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Management Rules for Safe Navigation of Ships			SQ-15-11	Rev. Date :	18 April 2017
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<p>1. Objectives</p> <p>These rules have the objectives of ensuring that the shipboard services of ship under the Company's management satisfy the requirements of the Safety Management System, and maintaining the safe navigation of the ship by establishing procedures for the same.</p> <p>2. Scope of Application</p> <p>These rules apply to the types of ships mentioned in the "Safety Management Policy".</p> <p>3. Management plans for navigation service</p> <p>The implementation of navigation service according to these rules shall conform to the "List of Management Plans for Safe Navigation".</p> <p>Responsibility and authority for shipboard services related to navigation shall conform to "Shipboard Organization and Duty Rules" (SQ-127) prescribed separately.</p> <p>4. Plans for navigation services</p> <p>4.1 Voyage Plan and Passage Planning (STCW 95 A-VIII (Part 2))</p> <p>1.0 Voyage Plan</p> <p>The intended voyage shall be planned in advance, taking into consideration all pertinent information, and any course laid down shall be checked before the voyage. The head of the department shall in consultation with the master, determine in advance the needs of the intended voyage taking into consideration the requirement as follows :</p> <ol style="list-style-type: none"> 1. Heavy oil 2. Diesel oil 3. Lubricating oil 4. Fresh water 5. Food provision 6. Adequate charts and publication necessary for intended voyage 7. Chemicals 8. Expendable and spare parts, tools and other requirements necessary for the voyage. 					

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<p>2.0 Passage Planning</p> <p>2.1.1 There are two major stage of the voyage plan that should be coordinated in order to attain the highest aspect of voyage / passage planning.</p> <ol style="list-style-type: none"> a. Preparation b. Execution <p>2.1.2 Preparation include the following</p> <ol style="list-style-type: none"> a. Appraisal b. Planning <p>2.1.3 Execution include the following</p> <ol style="list-style-type: none"> a. Organization b. Monitoring <p>2.2 Appraisal - considered the most important part of the voyage planning where the master / navigator must consult, all pertinent information in</p> <ol style="list-style-type: none"> 1. Chart catalogue 2. Navigational chart 3. Ocean passage of the world 4. Pilot chart 5. Sailing direction 6. Light list 7. Tide tables 8. Notice to mariner 9. Routing information 10. List of radio signal 11. Climatic information 12. Load line chart 13. Draft restriction 14. Mariner handbook NP 100 15. And other pertinent information 					

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<p>2.3 Planning - is to prepare and collection of charts and other pertinent information necessary for the intended voyage, stowing them in proper order, tracking of course line, and likewise highlighting of the dangerous areas along the intended track. In confined areas, where tidal height may have a large influence, such that the dangerous areas vary according to the time of passage, should be taken into consideration before passage commence. Initially all dangerous areas, showing charted depth of less than the draft of the vessel, plus the under water clearance and squat should also to be considered. Under Keel clearance shall be calculated based on The attached calculation sheet. 10 percent of draft represent the UKC.</p> <p>After the 2nd Mate have prepared the voyage / passage plan, it should be submitted to the master for further verification and comments whatsoever, pertaining to the route selected for the intended voyage.</p> <p>2.4 Execution</p> <p>2.4.1 The prudent master is the one who appreciate the risk to which his vessel is expressed and to take steps to reduce the risk by properly planning the voyage ahead.</p> <p>2.4.2 The intended voyage should be planned, taking into account all pertinent information, and the course laid down shall be checked before the voyage commenced.</p> <p>2.4.3 If the decision is made, during the voyage to change the next port and the planned route of the vessel, or if it is necessary for the ship to deviate substantially from the original plan route for other reason, then an amended route shall be planned and drawn again to the chart prior deviating from the original route.</p> <p>2.5 Organization - bridge and engine organization is the 2nd most important element of voyage planning. Master should ensure that the watchkeeping operation is maintained under any circumstances. Under master general directions, officer of the navigational watchkeeping is responsible for navigating the ship safely during their period of duty, and will be particularly concern with avoiding collision and stranding.</p> <p>The Chief Engineer officer, in consultation with the master, shall maintain the adequate watchkeeping arrangement for engineering watch.</p>					

