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|  | <p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>10.1. REPORTS</b></p> <p>FLEET PROCEDURES MANUAL</p> | <p>Sect : 10.1<br/> Page : 2 of 2<br/> Date : 6-Aug-25<br/> Rev : 10.0<br/> Appr : DPA</p> |
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## REPORTS

### 1. GENERAL

All official printed correspondence from the vessel is to be signed or countersigned by the Master, with the name printed below. Routine reports are forwarded to the Company by placing the reports in Sharepoint electronic filing. E-mail correspondence by crew members to the office from a vessel must always be copied to the Master.

Individual Officers who communicate with the Company in writing or e-mail must forward such correspondence through the Master, who must endorse it, adding appropriate recommendations and comments when necessary.

Official correspondence originating from the Company and directed to the vessel will be addressed to the Master, or if the subject warrants, to the Officer concerned with a copy to the Master.

### 2. FORMS REQUIRING SIGNATURE

Forms requiring signature (i.e. Notice of Readiness) must be scanned and filed into Sharepoint.

### 3. STANDARD FORMS

The Company provides standard report forms suitable for most of the reporting requirements of the fleet. The standard forms must be used for reporting whenever appropriate and the Master and Officers must not alter the format of the form or produce their own form.

Letterheads project the image of the Company and their format needs to be common throughout the Company and the fleet. Formats should be retrieved from the server and not stored on hard drives, as changes (such as director's names) may be issued without notice.

### 4. REPORTS TO BE SUBMITTED

Reports to be submitted to the Company are listed in the Master's and Chief Engineer Officer's Document Control Record forms. All these forms are to be filed in Sharepoint by the 3rd of the Month, or 18th of the month for mid-month reports. (See Standard Forms and Filing System)