoint : 6.6.15 VSL YYYY MM	3EO/EO	S/Man	.xls	
	Alarm Test Record	6.6.16	E	6.6.16	Weekly	Sharepoint : 6.6.16 VSL YYYY MM	3EO/EO	S/Man	.xls	
	Battery Test and Replacement Record	6.6.17	E	6.6.17	15th	Sharepoint : 6.6.17 VSL YYYY MM	3EO/EO	S/Man	.xls	
	Inspection of Lifting Gear	6.6.20	E	6.6.20	Quarterly	Sharepoint : 6.6.20 VSL YYYY MM	2EO	S/Man	.xls	
	Stern Tube seal monitoring data	6.6.21	E	6.6.21	Month end	Sharepoint : 6.6.21 VSL YYYY MM	2EO	S/Man	.doc	
	Grab Inventory and Maintenance Quarterly report	6.6.26	E	6.6.26	Month end	Sharepoint : 6.6.26 VSL YYYY MM	2EO	S/Man	.xls	
	Grab picture submission	6.6.27	E	6.6.27	Month end	Sharepoint : 6.6.27 VSL YYYY MM	2EO	S/Man	.doc	
	Panamax Cleaning Kit Report	6.6.28	E	6.6.28	Month end	Sharepoint : 6.6.28 VSL YYYY MM	CNO	S/Man	.xls	
	EWA for hold cleaning	6.6.29	E	6.6.29	Month end	Sharepoint : 6.6.29 VSL YYYY MM	CNO	S/Man	.xls	
	Log Lashing Inv.	6.6.32	E	6.6.32	Prior loading / After discharging logs OR Month end	Sharepoint : 6.6.32 VSL YYYY MM	CNO	S/Man	.xls	
	Log Lashing Picture Submission	6.6.33	E	6.6.33	Prior loading / After discharging logs OR Month end	Sharepoint : 6.6.33 VSL YYYY MM	CNO	S/Man	.pdf	
	MAN CBO cylinder Condition monitoring report	6.6.6.2	E	6.6.6.2	As required	Sharepoint : 6.6.6.2 VSL YYYY MM	CEO	S/Man	.xls	
6.7	Service Bulletins									
	Service Letter Main Engine	NA	E	6.7.1		Sharepoint : 6.7.1 VSL YYYY MM	CEO	S/Man	.pdf	7Y
	Service Letter Diesel Generator	NA	E	6.7.2		Sharepoint : 6.7.2 VSL YYYY MM	CEO	S/Man	.pdf	
	Service Letter Miscellaneous	NA	E	6.7.4		Sharepoint : 6.7.4 VSL YYYY MM	CEO	S/Man	.pdf	
7	SPARES/STORES and INVENTORIES									

No.	DOCUMENT	Form No	Paper / E filing	File No	Filing interval	Position Aboard	Curator	House Keeper	Format	Retention
7.1	Spares/Stores									
	Delivery Notes	NA	E	7.1.4	As received	Sharepoint: 7.1.4 VSL YYYY MM	CEO	S/Man	.pdf	3Y
	Material Declarations and Supplier's Declaration of Conformity	NA	E	7.1.5	As received	Sharepoint: 7.1.5 VSL YYYY MM DD	CEO	S/Man	.pdf	
	Invoices	NA	E	7.1.6	As received	Sharepoint: 7.1.6 VSL YYYY MM	CEO	S/Man	.pdf	
7.2	Inventory									
	Essential Spares	NA	E	7.2.1	15th	Sharepoint : 7.2.1 VSL YYYY MM	CEO	S/Man	.xls	7Y
	Lube Oil Inventory	7.2.2	E	7.2.2	28th	Sharepoint : 7.2.2 VSL YYYY MM	CEO	S/Man	.xls	
	Engine Room Chemical and Gas Inventory	7.2.3	E	7.2.3	15th	Sharepoint : 7.2.3 VSL YYYY MM	CEO	S/Man	.xls	
	Quarterly Stores Inventory	7.2.4	E	7.2.4	Quarterly	Sharepoint : 7.2.4 VSL YYYYMM	CEO	S/Man	.xls	
