



Memorandum

To : As per distribution list

From : HSEQ Manager

In November 2023 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 2024, these will be in RED

For all Modifications to the SMS completed in 2024, these will be in BLUE

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

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

YEAR 2025

Week 10

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
18.00 Fire in Engine Room .pdf	09 ~ Emergency Contingency Plans	2025/10/03	New
Circ. 04-25 IVSS Newsletter March 2025.pdf	10 ~ Circulars	2025/10/03	New

Week 9

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
2.03.03 Ship Shore Safety Checklist (IVS).docx	02 ~ Cargo Matters	2025/05/03	New

Week 7

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
11.03 Ships Certificates (IVS).pdf	03 ~ Fleet	2/17/2025	New
10.00 Navigation General (IVS).pdf	04 ~ Nautical	2/17/2025	Edit
20.00 Particularly Sensitive Sea Area-ASL and MEHRA (IVS).pdf	04 ~ Nautical	2/18/2025	New

Week 2

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
Circ.01-25 Status of Company circulars.pdf	10 ~ Circulars	1/13/2025	New
Ship Shore Exercise 2024 1126.pdf	27 ~ Ship Shore Drills	1/16/2025	New
Ship Shore Exercise 2024 1205.pdf	27 ~ Ship Shore Drills	1/15/2025	New
2.03.22 Wire Information Record (IVS).xlsm	02 ~ Cargo Matters	1/17/2025	Edit
3.02.07a Permit for Operating Portable Pump and Flexible Hoses in ER (IVS).docx	03 ~ Quality and Safety Management	1/13/2025	New
5.01.06.01 Masters Review Bulkers (IVS).docx	05 ~ General Administration	1/17/2025	New
01.00 Filing System Chronological Order (IVS).pdf	19 ~ Filing System	1/13/2025	New

Week 1

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
Circ.02-25 IVSS Newsletter January 2025.pdf	10 ~ Circulars	2025/10/01	New
3.02.07 MARPOL Control Form.xlsx	03 ~ Quality and Safety Management	2025/06/01	New
5.01.06.01 Masters Review Bulkers.docx	05 ~ General Administration	2025/07/01	Edit
5.04.00 Technical Publication List.pdf	05 ~ General Administration	2025/06/01	New

YEAR 2024

Week 50

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
01.00 Personnel Policy (IVS).pdf	02 ~ Personnel	11/12/2024	Edit
10.03 Information Technology (IVS).pdf	03 ~ Fleet	11/12/2024	New
16.00 STS Operations (IVS).pdf	07 ~ Cargo	11/12/2024	New
Circ.19-24 IVSS NEWSLETTER DEC 2024.pdf	10 ~ Circulars	11/12/2024	New
Fleet Advisory 2024-09 Lifeboat and Davit safety campaign checklist.docx	03 ~ Fleet Advisory	11/12/2024	New
4.01.19 On Board Complaint Form (IVS).docx	04 ~ Personnel	11/12/2024	Edit
5.02.01 C Safety Committee Meeting Minutes Form (IVS).docx	05 ~ General Administration	11/12/2024	New
7.02.02 Monthly Lub Oil Inventory (IVS).xlsx	07 ~ Spares	11/12/2024	Edit
4.10.08 mlc contract of employment (ivs) (2).xlsx	04 ~ Personnel	11/12/2024	New

Week 47

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
030 2024-11-14 Guidelines_on_Cyber_Security-v5-final.pdf	06 ~ Cyber Security	18/11/2024	New

Week 45

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
National Contact Points for Safety and...er 2024).	Memos	11/11/2024	New

Week 44

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
02.01 Resources and Personnel	03 ~ Fleet	30/10/2024	New
06.01 Management Review Procedures	03 ~ Fleet	30/10/2024	New
3.03.03 Bunker Operation .x	03 ~ Quality and Safety Management	1/11/2024	Edit
02.01 Resources and Personnel	03 ~ Fleet	30/10/2024	New

Week 43

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
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Week 42

