1. PURPOSE

To identify the number and location of controlled documents aboard the R/V KILO MOANA.

2. SCOPE

This procedure applies to all controlled documents on the KILO MOANA.

3. RESPONSIBILITY

4.1. The Master is responsible for providing a secure location, making revisions, and ensuring the proper content of all controlled documents aboard KILO MOANA (KM).

4.2. The Designated Person is responsible for approving changes to controlled documents. The UHMC Safety and Quality Manual assigns the duties of the Designated Person to the Port Operations Manager.

4. PROCEDURE

4.1. There is one complete KM Safety Management Manual on board. It is normally keep in the Masters Office.

4.2. KM Safety Management Manual is also located on the Vessels Snap Server

4.3. The Chief Engineer has a copy of all engineering procedures in the KM Safety Management Manual. These excerpts are located in the MCC

4.4. There are two Safety and Quality Manuals on board numbered 4 and 5. Manual number 4 will be located in the ship Library. Manual number 5 will be located in the Masters Office.

4.5. No changes will be made to controlled documents except those approved by the Designated Person.

5. RECORDS

4.1. Controlled documents will be labeled as such, showing how many copies exist and where the document is to be kept.

4.2. Uncontrolled official documents will be labeled “Uncontrolled”.