 <p>HÖEGH TECHNICAL MANAGEMENT</p>	FORMS/REPORTS OPERATIONAL FORMS AND REPORTS	Sect: QDPC 8.2.20 Page: 1 - 3 Owner: KEHUA Appr: DEDES Date: 20/12/2019
--	--	---

SHIPBOARD REVIEW

General Information

Vessel Hoegh Xiamen	Reporting period (ddmmm – ddmmyyyy) 0107-31122019
Master Zhang Shilian	Date when report is completed (ddmmyyyy) 06012020

1. Organization

a. Experiences throughout the year -external audit was carried out in 05th Feb 2018 in Barcelona, nil deficiencies. -Internal audit was carried out in 8th-10 th Jul 2019. 1NC and 1 OBs , CAP has been done properly on 06 Aug 2019 The Charterer vetting done 14 Nov 2019
b. Management support given by Shore organization Very good, especially the support from SI, Mr Sun Shuliang always

2. Inspections

a. Experiences in Internal Inspections The internal audit done in Jul 2019, there are 1 N/C and 1 observation issued N/C: evidence found that last internal was carried out Jun 26-29 Jun, 2018. Company should send notification to vessel when 12 months interval will not be met. No letter of postponement found during the audit. Observation: Deck logbook column 24 found empty, No records AIS/BNWAS setting found, No time of inspection recorded, Navtex coverage found enable, white box
b. Experiences in External Inspections (PSC, Vetting, etc.) Latest Vetting was done at Jacksonville on 14 Nov 2019, by Charterer, Grimaldi
c. Evaluation of Inspection Results Acceptable

3. Crew Management

a. Experiences in the past year, incl. major events Nil record
b. Support given from office Acceptable
c. Crew evaluation; Is the process working? Yes it is

4. Procurement

a. Experiences in the past year, incl. major events No special event(s) reported
b. Support given from office Ok

5. Training

a. Through the year, planning ahead Acceptable
b. On board training the English 'home work' by all crew done well onboard
c. Shore based training Acceptable
d. Evaluation of information from other units Nil



HÖEGH TECHNICAL
MANAGEMENT

FORMS/REPORTS

OPERATIONAL FORMS AND REPORTS

Sect: QDPC 8.2.20

Page: 2 - 3

Owner: KEHUA

Appr: DEDES

Date: 20/12/2019

6. Technical Management

- a. Experiences in the past year, incl. major events
Acceptable
- b. Support given from office
Ok
- c. Planning ahead, incl. actions to be taken
Nil

7. Project/Newbuilding

- a. Experiences in the past year, incl. major events
N/A
- b. Support given from office
Nil report
- c. Suggestions for new/improved design and/or equipment
Nil

8. HSSEQ

- a. Environment
 - i. Environmental Issues
No special report
 - ii. Present aspects and targets
reached
 - iii. Support given from head office
ok
 - iv. Suggestions for new aspects and target
N/A
- b. Audits
 - i. Experience form Internal and External Audits
Internal audit was carried out in 8th-10th Jul 2019. 1NC and 1 OBs
 - ii. Evaluation of audit results
Acceptable
- c. Risk Assessment/Change Management
 - i. Experience in the past year, incl. major events
No special report
 - ii. Support given from head office
acceptable
- d. Security/ISPS
 - i. Periodic Review of the Ship Security Plan; provide feedback especially on search plans so it reflects the actual numbers of crew on board
Security/ISPS review is confidential and being handled by the CSO
 - ii. Experiences in the past year; support given from head office
Nil special report
 - iii. Suggestions for improvement
Nil
- e. HIS
 - i. Experiences in the past year, incl. major events
It is good tool
 - ii. Support given from head office
Ok

9. PMS and IT Support

- a. Experiences in the past year, incl. major events

HÖEGH TECHNICAL MANAGEMENT

This is an uncontrolled paper copy of the Höegh Technical Management Safety and Environmental Management System. Whenever this document is revised, a printed copy of the new revision shall replace the old. It is the responsibility of the reader of this document to ensure that this paper copy is valid.