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
Aries Crewing Romania aa) Letter of Agency Appointment Aries 2024	17 ~ MLC	17/10/2024	New
Aries Crewing Romania bb) Manning Agency License - Aries Crewing	17 ~ MLC	17/10/2024	New
Dalisay Philippines aa) Letter of agency appointment Dalisay Jan 2024	17 ~ MLC	17/10/2024	New
Dalisay Philippines bb) Manning Agency License - Dalisay - DMW	17 ~ MLC	17/10/2024	New
GS Pte to IVSS Ownership Profile for MLC Compliance	17 ~ MLC	17/10/2024	New
Inmarsco China aa) Letter of Agency Appointment Inmarsco 2024	17 ~ MLC	17/10/2024	New
Inmarsco China bb) Manning Agency License SRPS	17 ~ MLC	17/10/2024	New
PTCI Philippines aa) Letter of Agency Appointment PTCI Feb 2024	17 ~ MLC	17/10/2024	New
PTCI Philippines bb) Manning Agency License DMW 2023 to 2035	17 ~ MLC	17/10/2024	New
PTSC Philippine aa) Letter of Agency Appointment PTSC 2024	17 ~ MLC	17/10/2024	New
PTSC Philippine bb) Manning Agency License PTSC POEA MAY2020 MAY2024	17 ~ MLC	17/10/2024	New
Sikimic Marine Montenegro aa) Letter of Agency Appointment Sikimic 2024	17 ~ MLC	17/10/2024	New
Sikimic Marine Montenegro bb) Manning Agency License Sikimic MNE	17 ~ MLC	17/10/2024	New
TMM Vietnam aa) Letter of Agency Appointment TMM 2024	17 ~ MLC	17/10/2024	New
TMM Vietnam bb) Manning Agency License TMM SRPS 2023	17 ~ MLC	17/10/2024	New
Trampbalt Poland aa) Letter of agency appointment Trampbalt Jan 2024	17 ~ MLC	17/10/2024	New
Trampbalt Poland bb) Manning Agency License Trampbalt 2024 to 2026	17 ~ MLC	17/10/2024	New
Ukraina Maritime aa) Letter of Agency Appointment UMA 2024	17 ~ MLC	17/10/2024	New
Ukraina Maritime bb) Manning Agency License UMA	17 ~ MLC	17/10/2024	New
VR Maritime India bb) Manning Agency License - RPSL VRM	17 ~ MLC	17/10/2024	New
VR Maritime Indiaaa) IVSS appointment letter for manning agent - VR Maritime.	17 ~ MLC	17/10/2024	New

Week 41

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
Circ.17-24 IVSS NEWS LETTER AND CAMPAIGN Oct 2024	10 ~ Circulars	10/10/2024	New

Week 40

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
04.00 Company Organisation	03 ~ Fleet	01/10/2024	Edit
04.01 Company Representatives Responsibility and Authority	03 ~ Fleet	01/10/2024	Edit
04.02 CSO Responsibility and Authority	03 ~ Fleet	01/10/2024	New

04.03 Vessel Organisation Responsibility and Authority	03 ~ Fleet	01/10/2024	New
04.04 Masters Responsibility and Authority	03 ~ Fleet	01/10/2024	New
04.05 HSE Officers Responsibility and Authority	03 ~ Fleet	01/10/2024	New
04.06 Deck Officer Responsibility and Authority	03 ~ Fleet	01/10/2024	New
04.07 Engineering Officers Responsibility and Authority	03 ~ Fleet	01/10/2024	New
04.08 Ratings Responsibility and Authority	03 ~ Fleet	01/10/2024	New
04.09 Interrelations Approval Framework	03 ~ Fleet	01/10/2024	New
07.00 Internal Audit or Inspection Procedure	03 ~ Fleet	01/10/2024	Edit
08.00 External Audit or Inspection Procedures	03 ~ Fleet	01/10/2024	Edit
08.01 Non-Conformance	03 ~ Fleet	01/10/2024	Edit
10.02 Press and Media Communication	03 ~ Fleet	01/10/2024	Edit
09.00 Passage Planning	04 ~ Nautical	01/10/2024	Edit
10.00 Navigation General	04 ~ Nautical	01/10/2024	Edit
04.05 Emergency Response	06 ~ HSE	01/10/2024	Edit
05.03 IT Cyber Security	06 ~ HSE	01/10/2024	New
06.15 EU MRV Procedure	06 ~ HSE	01/10/2024	New
00.01 Record of Revisions 2024	17 ~ SMS Revision Log	01/10/2024	Edit
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Week 39

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
07.00 Drug and Alcohol Policy	02 ~ Personnel	27-Sep-24	Edit
34.00 Carriage of Coal	08 ~ Cargo	27-Sep-24	Edit
OJT 081 - De-watering System	04 ~ On The Job Training	27-Sep-24	Edit
3.03.03 Bunker Operation	03 ~ Quality and Safety Management	27-Sep-24	Edit
4.05.01 Senior Officer Pre-joining Briefing Form	04 ~ Personnel	27-Sep-24	Edit
RISQ Inspections Questionnaire 2024 05	21 ~ Rightship	26-Sep-24	New