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<p>2.6 Monitoring - the officer of the navigational watchkeeping should monitor the movement of the vessel, and under no circumstances should deviate the plotted course, without the knowledge of the master. Master must ensure that the planned charted course of the vessel is followed in accordance with the voyage planning. In confine areas the course steered, position and speed shall be checked at sufficiently frequent interval, using any available means of navigational aids necessary to ensure that the ship follows the planned course and the no - go areas are well track on the chart.</p> <p>5. <u>Navigation services shall be implemented in accordance with the rules given below.</u></p> <p>5.1 Entering / Leaving port stations</p> <p>The crew members shall carry out preparations before Entering / Leaving port stations in accordance with the Master’s command and the “Procedures for Entering/Leaving Port Stations” (SQ-151), if the ship stayed in the port at 24 hours or over.</p> <p>(1) The Master shall implement inspections before leaving the port, with instruction to each responsible persons in accordance with the “Procedures for Entering/Leaving Port Stations” (SQ-151) established separately according to these rules, Chief Officer shall by “Deck dept. List of Inspection before Entering/Leaving Port Stations” (SQ-15102), 2nd Officer shall by “Bridge List of Inspection before Entering / Leaving Port Stations” (SQ-15103), Chief Engineer shall by “Eng. Dept. List of Inspection before Entering / Leaving Port Stations” (SQ-15104), Chief Radio Operator (or GOC holder) shall by “Purser Dept. List of Inspection before Entering / Leaving Port Stations” (SQ-15105) check (verify) separately and report the results to the Master.</p> <p>(2) The Master shall check (verify) the items in the “Inspection list of Certificates and Documents” (SQ-15106) and also check (verify) all the items in the “Master’s List of Inspections before Entering / Leaving Port Stations” (SQ-15107) and issue the command for Entering / Leaving port stations.</p> <p>If deficiencies are detected during inspection the Master shall report the deficiency to the Designated Person (General Manager, Marine Department) and representative at the port of entry if necessary, with a request for assistance.</p>					

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<p>(3) The Master shall confirm that all crew members are to their stations while entering/leaving port stations in accordance with the “Procedures for Entering/Leaving Port Stations” (SQ-151), and then commence the work for entering/leaving port stations.</p> <p>5.2 Navigational watchkeeping</p> <p>(1) The Master shall issue instructions for navigational watchkeeping to the crew after leaving port stations and give appropriate guidance and instructions so that the watch keeping is implemented safely and correctly, in accordance with the “Master’s Instructions” (SQ-1533), including the use of ECDIS watch checklist/ familiarization (SQ-1525)</p> <p>(2) The duty crew member shall stand watchkeeping in accordance with the “Navigational Watchkeeping Rules” (SQ-153).</p> <p>(3) The Chief Engineer shall give appropriate guidance and instructions so that the watch keeping is implemented safely and correctly, in accordance with the “Chief Engineer’s Instructions” (SQ-1534).</p> <p>(4) Each person responsible for the watchkeeping shall patrol the ship after standing watch in accordance with the “Shipboard Safety Monitoring Procedures” (SQ-152).</p> <p>5.3 Communications and reports</p> <p>(1) As a rule, reports and orders necessary for shipboard services shall be in accordance with the “Shipboard Organization and Duty Rules” (SQ-127).</p> <p>(2) The Master shall be responsible for all communications related to shipboard services. The Master shall record communications in the “Master’s Communications in the “Master’s Communication Ledger” (SQ-1541) and assign numbers to the calls in accordance with the “Communications and Reporting Procedures” (SQ-154) prescribed separately.</p>					