USCG_000834



HÖEGH TECHNICAL
MANAGEMENT

FORMS/REPORTS

OPERATIONAL FORMS AND REPORTS

Sect: QDPC 8.2.20

Page: 3 - 3

Owner: KEHUA

Appr: DEDES

Date: 20/12/2019

New system named Star IPS can not be used so far, even the new it equipments already installed. The company support needed

- b. Support given from head office
No comment

10. Other comments (Other issues or areas of concern not covered by the topics above)

Nil

Company Management Review – Action Plan

Shipboard Review Inputs	Management comment (TSI/Procurement/Crewing Offices)	Target Start (yyyy.mm.dd)	Target End (yyyy.mm.dd)	Resources/ Personnel Required
1. Organization				
a. Experiences throughout the year -external audit was carried out in 05th Feb 2018 in Barcelona, nil deficiencies. -Internal audit was carried out in 8th-10 th Jul 2019. INC and 1 OBs , CAP has been done properly on 06 Aug 2019 The Charterer vetting done 14 Nov 2019	From HWSM to HTM, some impact for our operation. But generally, the company runs better. Still in the process of transition particularly on the PMS and procurement system due to re-organization.			
b. Management support given by Shore organization Very good, especially the support from SI, Mr Sun Shuliang always	Vessel shift to US-Africa trade. The supply and service were effected by frequently schedule change. generally speaking, the support is still sufficient. HTMI will continuously provide full support to the vessel to attain our common goal of operating the vessel safely and cost efficiently with minimum environmental footprints. It is very important vessel communicates freely with HTMI.			
2. Inspections				
a. Experiences in Internal Inspections The internal audit done in Jul 2019, there are 1 N/C and 1 observation issued N/C: evidence fund that last internal was carried out Jun 26-29 Jun, 2018. Company should send notification to vessel when 12 months interval will not be met. No letter of postponement found during the audit. Observation: Deck logbook column 24 found empty, No records AIS/BNWAS setting found, No time of inspection recorded, Navtex coverage found enable, white box	Internal audit planned and organized by MSI, all findings had been rectified accordingly.			
b. Experiences in External Inspections (PSC, Vetting, etc.) Latest Vetting was done at Jacksonville on 14 Nov 2019, by Charterer, Grimaldi	No PSC findings for the vessel during the whole year (Zero Deficiencies), very well done!			
c. Evaluation of Inspection Results Acceptable	Acceptable.			
3. Crew Management				
a. Experiences in the past year, incl. major events Nil record	NA			
b. Support given from office Acceptable	HFSC will keep trying the best to offer the good support.			
c. Crew evaluation; Is the process working? Yes it is	Thank you for your positive observation.			

4. Procurement				
a. Experiences in the past year, incl. major events No special event(s) reported	HTM procurement team was officially commissioned 01 Nov 2019 and still undergoing transition with the newly installed Star FMS procurement database. Expect everything to stabilize within 1Q or 2Q 2020.			
b. Support given from office Ok	Thank you. This is an evidence of a very good working ISM Code in the company.			
5. Training				
a. Through the year, planning ahead Acceptable	Thank you.			
b. On board training the English 'home work' by all crew done well onboard	It is always extremely important and efficient for onboard training, drill and safety meeting etc. In addition to this, we hope all Chinese ship staff can keep trying to follow the English training program onboard and to further improve the English level.			
c. Shore based training Acceptable	HFSC office conducts the training activities in accordance with QCREW training matrix and requirement from HA/HTM, in addition, HFSC gives briefing/training of PSC Inspection, lesson learned from accidents/incidents and safety culture/awareness etc. for all on singers. HFSC will keep monitoring/checking and see if anything can be improved.			
d. Evaluation of information from other units Nil	NA			
6. Technical Management				
a. Experiences in the past year, incl. major events Acceptable	Indeed, 2019 was a busy year with the IMO 2020 compliance preparation works as one of the major projects in addition to several drydockings. But thank you for your cooperation and teamwork, we managed all those activities successfully.			
b. Support given from office Ok	Thank you. This is an evidence of a very good working ISM Code in the company.			
c. Planning ahead, incl. actions to be taken Nil	New Goals ad KPIs will be introduced in 2020 as we transition from the HWSM systems to the new HTM systems. Vessel will be continuously updated.			
7. Project/Newbuilding				
a. Experiences in the past year, incl. major events N/A	No newbuilding projects in 2019			
b. Support given from office Nil report	NA			
c. Suggestions for new/improved design and/or equipment Nil	NA			