Week 38

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
6.06.29 EWA for Hold Cleaning	06 ~ Technical and Maintenance	16-Sep-24	Edit
8.01.09 Portage Bill	08 ~ Financial	16-Sep-24	Edit

Week 37

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
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00.04 Dry Cargo Operations	08 ~ Cargo	12-Sep-24	Edit
00.00 Contents	09 ~ Emergency Contingency Plans	12-Sep-24	Edit
01.00 Communication	09 ~ Emergency Contingency Plans	12-Sep-24	Edit
Circ.16-24 Newsletter and Campaign - September 2024	10 ~ Circulars	09-Sep-24	New
2.03.12 Chief Officers Weekly Deck Inspection Checklist	02 ~ Cargo Matters	09-Sep-24	Edit
6.06.29 EWA for Hold Cleaning	06 ~ Technical and Maintenance	09-Sep-24	Edit

Week 36

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
3.02.01 Emergency Drill and Training Planner	03 ~ Quality and Safety Management	06-Sep-24	Edit
3.03.01 Permit to Work	03 ~ Quality and Safety Management	06-Sep-24	Edit
3.03.01 Permit to Work Zip	03 ~ Quality and Safety Management	06-Sep-24	New

Week 35

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
Posters Displayed in Ship	32 ~ Vessel Posters	27-Aug-24	Edit
Workshop Safety Posters	32 ~ Vessel Posters	27-Aug-24	Edit
SharePoint Chapt 1 Overview.mp4	02 ~ SharePoint Tutorial	25-Aug-24	New
SharePoint Chapt 2 Reports to the Office or records kept	02 ~ SharePoint Tutorial	25-Aug-24	New
SharePoint Chapt 3 Filing a report into SharePoint	02 ~ SharePoint Tutorial	25-Aug-24	New
SharePoint Chapt 4 when to submit forms	02 ~ SharePoint Tutorial	25-Aug-24	New
00.01 Record of Revisions 2024	17 ~ SMS Revision Log	26-Aug-24	Edit
6.06.29 EWA for Hold Cleaning	06 ~ Technical and Maintenance	28-Aug-24	Edit

Week 34

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
00.00 Contents	09 ~ Emergency Contingency Plans	23-Aug-24	Edit
01.00 Communication	09 ~ Emergency Contingency Plans	23-Aug-24	Edit
6.05.03 Hand Over Notes	06 ~ Technical and Maintenance	19-Aug-24	New
01.00 Filing System	19 ~ Filing System	23-Aug-24	Edit
01.00 Filing System - Chronological Order	19 ~ Filing System	23-Aug-24	New

Week 33

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
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10.00 Navigation General	05 ~ Nautical	16-Aug-24	Edit
29.00 Dry Cargo Flooding Holds	09 ~ Emergency Contingency Plans	12-Aug-24	Edit
49.00 Emergency Towing and Salvage	09 ~ Emergency Contingency Plans	12-Aug-24	Edit
50.00 Fumigation Leak and Fumigation Fire	09 ~ Emergency Contingency Plans	12-Aug-24	Edit
52.00 Cargo Damage	09 ~ Emergency Contingency Plans	12-Aug-24	Edit

Week 32

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
16.00 Technical Ship Procedures	03 ~ Fleet	06-Aug-24	Edit
Circ.15-24 Newsletter and Campaign - August 2024	10 ~ Circulars	06-Aug-24	New
00.01 Record of Revisions 2024	17 ~ SMS Revision Log	05-Aug-24	Edit