	Paint Inventory	7.2.7	E	7.2.7	15th	Sharepoint :7.2.7 VSL YYYY MM	CNO	S/Man	.xls	
	Ballast Water Treatment Essential Spares	7.2.8	E	7.2.8		Sharepoint : 7.2.8 VSL YYYY MM				
8	FINANCIAL									
8.1	Ship Financial Documents									
	Victualling	BMC	E	8.1.1	Month end	Sharepoint: 8.1.1 VSL YYYY MM	Master	S/Man	.xls	7Y
	Masters Cash Account (MCA)	8.1.2	E	8.1.2	28th	Sharepoint : 8.1.2 VSL YYYY MM	Master	S/Man	.xls	
	Portage Bill	8.1.9	E	8.1.9	Month end	Sharepoint : 8.1.9 VSL YYYY MM	Master	S/Man	.xls	
	Monthly Personnel Account	PTC/SAN	E	8.1.9.2	Month end	Sharepoint : 8.1.9.2 VSL YYYY MM Rank CREW NAME	Master	S/Man	.pdf (Signed)	
	MPO / Allotment Request	PTC/SAN	E	8.1.9.3	As required	Sharepoint : 8.1.9.3 VSL YYYY MM Rank CREW NAME	Master	S/Man	.pdf (Signed)	
8.2	Bonus and EWA									
	Crew HRA Bonus form	8.2.0	E	8.2.0	As required	Sharepoint : 8.2.0 VSL YYYY MM	Master	S/Man	.xls	7Y
	EWA for Hold Cleaning	8.2.1A	E	8.2.1A	As required	Sharepoint : 8.2.1A VSL YYYY MM DD	Master	S/Man	.xls	
	EWA for Grab Bonus	8.2.1B	E	8.2.1B	As required	Sharepoint : 8.2.1B VSL YYYY MM	Master	S/Man	.doc	
	EWA for Maintenance	8.2.1C	E	8.2.1C	As required	Sharepoint : 8.2.1C VSL YYYY MM	Master	S/Man	.xls	
9	MANUALS AND DRAWINGS									
9.01	Initial									
9.02	Hull Design									
	Hull Part		E	9.2	As required		Master	S/Man	.xls	
9.03	Hull Outfitting									
	Cement Hole Information		E	9.3	As required		Master	S/Man	.xls	
9.04	Manuals									
	Inventory of Hazardous Materials - Final Report		E	9.4	As required		Master	S/Man	.xls	
9.05	Machinery									
9.06	Electrical									
9.07	Class NK Steel Loading Programme									
9.9	Statutory Manuals									
	EU MRV		E	9.9.1	As required					
	SEEMP II		E	9.9.4	As required		Master	S/Man	.xls	
	Ship Implementation Plan 2020		E	9.9.5	As required		Master	S/Man	.xls	
	SSP		E	9.9.6	As required		Master	S/Man	.xls	
	BWMP		E	9.9.7	As required		Master	S/Man	.xls	
	PCSOPEP		E	9.9.8	As required		Master	S/Man	.xls	
	Ship Execution Plan - Single Use Plastic		E	9.9.9	As required		Master	S/Man	.xls	
	IHM		E	9.9.10	As required		Master	S/Man	.xls	until Sale
	Mooring Equipment Management Plan (MEMP)		E	9.9.11	As required		Master	S/Man	.xls	
9.10	Service Provider Manuals									
9.11	NTVRP									

NOTE :
 Technical Ship inspection report , Non conformity, near miss, incident/accident reports, internal audits, external audits, PSC inspections, Risk assessments, P&I reports to be uploaded in CSM.
 Name in lieu of signature is accepted in excel , word forms