8. HSSEQ				
a. Environment				
i. Environmental Issues No special report	The company has ensured that there is a close coordination and alignment of actions between sea and shore-based employees thru a series of QCIRC, QINFO and QTECH. Thank you for your cooperation in implementing the instructions and guidelines in these memos.			
ii. Present aspects and targets reached	Thank you for your contribution			
iii. Support given from head office ok	Thank you for the good communication and reporting. The office is always ready to provide appropriate support is afforded when issues and concerns are communicated in a timely manner.			
iv. Suggestions for new aspects and target N/A	You may send suggestions for improvement through the HIS reporting system at anytime			
b. Audits				
i. Experience form Internal and External Audits Internal audit was carried out in 8th-10th Jul 2019. 1NC and 1 OBS	Internal audit planned and organized by MSI, all findings had been rectified accordingly.			
ii. Evaluation of audit results Acceptable	Findings in audits must always be taken positively for the continual improvement of the SEMS.			
c. Risk Assessment/Change Management				
i. Experience in the past year, incl. major events No special report	Please always use the RA when dealing with critical jobs. It is always good to quantify the risk level in order to determine whether it is Acceptable, Tolerable or Unacceptable. Any Tolerable and Unacceptable risks must be brought to as low as practically possible (ALARP) by introducing and/or employing mitigating measures, including the use of the communication line to the DPA if needed.			
ii. Support given from head office acceptable	Thank you. This is an evidence of a very good working ISM Code in the company.			
d. Security/ISPS	Security/ISPS review is confidential and being handled by the CSO.			
i. Periodic Review of the Ship Security Plan; provide feedback especially on search plans so it reflects the actual numbers of crew on board The plan is effective and practicable				
ii. Experiences in the past year; support given from head office Nil special report				
iii. Suggestions for improvement Nil				
e. HIS				
i. Experiences in the past year, incl. major events It is good tool	Thank you for positive outlook of the new HIS reporting system despite of it being done manually at the moment. It will become more efficient when DOCMAP is up and running within 2Q 2020.			
ii. Support given from head office Ok	Thank you. This is an evidence of a very good working ISM Code in the company.			




9. PMS and IT Support				
a. Experiences in the past year, incl. major events New system named Star IPS can not be used so far, even the new it equipments already installed. The company support needed	<p>The newly-installed Star IPS PMS remains to be in the fine tuning stage as of 1Q 2020. This is being addressed vessel by vessel with a target of completion of all vessels within 2Q 2020.</p> <p>Star IPS Consultant will be engaged within 1Q 2020 to help speed up the process.</p> <p>In addition, PMS inventory teams will be deployed to each vessels beginning 2Q 2020 to assist onboard management team fine tune the onboard system for approx. 1.5 to months per vessel.</p>	<p>Nov 2019</p> <p>Jan 21, 2020</p> <p>March/ April 2020</p>	<p>March 2020</p> <p>Feb 23, 2020</p> <p>Decemb er 2020</p>	<p>IT Support / Palantir / Star IPS</p> <p>Star IPS Consultant</p> <p>PMS Inventory team</p>
b. Support given from head office No comment	Please see 9.a for support being planned in 2020			
10. Other comments (Other issues or areas of concern not covered by the topics above)	NA			
Nil				

ADMINISTRATION

Non-Conformity Note

Doc No : SAF 003
 Version : 3
 Date : 12/Sep/2018

NON-CONFORMITY (NC) / OBSERVATION (OBS) REPORT

Vessel	HOEGH WALLEM VESSEL INTERNAL AUDIT NC / OBS* REPORT (* Delete as applicable)	Major NC No : <input type="text"/>
Hoegh Xiamen		NC No : <input type="text" value="1/1"/>
Date		Observation No : <input type="text"/>
July 10, 2019	To: Master/Chief Engineer	From Auditor
	Capt. Mao FangLiang	Capt. Normando P. Carandang Jr.
	Requirement Reference	Signature
	ISM Code - Audit Interval	
DESCRIPTION OF NC / OBS * (To be completed by Auditor)		
Evidence found that last internal audit was carried out last June 26-29, 2018. Company should send notification to vessel when 12 months interval will not be met. No letter of postponement found during the audit.		
Implementation Due Date: <input type="text" value="Oct 10, 2019"/> (To be filled by auditor and should be a specific date but not more than 3 months from date of audit).		
NC/Obs* accepted (By Master/Chief Engineer): <input type="text"/>		
Name:	<input type="text" value="Capt. Mao FangLiang"/>	
Designation:	<input type="text" value="Master"/>	
Signature:		
Date:	<input type="text" value="10 JUL 2019"/>	
IMMEDIATE CAUSES (To be completed by Master/Chief Engineer after discussing with Auditor)		
THERE IS NO NOTIFICATION FROM COMPANY WITHIN 12 MONTHS SINCE LAST INTERNAL AUDIT		
ROOT CAUSE (To be completed by Master/Chief Engineer after discussing with Auditor)		
COMPANY FORGOT TO SEND THE NOTIFICATION & CAPTAIN'S NEGLIGENCE FOR REMINDER.		

Hoegh Wallem Ship Management



ADMINISTRATION

Non-Conformity Note

Doc No : SAF 003
Version : 3
Date : 12/Sep/2018

CORRECTIVE ACTION (Fix Now) (To be completed by Master or Chief Engineer as applicable after discussing with Auditor)

COMPANY RESEND THE NOTIFICATION TO SHIP.