Week 31

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
15.02 Catering and Victualing	03 ~ Fleet	30-Jul-24	Edit
19.00 Extra Work Allowance	03 ~ Fleet	30-Jul-24	Edit
17.00 Lubrication and Lube Oil	06 ~ Technical	30-Jul-24	Edit
04.11.11 Simultaneous Operations Procedure	07 ~ HSE	30-Jul-24	Edit
04.34 Natural Fibre Ropes and Rope Ladders	07 ~ HSE	30-Jul-24	Edit
11.00 Stress and Stability	08 ~ Cargo	30-Jul-24	Edit
Fleet Advisory 2024-05	03 ~ Fleet Advisory	30-Jul-24	New
SMS Chapt 01 Introduction	14 ~ Crew Training, 01 ~ SMS Tutorial	29-Jul-24	New
SMS Chapt 02 Instruction to the Fleet	14 ~ Crew Training, 01 ~ SMS Tutorial	29-Jul-24	New
SMS Chapt 03 Emergency	14 ~ Crew Training, 01 ~ SMS Tutorial	29-Jul-24	New
SMS Chapt 04 RightShip	14 ~ Crew Training, 01 ~ SMS Tutorial	29-Jul-24	New
SMS Chapt 05 Urgent and Supporting Documentation	14 ~ Crew Training, 01 ~ SMS Tutorial	29-Jul-24	New
SMS Chapt 06 PPE Matrix Crew Training and Wellness	14 ~ Crew Training, 01 ~ SMS Tutorial	29-Jul-24	New
SMS Chapt 07 SMS Help	14 ~ Crew Training, 01 ~ SMS Tutorial	29-Jul-24	New
SMS Chapt 08 SMS Forms	14 ~ Crew Training, 01 ~ SMS Tutorial	29-Jul-24	New
SMS Chapt 09 SMS Filing System	14 ~ Crew Training, 01 ~ SMS Tutorial	29-Jul-24	New
SMS Chapt 10 SMS Revision Log	14 ~ Crew Training, 01 ~ SMS Tutorial	29-Jul-24	New

Week 30

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
03 Drug and Alcohol Policy.pdf	01 ~ Policy Manual	23-Jul-24	Edit

07.00 Internal Ship Audit or Inspection Procedure	03 ~ Fleet	24-Jul-24	Edit
11.03 Ships Certificates	03 ~ Fleet	24-Jul-24	Edit
04.03 IT Cyber Security	04 ~ Office Procedure	24-Jul-24	Edit
06.03b Internal Audit Checklist	04 ~ Office Procedure	24-Jul-24	Edit
01.00 General	06 ~ Technical	24-Jul-24	Edit
04.07A Near Miss Procedures	07 ~ HSE	24-Jul-24	Edit
04.07B Non-Conformity Procedures	07 ~ HSE	24-Jul-24	Edit
04.11.09 Maintenance Safety Precautions	07 ~ HSE	24-Jul-24	Edit
51.00 Damage to Fixed and Floating Objects	09 ~ Emergency Contingency Plans	24-Jul-24	Edit
53.00 Loss of Deck Cargo	09 ~ Emergency Contingency Plans	24-Jul-24	Edit
4.01.08 A Medical Treatment Form	04 ~ Forms, Personnel	23-Jul-24	Edit

Week 29

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
00.00 Contents	09 ~ Emergency Contingency Plans	18-Jul-24	Edit
01.00 Communication	09 ~ Emergency Contingency Plans	18-Jul-24	Edit
Island View Shipping - Bulker Maritime Officers Agreement 2024	17 ~ MLC	18-Jul-24	New
Island View Shipping - Maritime Officers Agreement 2024 (Sandigan)	17 ~ MLC	18-Jul-24	New
Island View Shipping - SMOU SOS IMEC IBF CBA 2024	17 ~ MLC	18-Jul-24	New

Week 28

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
Circ.14-24 Newsletter and Campaign - July 2024.pdf	10 ~ Circulars	10-Jul-24	New

Week 27

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
00.01 Record of Revisions 2024 (IVS).pdf	17 ~ SMS Revision Log	05-Jul-24	Edit

Week 26

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
00.02 Regulation and Code Links	03 ~ Fleet	26-Jun-24	Edit
02.00 SHEQ System	03 ~ Fleet	26-Jun-24	Edit
03.00 Customer Property	03 ~ Fleet	26-Jun-24	Edit
04.01 Masters Responsibility and Authority	03 ~ Fleet	26-Jun-24	Edit

04.02 HSE Officers Responsibility and Authority	03 ~ Fleet	26-Jun-24	Edit
04.03 Deck Officer Responsibility and Authority	03 ~ Fleet	26-Jun-24	Edit
04.04 Engineering Officers Responsibility and Authority	03 ~ Fleet	26-Jun-24	Edit
04.05 Ratings Responsibility and Authority	03 ~ Fleet	26-Jun-24	Edit
04.06 Interrelations Approval Framework	03 ~ Fleet	26-Jun-24	Edit
05.00 Training	03 ~ Fleet	26-Jun-24	Edit
10.00 Communications	03 ~ Fleet	26-Jun-24	Edit
11.00 Document Control	03 ~ Fleet	26-Jun-24	Edit
13.02 Slop Chest and Bond	03 ~ Fleet	26-Jun-24	Edit
14.00 Accounts	03 ~ Fleet	27-Jun-24	Edit
16.06 Bunker Management and Operations	03 ~ Fleet	28-Jun-24	Edit
19.00 Extra Work Allowance	03 ~ Fleet	26-Jun-24	Edit
20.00 HSEQ Process for Bringing Vessels into and out of Service and Change of Flag or Classification Society	03 ~ Fleet	27-Jun-24	Edit
3.03.01 Permit to Work	03 ~ Quality and Safety Management	28-Jun-24	Edit
16.00 Vessel at Anchor	05 ~ Nautical	28-Jun-24	Edit
Ship Shore Exercise 2024 0625 - Fire in ER	27 ~ Ship Shore Drills	28-Jun-24	New