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<p>(3) The Master shall retain and manage copies of communication reports transmitted.</p> <p>(4) VHF communications shall be carried out in accordance with the “Communications and Reporting Procedures” (SQ-154).</p> <p>5.4 Ship in port</p> <p>(1) The Master shall give instructions for watchkeeping in port and in anchorage in accordance with the “Shipboard Safety Monitoring Procedures” (SQ-152). And “Anchoring Procedures” (SQ-159).</p> <p>(2) The person responsible for the watchkeeping shall carry out safety inspection in accordance with the “Shipboard Safety Monitoring Procedures” (SQ-152) and make entries in the “Port Watchkeeping Log” (SQ-1521).</p> <p>(3) The Master shall record instructions/communications in the “Communication Record” (SQ-1522), when communication duties with the port management staff and related personnel are necessary.</p> <p>5.5 Bridge Team</p> <p>(1) Bridge team shall be composed of all ship`s personnel who have bridge Navigational watch duties shall form part of the bridge team. Master and pilot support the bridge team, which comprise with OOW , helmsman and lookout as required.</p> <p>(2) The OOW shall be the bridge in charge of the navigational watch keeping until relieved.</p> <p>(3) Master shall provide the schedule / list of bridge/ engine management team to be posted in the bridge and engine control room under the following condition;</p> <p>Watch level 1- Navigation of the vessel is under the OOW and able seaman, same thing with Engine department</p> <p>Watch Level 2- Master is the in charge of vessel navigation assisted by OOW and AB, plus look out as required. Engine dept is manned by C/Engr, one eng officer and oiler.</p> <p>Watch Level 3- Master in charge of navigation assisted by two OOW, one AB plus lookout As deem required by master. Engine dept is also manned by C/Engr, one Engine officer , one extra engineer and one oil.</p>						

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Watch Keeping At Sea - Navigation Bridge							
Watch Level							Figure
	Conn.	Traffic	Com.	Navigation	Others	Steering	Look out
Job	Taking the Conn.	Radar ARPA	VHF	Fixing Position	Engine Telegraph, Steering Engine , Monitoring Record	Steering	Look out
W. Level 1	OOW					AB	
W. Level 2	Captain	OOW				AB	Look out
W. level 3	Captain	Extra officer	OOW			AB	Look out

Remarks: Job assignment maybe changed at Master Discretion. Job assignment deviated from the above table must clearly be informed to the relevant officers/ ABS. Additional watch level maybe established by the master as deemed necessary

Watch Keeping At Sea – Engine department							
Watch Level							Figure
	ECR	Traffic	Engine	Others	Eng. Watch		Look out
Job	Taking the Conn.	Congested water, Poor visibility	Machineries operation	Engine Telegraph, Engine , Monitoring Record			Look out
W. Level 1	Engine officer					Oiler	
W. Level 2	C/E	Engine officer				Oiler	
W. level 3	C/E	Extra engineer	Engine officer			Oiler	

Bridge Management Team

a. Good visibility and open sea Day time

Particular	1200-1600	1600-2000	0800-1200
In charge	2 nd Officer	Chief Officer	3 rd Officer
Look out	A/B	A/B	A/B
Helmsman	-	-	-

b. Good visibility and open sea Night time

Particular	0000-0400	0400-0800	2000-2400
In charge	2 nd Officer	Chief Officer	3 rd Officer
Look out	A/B	A/B	A/B
helmsman	-	-	-

c. Entering congested water

Particular	0000-0400 & 1200-1600	0400-0800 & 1600-2000	0800-1200 & 2000-2400
In charge	Master	Master	Master
Assisting	2 nd Officer	Chief Officer	3 rd Officer
Look Out	As decided by Master	3 rd Officer	Bosun
Helmsman	A/B	A/B	A/B

d. making port

Particular	0800-0400 & 1200-1600	0400-0800 & 1600-2000	0800-1200 & n 2000-2400
Entering Restricted visibility/ In charge	Master	Master	Master
Assisting	2 nd Officer	Chief Officer	3 rd Officer
Look out	As decided by Master	3 rd Officer	Bosun
Helmsman	A/B	A/B	A/B