PREVENTIVE ACTION (To Prevent Recurrence)
(To be completed by Master or Chief Engineer as applicable after discussing with Auditor)

COMPANY SHOULD SEND THE NOTIFICATION TO SHIP IN ADVANCE OR CAPTAIN NEED TO REMIND COMPANY IN ADVANCE.

Proposed By :
(Signature) (Master/Chief Engineer)

Approved By :
(Technical Superintendent / Marine Superintendent Signature)

CORRECTIVE & PREVENTIVE ACTIONS IMPLEMENTATION
(Master to inform Safety Department once the actions have been implemented / verified)

NC / Obs Closed

Marine Superintendent : Closure Date :

REVIEW OF EFFECTIVENESS OF CORRECTIVE & PREVENTIVE ACTIONS

Checked on Vessel

Corrective & Preventive action effective? Yes No

Hoegh Wallem executive (Tech / Marine Superintendent):

Review Date:

Name:

Signature:

Note:



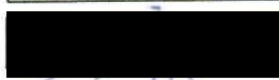
1. Observations include Potential Non Conformities.
2. Corrective Action & Preventive Action to be verified within the implementation due date.
3. Review of effectiveness of Corrective Action and Preventive Action to be completed at during a visit of the Technical or Marine Superintendent or Manager.
4. In Special circumstances, if an extension is required, the report must be clausd accordingly and approved by the Marine Department

ADMINISTRATION

Non-Conformity Note

Doc No : SAF 003
Version : 3
Date : 12/Sep/2018

NON-CONFORMITY (NC) / OBSERVATION (OBS) REPORT

Vessel	HOEGH WALLEM VESSEL INTERNAL AUDIT NC / OBS* REPORT (* Delete as applicable)	Major NC No : <input type="text"/>
Hoegh Xiamen		NC No : <input type="text"/>
Date		Observation No : <input type="text" value="1/1"/>
July 10, 2019		
To: Master/Chief Engineer		From Auditor
Capt. Mao FangLiang		Capt. Normando P. Carandang Jr.
Requirement Reference		Signature
Company SMS Bridge Procedure		
DESCRIPTION OF NC / OBS * (To be completed by Auditor)		
<p>Same observation 1 to 6 were found during the audit. Corrective and preventive action not imposed and effective.</p> <p>OBS1 - Deck logbook column 24 found empty, OBS2 - No records AIS/BNwas setting found, OBS3 - No time of inspection recorded, OBS4 - Navtex coverage area found all enable, OBS5 - White Box</p>		
Implementation Due Date: <input type="text" value="Oct 10, 2019"/> (To be filled by auditor and should be a specific date but not more than 3 months from date of audit).		
NC/Obs* accepted (By Master/Chief Engineer): <input type="text"/>		
Name:	<input type="text" value="Capt. Mao FangLiang"/>	
Designation:	<input type="text" value="Master"/>	
Signature:		
Date:	<input type="text" value="10 Jul 2019"/>	
IMMEDIATE CAUSES (To be completed by Master/Chief Engineer after discussing with Auditor)		
<i>ALL RECORDS WERE MADE BUT INCOMPLETE.</i>		
ROOT CAUSE (To be completed by Master/Chief Engineer after discussing with Auditor)		
<i>OFFICERS HAVE NOT FOLLOW THE RECORD REQUIREMENT STRICTLY & CAPTAIN HAS NOT MONITORED PROPERLY.</i>		

ADMINISTRATION

Non-Conformity Note

Doc No : SAF 003
Version : 3
Date : 12/Sep/2018

CORRECTIVE ACTION (Fix Now) (To be completed by Master or Chief Engineer as applicable after discussing with Auditor)

ALL DUTY OFFICERS WERE NOTIFIED & START TO MAKE ALL RECORDS CAREFULLY

PREVENTIVE ACTION (To Prevent Recurrence)
(To be completed by Master or Chief Engineer as applicable after discussing with Auditor)

CAPTAIN SHOULD CHECK THE RELEVANT LOGS STRICTLY IN DAILY BASIS & MONITOR THE RECORDS AT ALL TIMES.