Week 24

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
01.00 Personnel Policy	02 ~ Personnel	11-Jun-24	Edit
02.00 Manpower	02 ~ Personnel	13-Jun-24	Edit
03.00 Conditions of Employment Seastaff	02 ~ Personnel	11-Jun-24	Edit
04.00 Procedure for Crew Signing On and Off Vessels	02 ~ Personnel	14-Jun-24	Edit
05.00 Certification Matrix	02 ~ Personnel	13-Jun-24	Edit
06.00 Saving of Seafarers Documentation	02 ~ Personnel	14-Jun-24	Edit
07.00 Drug and Alcohol Policy	02 ~ Personnel	14-Jun-24	Edit
08.00 Performance Appraisal	02 ~ Personnel	14-Jun-24	Edit
09.00 Conduct and Discipline	02 ~ Personnel	13-Jun-24	Edit
09.01 Whistle Blowing	02 ~ Personnel	13-Jun-24	Edit
10.00 Remuneration	02 ~ Personnel	13-Jun-24	Edit
13.00 Seafarers Employment Agreements and Repatriation	02 ~ Personnel	13-Jun-24	Edit
Circ.11-24 Crew Injury	10 ~ Circulars	11-Jun-24	New
Circ.12-24 Newsletter and Campaign - May 2024	10 ~ Circulars	11-Jun-24	New
Circ.13-24 Newsletter and Campaign - June 2024	10 ~ Circulars	11-Jun-24	New
01.00 PPE Matrix	13 ~ PPE Matrix	11-Jun-24	Edit

Week 23

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
IVS HSEQ Management Review 2023	01 ~ Annual Review	05-Jun-24	Edit
Manning Agency License - Dalisay - DMW	17 ~ MLC	05-Jun-24	New
Manning Agency License DMW 2023 to 2035	17 ~ MLC	05-Jun-24	New
PTC - Manning Agreement - IVSS	17 ~ MLC	05-Jun-24	New
SMOU CBA - Extension Letter until 14th June 2024	17 ~ MLC	05-Jun-24	New
SOS CBA Extension Letter until 30th June 2024	17 ~ MLC	05-Jun-24	New
Trampbalt - Addendum to Manning Agreement - Name and address - Island View Shipping Services	17 ~ MLC	05-Jun-24	New
Trampbalt Manning agreement	17 ~ MLC	05-Jun-24	New
01.00 Appendix A to Chap 4 PPE Matrix	13 ~ PPE Matrix	06-Jun-24	Edit
1.05.02A Pilot Card.xlsx	01 ~ Voyage Navigation and Communication	06-Jun-24	Edit

Week 21

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
2.03.01 Pre Stow Plan	02 ~ Cargo Matters	20-May-24	Edit
4.01.06 C Crew Health Card	04 ~ Personnel	20-May-24	Edit
Circ.11-24 Newsletter and Campaign - May 2024	10 ~ Circulars	20-May-24	New
13.03c EU MRV Procedure	04 ~ Office Procedure	21-May-24	New
3.03.01 Permit to Work	03 ~ Quality and Safety Management	22-May-24	Edit

Week 20

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
3.02.01 Emergency Drill and Training Planner 2024	03 ~ Quality and Safety Management	15-May-24	New
Ship Shore Security Exercise 2024 04	27 ~ Ship Shore Drills	15-May-24	New

Week 19

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
4.04.28 Rightship Vessel Inspection Feedback Form	04 ~ Personnel	04-May-24	New
UK P&I List of Correspondents 2024	12 ~ Insurance	04-May-24	New
UK P&I Rulebook 2024	12 ~ Insurance	04-May-24	New