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Engine Watch Organization			
a. Good Visibility and Open Sea Day Time			
Particular	1200-1600	1600 - 2000	0800 -1200
In Charge	4 th Engineer	2 nd Engineer	3 rd Engineer
Assisting	Oiler	Oiler	Oiler

b. Good Visibility and Open Sea Night Time			
Particular	0000 – 0400	0400 - 0800	2000 - 2400
In Charge	4th Engineer	2nd Engineer	3rd Engineer
Assisting	Oiler	Oiler	Oiler

c. Entering Congested Area			
Particular	0000-0400 & 1200 - 1600	0400-0800 & 1600-2000	0800-1200 & 2000-2400
In Charge	4th Engineer	2nd Engineer	3rd Engineer
Assisting	Oiler	Oiler	Oiler

d. Entering Restricted Visibility / Making Port			
Particular	0000-0400 & 1200-1600	0400-0800 & 1600-2000	0800-1200 & 2000-2400
In Charge	4th Engineer	2nd Engineer	3rd Engineer
Assisting	Oiler	Oiler	Oiler

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<p>The bridge team shall communicate with the engine room as deem necessary and other Operating areas on the ship.</p> <p>Navigational watch personnel under the Bridge team have the following duties in order To maintain safe watch;</p> <p>5.1) Maintaining a proper look out:</p> <ol style="list-style-type: none"> a. you are responsible for the safety of the vessel while underway b. you should know how to handle the engine in time of emergency c. as OOW you will responsible for the safety of the vessel, despite the presence of the master at the bridge. <p>5.2) Monitoring and general surveillance of the vessel</p> <ol style="list-style-type: none"> a. be aware of the capabilities of your engine, steering system, turning circle, stopping distance, navigational system. Monitor their performance all times. b. Vessel position derived from the electronic navigational system shall be cross check with the available terrestrial object or celestial aid, and do not relied on the electronic aid at all times. c. Collision avoidance complying the COLREGS d. Logging all Bridge activities including the stopping/saving of the voyage data recorder in the event there is an accident that happened on board. Master is to stop the recording of VDR to preserve the data. Preservation of data shall be carried out within 12 hours after the accident happened, otherwise data will be overwritten by the next recording. e. Frequent check of the navigational bridge equipment and navigational aid f. Execute the passage plan as prepared and monitor the progress of the ship Under the plan g. Return to the original plan as soon as possible if any deviation had been done. Due consideration must be given to all dangers, restriction,etc, in case you need Deviation for a long time. <p>6. <u>Handling of cargo on board the ship</u></p> <p>The Chief Officer shall be responsible for cargo handling operations on site and shall implement the duties mentioned below under the Master’s command and in accordance with “Shipboard Cargo Handling Procedures” (SQ-155).</p> <ol style="list-style-type: none"> (1) Cargo holds preparations for loading cargo. (2) Management of shipboard cargo such as storage of cargo, prevention of damage, shifting of cargo when the ship is underway. (3) Handling of cargo in an emergency. (4) Measures against occurrence of cargo accidents. 					
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<p>7. <u>Services related to special navigation shall be implemented in accordance with the rules mentioned below.</u></p> <p>7.1 Special navigation Special navigation, according to these Rules, refers to the services and situations given below.</p> <p>(1) Navigation in restricted visibility. Refers to navigation under weather conditions which permit a visibility of less than 3 nautical miles.</p> <p>(2) Navigation in narrow channels and congested waters. Narrow channels and congested waters refer to areas prescribed in “Special Navigation Procedures” (SQ-156) according to these rules.</p> <p>(3) Navigation in rough weather Refer to navigation in sea and weather conditions of wind force greater than 6 and wave heights greater than 5m.</p> <p>7.2 Management of special navigation operation Special navigation operation shall be implemented according to the procedures described below.</p> <p>(1) Under rough weather, when navigating in restricted visibility, the person in charge of navigational watch keeping shall report the conditions to the Master. 30 minutes before entering the areas of narrow channels, congested waters.</p> <p>(2) Upon receiving the report, the Master shall check the conditions immediately, and issue the command for special watchkeeping stations prescribed in the “Special Navigation Procedures” (SQ-156).</p> <p>(3) The personnel in charge of navigational/machinery/radio watchkeeping duties (or GOC holder) in accordance with the “Special Navigation Procedures” (SQ-156).</p> <p>(4) When normal conditions are restored and the dangerous situation has passed, the Master shall dismiss the stations.</p>					
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<p>(5) When orders for special watchkeeping stations have been issued or dismissed, the time, position, arrangement of each watch shall be recorded in the Deck Log (SQ-1531) and the Engine Log (SQ-1532).</p> <p>8. <u>Receiving and transferring fuel oil and lubricating oil</u></p> <p>(1) The Chief Engineer shall receive the Master's approval for the time and method of receiving fuel and lubricating oil, and the transfer between tanks of the same, and shall take responsibility "Special Navigation Procedures" (SQ-156).</p> <p>(2) The Master shall issue orders as the overall in charge for special stations prescribed in the "Special Navigation Procedures" (SQ-156) and take responsibility for preventing and monitoring oil pollution on board as well as overboard.</p> <p>9. <u>Automatic Updating of ENC</u></p> <p>(1) Automatic updating of ENC charts is done using the weekly disk received by the vessel from the ship manager thru updating service. Updates are from TGT data. 2nd Officer the PIC for the updating of ENC. The Master shall specify the scope for updating ENC depending on the navigational coverage of the ship. The 2nd Officer shall update the ENC according to the "Special Navigation Procedures" (SQ-156), enter the "Chart Revision Record" (SQ-1561) and obtain verification from the Master. The master to sign the covering of DVD where updates had been stored, instead of the paper copy of Notice to Mariners.</p> <p>10. <u>Procedures and instructions listed below shall be separately established in accordance with these rules.</u></p> <p>(1) Procedures for Entering/Leaving Port Stations (SQ-151)</p> <p>(2) Shipboard Safety Monitoring Procedures (SQ-152)</p> <p>(3) Navigational Watchkeeping Rules (SQ-153)</p> <p>(4) Communication and Reporting Procedures (SQ-154)</p> <p>(5) Shipboard Cargo Handling Procedures (SQ-155)</p> <p>(6) Special Navigation Procedures (SQ-156)</p> <p>(7) Procedures for Loss of Bridge Control (SQ-157)</p> <p>(8) Procedures for Specific Duties (SQ-158)</p> <p>(9) Procedures for Anchoring (SQ-159)</p>					