Proposed By :
(Signature) (Master / Chief Engineer)

Approved By :
(Technical Superintendent / Marine Superintendent Signature)

CORRECTIVE & PREVENTIVE ACTIONS IMPLEMENTATION
(Master to inform Safety Department once the actions have been implemented / verified)

NC / Obs Closed

Marine Superintendent : Closure Date :

REVIEW OF EFFECTIVENESS OF CORRECTIVE & PREVENTIVE ACTIONS

Checked on Vessel

Corrective & Preventive action effective? Yes No

Hoegh Wallem executive (Tech / Marine Superintendent):

Review Date:

Name:

Signature:

Note:

1. Observations include Potential Non Conformities.
2. Corrective Action & Preventive Action to be verified within the implementation due date.
3. Review of effectiveness of Corrective Action and Preventive Action to be completed at during a visit of the Technical or Marine Superintendent or Manager.
4. In Special circumstances, if an extension is required, the report must be clausd accordingly and approved by the Marine Department

SHIPBOARD AUDIT REPORT

ISM

Particulars of vessel and company

Name of vessel:	HÖEGH XIAMEN
IMO Number:	9431848
Company Name:	Hoegh Technical Management Inc.
Company identification number:	6005091

Particulars of management system audit

Station:	Miami
Place of audit:	Jacksonville, Florida(USA)
Audit started:	2020-06-03
Audit completed:	2020-06-04
Lead auditor's name:	Woods, Daniel
Audit Team Members:	

ISM, MLC, ISPS Renewal Audits

This is to confirm:

that the following have been carried out:

Certificates

Certificate Name	Endorsed	Issued/ Extended	New expiry date	UTN
Safety Management Certificate		Full Term	2025-08-13	n1459680-ira

Audits

Survey Code	Survey Name	Result
ISM-VE.R	Safety management - vessel, renewal audit	Complete

Narrative Report

The ISM audit was carried out as per the attached audit plan agreed with the Master, while the vessel was under normal operating conditions. Purpose of the audit was to assess the ability of the Safety Management System (SMS) to meet the provisions of the ISM code, and on a sampling basis, to ensure that these are fully implemented and understood at all levels onboard.

The methods followed and elements verified to assess the ability of the vessel's SMS meet the objectives of the ISM Code included:

- Review of the vessel's SMS documentation, with emphasis on all modifications and amendments since previous document review and compliance with the ISM Code. Hoegh Technical Management Quality Safety Manual (electronic), with revisions up to 15 May 2020 was reviewed.



DNV GL Id No: **28010**
Job Id: **1459680**

- Discussion and interview with personnel at all levels onboard, holding responsibility for functions within the SMS. Refer to audit plan for details.
- Examination of class records, statutory certificates, crew certificates, records of work or rest hours, official log books and record books. No NC has been issued.
- Compliance with the Norway (NIS) requirements, and other legal requirements per SOLAS and Marpol.
- Crew Qualifications and competencies, training records and general & job specific familiarization records. Risk assessment procedures were reviewed.
- Review of last internal audit dated 2019-07-10, Master's review dated 2019-12-31, Master's handover dated 2019-12-11, handling of nonconformities, and effectiveness of corrective and preventive actions, also review of PSC reports: Benin dated 2020-01-21 (no deficiencies), Mexico dated 2019-10-08 (no deficiencies) and USA dated 2019-08-19 (no deficiencies).
- Verification of Engine room operations, arr/dept checklists, use of toolbox meetings and work permits, PMS records, bunkering records and sludge handling. All maintenance is computerized on Star IPS. SEEMP and Kyma Diesel Analyzer performance monitoring routine was reviewed. Last C/E handover report dated 2019 12-20 was reviewed. Superintendent attends the vessel and leaves inspection report onboard.
- Review of the bridge processes including navigation, chart correction, watch keeping, pre arr/dept checklists, voyage planning, and equipment maintenance & testing, communication, library and publications.
- Assessment of cargo handling and cargo management issues, operational controls and maintenance, and risk assessments. Cargo ops, stability, enclosed space entry and work permit records reviewed. Ballast and garbage plans and recordkeeping were also reviewed.
- Verification of emergency preparedness and response, drill records reviewed, also maintenance records of LSA/FFA equipment, and witnessed a satisfactory fire drill during the audit.
- A physical tour of the vessel was done, observing working practices and conditions to determine the effectiveness of the SMS in meeting the specific standards of safety and protection of the environment as required by the ISM Code.

Audit result: The audit was carried out in open atmosphere with good cooperation from ship's crew. A good safety culture appears evident onboard and crew conveyed that the company provides good support. Based on the audit, the ISM system was found well implemented. No non-conformities were identified in the samples verified.



for **DNV GL**

*This document is signed electronically in accordance with IMO
FAL.5/Circ.39/Rev.2. Validation and authentication can be
obtained from trust.dnvgl.com by using the Unique Tracking
Number (UTN): n1459680-pen and ID: 28010*

Woods, Daniel
Auditor