Week 17

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
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19.00 Departure from Port	08 ~ Cargo	25-Apr-24	Edit
Trampbalt MLC 2024	17 ~ MLC	25-Apr-24	New
04.28 Rightship Inspections	07 ~ HSE	26-Apr-24	New
2024 - FTS Eval Island View Shipping Services	08 ~ ECM	26-Apr-24	New
2024 - FTS Focus Training Seminar	08 ~ ECM	26-Apr-24	New
IBF List 2024 0216	20 ~ Piracy	26-Apr-24	New

Week 16

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
18.00 Keeping Records	08 ~ Cargo	18-Apr-24	Edit

Week 15

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
Circ.10-24 Newsletter and Campaign	10 ~ Circulars	08-Apr-24	New

Week 11

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
00.00 Contents	09 ~ Emergency Contingency Plans	12-Mar-24	Edit
04.01 Organisation	04 ~ Office Procedure	12-Mar-24	Edit
16.00 Vessel at Anchor	05 ~ Nautical	12-Mar-24	Edit
2021 JOTAFIX EPOXY PRIMER COMP B	09 ~ Jotun	12-Mar-24	New
2022 EPOXY HR COMP B	09 ~ Jotun	12-Mar-24	New
2022 JOTAMASTIC 90 COMP A	09 ~ Jotun	12-Mar-24	New
2022 JOTUN THINNER NO17	09 ~ Jotun	12-Mar-24	New
2022 PILOT QD	09 ~ Jotun	12-Mar-24	New
2022 PIONER TOPCOAT	09 ~ Jotun	12-Mar-24	New
2023 EPOXY HR COMP A	09 ~ Jotun	12-Mar-24	New
2023 JOTAFIX EPOXY PRIMER COMP A	09 ~ Jotun	12-Mar-24	New
2023 JOTAGUARD 630 COMP A	09 ~ Jotun	12-Mar-24	New
2023 JOTAGUARD 630 COMP B	09 ~ Jotun	12-Mar-24	New
2023 JOTAMASTIC 90 STANDARD COMP B	09 ~ Jotun	12-Mar-24	New
2023 JOTUN ANTISKID	09 ~ Jotun	12-Mar-24	New
2023 JOTUN THINNER NO2	09 ~ Jotun	12-Mar-24	New
2023 JOTUN THINNER NO7	09 ~ Jotun	12-Mar-24	New
2023 PILOT II	09 ~ Jotun	12-Mar-24	New

2023 SEAQUANTUM III	09 ~ Jotun	12-Mar-24	New
2023 SOLVALITT ALU	09 ~ Jotun	12-Mar-24	New
2024 CONSEAL TOUCHUP	09 ~ Jotun	12-Mar-24	New

Week 09

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
01.00 Watchkeeping in Port	08 ~ Cargo	26-Feb-24	Edit
02.00 Arrival in Port	08 ~ Cargo	26-Feb-24	Edit
03.00 Blank	08 ~ Cargo	26-Feb-24	Edit
03.00 Customer Property	03 ~ Fleet	26-Feb-24	Edit
04.00 Safety in Port	08 ~ Cargo	26-Feb-24	Edit
04.06 Interrelations Approval Framework	03 ~ Fleet	26-Feb-24	Edit
05.00 Taking over the Deck Watch	08 ~ Cargo	26-Feb-24	Edit
05.00 Training	03 ~ Fleet	26-Feb-24	Edit
07.00 Repairs and Maintenance	06 ~ Technical	26-Feb-24	Edit
07.00 Repairs and Maintenance Appendix A RA to Identify Critical Equipment	06 ~ Technical	26-Feb-24	Edit
07.01 Internal Technical Inspection Procedures	03 ~ Fleet	26-Feb-24	Edit
08.00 Hull Maintenance	06 ~ Technical	26-Feb-24	Edit
09.00 General Maintenance	06 ~ Technical	26-Feb-24	Edit
10.00 Repair and Maintenance History	06 ~ Technical	26-Feb-24	Edit
11.00 Calibration	06 ~ Technical	26-Feb-24	Edit
13.00 Colour Scheme	06 ~ Technical	26-Feb-24	Edit
14.00 Miscellaneous	06 ~ Technical	26-Feb-24	Edit
16.00 Blank	08 ~ Cargo	26-Feb-24	Edit
18.00 Dry Dock	06 ~ Technical	26-Feb-24	Edit
21.00 Oily Water Separator	06 ~ Technical	26-Feb-24	Edit
22.00 Cargo Crane Wires and Sheaves	08 ~ Cargo	26-Feb-24	Edit
23.00 Sewage System Maintenance and Operation	06 ~ Technical	26-Feb-24	Edit
25.00 Mooring Winch Brake Rendering Test	06 ~ Technical	26-Feb-24	Edit
02.03 Alterations to Equipment or Fittings	07 ~ HSE	27-Feb-24	Edit
03.00 Health and Hygiene	07 ~ HSE	27-Feb-24	Edit
04.01 Safety Organisation and HSE Committe Meeting	07 ~ HSE	27-Feb-24	Edit
04.02 Emergency Organisation	07 ~ HSE	27-Feb-24	Edit
04.05 Emergency Response	07 ~ HSE	27-Feb-24	Edit
04.06 Safety Training and Drills	07 ~ HSE	27-Feb-24	Edit
04.07C Incident Reporting and Investigation	07 ~ HSE	27-Feb-24	Edit
08.00 External Audit or Inspection Procedures	03 ~ Fleet	27-Feb-24	Edit

