VESSEL : _____   DATE : _____

Training: Use of Latest Version of Company Forms

- SMS forms are being updated regularly by company as part of continual improvement process. Each form has a control number, revision number and date.

- All SMS forms used by ship staff shall be of latest version

- The latest version can be obtained from company web based SHEQ system.

- Forms brought while signing off from previous vessel should not be used as they may not be of latest version.

- Forms saved in previous month end folders, personal folders etc shall also not be used as they may not be of latest version

- The habit of just changing the date and making some minor changes from previous month end /quarterly reports etc and sending to company is unacceptable.

- Do not print and save blank forms in the respective file for further use as the forms may not be of latest version by the time they are put in use

- Departmental heads shall ensure that only latest version of forms are used onboard.

- Uncontrolled / obsolete SHEQ forms shall be deleted from all computers onboard.

- Contents of any controlled form should not be changed by ship staff.

- Senior officers shall ensure that latest version of SHEQ forms are replicated on all computers onboard

- Any issues with latest version of forms shall be reported to company

- Use of obsolete forms can result in nonconformities during internal / external audits

Above read and understood:

CO: _____

2O: _____

3O: _____

CEO _____

2EO _____

3EO _____

4EO _____

Verified by: Master _____

Vessel: _____