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[Management Records]

- (1) Deck Dept. List of Inspection before Entering/Leaving Port Stations (SQ-15102)
- (2) Bridge, - " - (SQ-15103)
- (3) Engine Dept. - " - (SQ-15104)
- (4) Purser Dept. - " - (SQ-15105)
- (5) Inspection list of Certificates and Documents (SQ-15106)
- (6) Master, List of Inspection before Leaving Port Stations (SQ-15107)
- (7) Condition Record Book (SQ-15101)
- (8) Port Watchkeeping Log (SQ-1521)
- (9) Communication Record (SQ-1522)
- (10) Voyage / Passage Planning (SQ-1523)
- (11) Checklist for Entering Enclosed Space(SQ-1524)
- (12) Checklist for Hotwork (SQ-15241)
- (13) Hotwork Permit (SQ-152411)
- (14) Deck Log (SQ-1531)
- (15) Engine Log (SQ-1532)
- (16) Master's Instructions (SQ-1533)
- (17) Chief Engineer's Instructions (SQ-1534)
- (18) Master's Communication Ledger (SQ-1541)
- (19) Chart Revision record (SQ-1561)

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Navigation Service	Service Procedures (personnel in charge)	[Contents of procedures]		Management Record	
Loading	Shipboard Cargo Handling Procedures (Chief Officer) <SQ-155> Shipboard Safety Monitoring Procedures (Master) <SQ-152>		Port Watchkeeping Log <SQ-1521>		
Leaving port Stations	Procedures for Entering/Leaving Port Stations (Master) <SQ-151> [Leaving port stand-by]				
	[Rules for Leaving Port Stations]	Deck dept, List of Inspection before Leaving Port Stations <SQ-15102> Bridge, List of Inspection before Entering/Leaving Port Stations <SQ-15103> Eng. dept, List of Inspection before Entering/Leaving Port Stations <SQ-15104> Purser dept, List of Inspection before Entering/Leaving Port Stations <SQ-15105> Inspection list of Certificates and Documents <SQ-15106> Master, List of Inspection before Entering/Leaving Port Stations <SQ-15107>			
Navigation	Navigational Watchkeeping Rules (Master) <SQ-153> [Navigations Watchstanding] [Machinery Watchstanding]	Deck Log <SQ-1531> Master's Instructions <SQ-1533> Engine Log <SQ-1532> Chief Engineer's Instructions <SQ-1534>			