09.00 Passengers and Family Members Aboard	03 ~ Fleet	27-Feb-24	Edit
10.02 Press and Media Communication	03 ~ Fleet	27-Feb-24	Edit
11.00 Document Control	03 ~ Fleet	27-Feb-24	Edit
11.04 Ship Publications	03 ~ Fleet	27-Feb-24	Edit
12.00 Insurance Claims and Noting Protest	03 ~ Fleet	27-Feb-24	Edit
12.02 Salvage	03 ~ Fleet	27-Feb-24	Edit
13.00 Purchasing Procedure	03 ~ Fleet	27-Feb-24	Edit
13.02 Slop Chest and Bond	03 ~ Fleet	27-Feb-24	Edit
14.01 Masters Cash Account	03 ~ Fleet	27-Feb-24	Edit
14.02 Victualling Account	03 ~ Fleet	27-Feb-24	Edit
16.00 Technical Ship Procedures	03 ~ Fleet	27-Feb-24	Edit
16.05 Minimum Tank Levels	03 ~ Fleet	27-Feb-24	Edit
18.00 Accounting Guidelines and Procedures	03 ~ Fleet	27-Feb-24	Edit
20.00 HSEQ Process for Bringing Vessels into and out of Service and Change of Flag or Classification Society	03 ~ Fleet	27-Feb-24	Edit
04.07D Dispensation Procedures	07 ~ HSE	28-Feb-24	Edit
04.08 Personal Protective Gear	07 ~ HSE	28-Feb-24	Edit
04.10 Enclosed Space Entry Procedure	07 ~ HSE	28-Feb-24	Edit
04.11 Daily Work Planner	07 ~ HSE	28-Feb-24	Edit
04.11.01 Hot Work	07 ~ HSE	28-Feb-24	Edit
04.11.02 Permit to Work	07 ~ HSE	28-Feb-24	Edit
04.11.04 Manual Handling	07 ~ HSE	28-Feb-24	Edit
04.11.06 Lifting Appliances	07 ~ HSE	28-Feb-24	Edit
04.11.07 Battery Safety	07 ~ HSE	28-Feb-24	Edit
04.11.08 Handling Hazardous Substances	07 ~ HSE	28-Feb-24	Edit
04.11.10 Painting	07 ~ HSE	28-Feb-24	Edit
04.11.13 Anchoring Mooring and Towing Operations	07 ~ HSE	28-Feb-24	Edit
04.12 Safe Moorings	07 ~ HSE	28-Feb-24	Edit
04.13 Small Craft Alongside	07 ~ HSE	29-Feb-24	Edit
04.15 Safety Signs	07 ~ HSE	29-Feb-24	Edit
04.19 Safety Equipment - Preferred Equipment Type	07 ~ HSE	29-Feb-24	Edit
04.20 Ships Safety Equipment	07 ~ HSE	29-Feb-24	Edit
04.21 Fire Fighting and Life Saving Equipment Testing and Inspection	07 ~ HSE	29-Feb-24	Edit
04.24 Shipyard Safety	07 ~ HSE	29-Feb-24	Edit
04.25 Safety Culture and HSE Stop	07 ~ HSE	29-Feb-24	Edit
04.26 Risk Management	07 ~ HSE	29-Feb-24	Edit
04.27 Safety Inspections	07 ~ HSE	29-Feb-24	Edit
04.29 Cold or Freezing Weather Procedures	07 ~ HSE	29-Feb-24	Edit
04.30 Tool Box Meeting	07 ~ HSE	29-Feb-24	Edit

