


CONTENTS

CHECKLIST INTRODUCTIONS.....2

	<p align="center"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p align="center">17.0. CHECKLISTS INTRODUCTIONS</p> <p align="center"><i>FLEET PROCEDURES MANUAL</i></p>	Sect : 17.0 Page : 2 of 2 Date : 6-Aug-25 Rev : 10.0 Appr : DPA
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CHECKLIST INTRODUCTIONS

The laminated binder contains various checklists which are used on a regular basis. These checklists are part of the Safety and Quality Management System and use of such has to be verified in the ship's deck or engine log book.

These checklists have been produced to provide ship staff with a regular "mini quality assurance audit" which will assist in making the ship a safer place to work and live in.

The checklists can be used as a quick reference. When it is found necessary to use a checklist, it is advised that each item be marked off with a felt tipped water based pen.

When using the checklists, take your time to ensure that what you have actually checked off is in actual fact in the proper condition it should be. A rushed inspection might lead you to making an incorrect decision on the state of a piece of equipment or procedure, which in turn may lead to a Critical or Hazardous situation developing. This can sometimes be worse than no inspection at all.

When a checklist has been completed and verification of such has been written in the log book, the person who signs for the verification must remember that he/she is accepting full responsibility and any non-conformance will be reverted to that person.

If you are in doubt about any part of the check list, then you are advised to consult with your senior officer.

REMEMBER: DO IT RIGHT THE FIRST TIME: MAKE IT SAFE!