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Navigation Service	Service Procedures (personnel in charge)	[Contents of procedures]		Management Record	
	<ul style="list-style-type: none"> — Special Navigation Procedures (Master) <SQ-156> <ul style="list-style-type: none"> [Revision of Charts] [Navigations in Restricted Visibility] [Navigation in Narrow Channels / Congested Waters] [Navigation in Rough Weather] [Procedures for Receiving / Transferring Fuel Oil / Lubricating Oil / Lubricating Oil — Shipboard Safety Monitoring Procedures (Master) <SQ-152> 			Oil Record Book <SQ-1611>	Deck Log <SQ-1531> Engine Log <SQ-1532>
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Communication</div> <ul style="list-style-type: none"> — Communications and Reporting Procedures (Master) <SQ-154> 				Master's Communication Ledger <SQ-1541>
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Cargo</div> <ul style="list-style-type: none"> — Shipboard Cargo Handling Procedures (Chief Officer) <SQ-155> 				

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Navigation Service	Service Procedures (personnel in charge)		[Contents of procedures]			Management Record
Environmental Protection	<ul style="list-style-type: none"> Procedures for the Prevention of Marine Pollution (Master) <SQ-161> Procedures for Responding to Oil Spill Contingency (Master/Chief Engineer) <SQ-162> Procedures for Handling Machinery and Equipment for the Prevention of Marine Pollution (Chief Engineer) <SQ-163> 					Record Book <SQ-1821>
Emergency Training	<ul style="list-style-type: none"> Life-saving/Fire-fighting training Contingency Training Manual (Master) <SQ-182> Emergency Steering Training Manual (Master) <SQ-183> Main Engine Emerg. stop/Black-out training Manual (Chief Engineer) <SQ-186> Procedures for Bunkering Station Drill (Chief Engineer) <SQ-184> Training Procedures (Master) <SQ-185> Procedures for Loss Bridge Control <SQ-157> Crew Assessment Procedures (Master) <SQ-143> 					Crew Assessment Report <SQ-1431>
Maintenance Service	<ul style="list-style-type: none"> Ship Maintenance Plan <SQ-173> (Chief Engineer/Chief Officer) Special Equipment Maintenance and Inspection Standards (Chief Engineer/Chief Officer) <SQ-174> 					<ul style="list-style-type: none"> Ship Maintenance Record Hull Maintenance Record <SQ-1721> Engine Maintenance Record <SQ-1722> Radio Maintenance Record <SQ-1723> Life-saving/Fire-fighting Appliances Maintenance and Inspection Log <SQ-1741> Checklist for Special Equipment Maintenance <SQ-1742> Test Record of Critical and Essential Equipment <SQ-1743>

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Navigation Service	Service Procedures (personnel in charge)	[Contents of procedures]	Management Record	
	<ul style="list-style-type: none"> Procedures for Drydocking Hull Repairs (Ship) (Master) 		<ul style="list-style-type: none"> Hull Deficiency Report <SQ-1731> Machinery Deficiency Report <SQ-1732> 	
Entering Port Stations	<ul style="list-style-type: none"> Procedures for Entering / Leaving Port Stations (Master) <SQ-151> [Entering Port Stand-by] [Rules for Entering/Leaving Port Stations] Deck dept, List of Inspection before Entering Port Stations <SQ-15102> 		<ul style="list-style-type: none"> Bridge, List of Inspection Entering Port Stations <SQ-15103> Engine dept, List of Inspection Entering Port Stations <SQ-15104> Purser dept, List of Inspection Entering Port Stations <SQ-15105> Master, List of Inspection Entering Port Stations <SQ-15107> 	
Unloading	<ul style="list-style-type: none"> Shipboard Cargo Handling Procedures (Chief Officer) <SQ-155> [Unloading Preparations] Shipboard Safety Monitoring Procedures (Master) <SQ-152> 		<ul style="list-style-type: none"> Port Watchkeeping Log <SQ-1521> 	