04.32 Safety of Contractors	07 ~ HSE	29-Feb-24	Edit
05.01 Ship Security Plan	07 ~ HSE	29-Feb-24	Edit
00.00 Contents	07 ~ HSE	01-Mar-24	New
00.00 Contents	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
04.00 Piracy	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
05.00 Main Engine Failure	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
05.02 Office Security Plan	07 ~ HSE	01-Mar-24	Edit
06.02 Control of Operational Discharges of Oil	07 ~ HSE	01-Mar-24	Edit
06.06 Oil Record Book	07 ~ HSE	01-Mar-24	Edit
06.07 Use of Detergents	07 ~ HSE	01-Mar-24	Edit
06.08 Use of Dispersants Over the Side	07 ~ HSE	01-Mar-24	Edit
06.12 Control of Emissions from Ships	07 ~ HSE	01-Mar-24	Edit
06.13 Anti-Fouling Paints	07 ~ HSE	01-Mar-24	Edit
06.14 Ballast Water Management	07 ~ HSE	01-Mar-24	Edit
06.16 Appendix A to Chap 6 - Special Areas	07 ~ HSE	01-Mar-24	Edit
07.00 Elect Power Failure - Sea	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
08.00 Blank	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
09.00 Collision	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
10.00 Stranding	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
11.00 Grounding	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
13.00 Flooding ER	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
14.00 Fire on board while Vessel in Port	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
16.00 Fire in Accommodation	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
17.00 Fire in Galley	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
18.00 Fire in Engine Room	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
22.00 Blank	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
23.00 Blank	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
24.00 Break Away from Jetty	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
25.00 Blank	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
26.00 Blank	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
27.00 Dry Cargo Container Fire	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
28.00 Dry Cargo Fire in Cargo Hold	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
32.00 Jettison of Cargo	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
33.00 Heavy Weather Damage	09 ~ Emergency Contingency Plans	01-Mar-24	Edit
39.00 Bunker Spills	09 ~ Emergency Contingency Plans	01-Mar-24	Edit

Week 08

DOCUMENT	MANUAL	UPDATE	NEW/EDIT
01.01 Document Structure	04 ~ Office Procedure	19-Feb-24	Edit
02.01 SHEQ System	04 ~ Office Procedure	19-Feb-24	Edit
02.02 Quality Planning	04 ~ Office Procedure	19-Feb-24	Edit
03.01 Customer Service Procedures	04 ~ Office Procedure	19-Feb-24	Edit
03.02 Customer Property	04 ~ Office Procedure	19-Feb-24	Edit
03.03 Customer Complaints	04 ~ Office Procedure	19-Feb-24	Edit
04.02 Company Responsibility and Authority	04 ~ Office Procedure	19-Feb-24	Edit
Circ.07-24 IVSS Newsletter and Campaign - February 2024	10 ~ Circulars	19-Feb-24	New
04.05 CSO Responsibility	04 ~ Office Procedure	20-Feb-24	Edit
04.06 Interrelations	04 ~ Office Procedure	20-Feb-24	Edit
05.00 Resources and Personnel	04 ~ Office Procedure	20-Feb-24	Edit
06.00 Objectives and Performance	04 ~ Office Procedure	20-Feb-24	Edit
06.01 Continual Improvement	04 ~ Office Procedure	20-Feb-24	Edit
06.02 Management Review Procedures	04 ~ Office Procedure	20-Feb-24	Edit
06.03 Internal Audit Procedures	04 ~ Office Procedure	20-Feb-24	Edit
06.03a Internal Audit Schedule	04 ~ Office Procedure	20-Feb-24	Edit
06.04 External Audit Procedures	04 ~ Office Procedure	20-Feb-24	Edit
06.05 Non-Conformance Corrective and Preventive Action	04 ~ Office Procedure	20-Feb-24	Edit
07.01 Customer Communication	04 ~ Office Procedure	20-Feb-24	Edit
07.03 Press and Media Communication	04 ~ Office Procedure	21-Feb-24	Edit
07.04 Outgoing Mail Procedures	04 ~ Office Procedure	21-Feb-24	Edit
08.00 Maintenance and Inspection of Ship and Equipment	04 ~ Office Procedure	21-Feb-24	Edit
10.02 Evaluation and Approval of Suppliers	04 ~ Office Procedure	21-Feb-24	Edit
10.03 Booking Air Flights and Travel Procedure	04 ~ Office Procedure	21-Feb-24	Edit
11.00 Emergency Response - Office and Vessel	04 ~ Office Procedure	21-Feb-24	Edit