



# SAFETY MANAGEMENT MANUAL

## 11.3 DOCUMENT AND REPORT RETENTION GUIDELINES

Originator:	Approved By:
Hank Ayers	Albert F. Suchy

### 1. Purpose

The purpose of this procedure is to provide guidance for the retention of certain documents and reports identified within the Safety Management System (SMS).

### 2. Responsibility

It is the responsibility of the Safety Management Representative (SMR) in the Port Office to maintain this procedure. It is the responsibility of each Master to ensure that the documents and reports required within the Safety Management System are retained for the proper intervals.

### 3. General

This procedure applies to the Port Office as well as the ships and establishes a common location for all documents and reports in lieu of providing a listing in each of the separate manuals.

A review of the Safety Management System was conducted to identify as many documents and reports as possible to establish this guideline. It is recognized that there may be additional documents, reports or logs that may be in use on the vessel. If one is identified, the Safety Management Representative should be notified to facilitate inclusion in this guideline.

This procedure does not address the retention of official documents or certificates issued by regulatory bodies. The originals shall be retained on the vessel and are the responsibility of the Master. Anytime a new version of these documents is issued, a copy of these documents shall be provided to the Port Office for reference.

#### General

<i>SSM Doc.</i>	<i>Title</i>	<i>Reference</i>	<i>Retention Guideline</i>
	Ship's Log	46 CFR 196.35-1	One year or for the period of validity of the vessel's COI, whichever is longer
	Engine Log	Same as Ship's Log	One year or for the period of validity of the vessel's COI, whichever is longer
06.2	New Crew Orientation Check-off List	SSM-06.4	Not required after entered in NS5
07.3.1	Daily Communications	Not specified	Electronically in Port Office*
07.3.1	Departure Messages	Not specified	Electronically in Port Office*
07.3.1	Arrival Messages	Not specified	Electronically in Port Office*
07.3.1	Hull and Machinery Reports	Not specified	Electronically in Port Office*

#### General (continued)



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<b>SSM Doc.</b>	<b>Title</b>	<b>Reference</b>	<b>Retention Guideline</b>
07.4	Stability Calculations	46 CFR 196.15-7(b)	Save on Master's computer for voyage
07.8.1	Confined Space Entry Record	Similar to Hotwork	Three years
07.8.2	Lockout/Tagout Log	SSM-7.8.2	Maintained at least one year or to longest equipment to be cleared
078.6	Hotwork (No chemist)	46 CFR 189.50	Logged in Ship's Log
07.8.6	Hotwork Permits	46 CFR 189.50	Three years
07.9.2	Wire Logs	OCN-06.7	As long as wire is on board
08.1	Quarterly Comms Drill	SSM-08.1	One year or for the period of validity of the Document of Compliance
10.4	Lube Oil Analysis (hard copy)	SMM 10.4	One year

### Atlantis

<b>SSM Doc.</b>	<b>Title</b>	<b>Reference</b>	<b>Retention Guideline</b>
ATL-03	Ballast Water Management Log	Not Specified	Maintain on board
ATL-03	Ballast Water Management Reports	33 CFR 151.2045	Email to Port Office*
ATL-06.2	New Crew Orientation Check-Off List	SSM-06.4	Not required after entered in NS5
ATL-06.3	Crane Operator Test	ATL-06.3	Not required after entered in NS5
ATL-06.4	Small Boat Operations Written Test	ATL-06.4	Not required after entered in NS5
ATL-06.5	LARS Pre-Launch Check List	ATL-06.5	One year or period of NAVSEA approval document whichever longer
ATL-06.5	LARS Operator Training	ATL-06.5	Not less than three years
ATL-06.5	LARS DFS Log	ATL-06.5	Not less than three years
ATL-06.5	LARS IR/FR Log	ATL-06.5	Not less than three years
ATL-6.6	Avon Swimmer	SMM-6.6	Three years or as long as crewmember is on board
ATL-6.7	Winch Operator	SMM-6.7	Three years or as long as crewmember is on board
ATL-6.7	Winch Operator (Science)	SMM-6.7	Three years or as long as crewmember is on board
ATL-07.2.2	Pre-Arrival/Departure Checklist	46 CFR 196.15-3(b)	Not maintained after entered in Ship's Log
ATL-07.5.3	Unattended Checklist		
ATL-07.5.4	Lockout/Tagout Log	SSM-7.8.2	Maintained at least one year or to longest equipment to be cleared
ATL-07.5.6	Oil Record Book	33 CFR 151.25(k)	Not less than three years
ATL-07.5.6	Declaration of Inspection	33 CFR 156.150(f)	One month from signature date
ATL-07.5.6	Fuel Oil Sample	MARPOL VI, R 14	One year or as long as fuel on board
ATL-07.5.6	Fuel Specification	MARPOL VI, R 18	Three years
	<b>Atlantis Continued</b>		
ATL0-7.5.8	Trash Manage Log	33 CFR 151.55(d)	Maintained on board for two years
ATL7.8.6	Confined Space Entry	Similar to Hotwork	Three years



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ATL-10.2	Lube Oil Analysis Record	SMM 10.4	One year
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### Armstrong

<b>SSM Doc.</b>	<b>Title</b>	<b>Reference</b>	<b>Retention Guideline</b>
ARM-03	Ballast Water Management Log	Not Specified	Maintain on board
ARM-03	Ballast Water Management Reports	33 CFR 151.2045	Email to Port Office*
ARM-06.2	New Crew Orientation Check-Off List	SSM-06.4	Not required after entered in NS5
ARM-07.2.2	Departure/Arrival	46 CFR 196.15-3(b)	Not maintained after entered in Ship's Log
ARM-07.5.8	Oil Record Book	33 CFR 151.25(k)	Not less than three years
ARM-07.5.8	Refuse Log	33 CFR 151.55(d)	Maintained on board for two years
ARM-07.5.8	Declaration of Inspection (oil transfer)	33 CFR 156.150(f)	One month from signature date
ARM-07.8.1	Confined Space Entry	Similar to Hotwork	Three years
ARM-07.5.6	Fuel Oil Sample	MARPOL VI, R 14	One year or as long as fuel on board
ARM-07.5.6	Fuel Specification	MARPOL VI, R 18	Three years
ARM-10.2	Lube Oil Analysis Record	SMM 10.4	One year
ARM- 6.3	Crane Operator	SMM 6.3	Not less than three years
ARM- 6.7	Winch Operator	SMM 6.7	Not less than three years

\* Maintain for one year or for the period of validity of the Document of Compliance, whichever is longer.