

**QUALITY RECORDS- SHIPPING MOVEMENT**

Sl. No.	Description	Reference	Responsibility for Holding	Location	Retention period	Authority for Review & Disposal
1	Shipping programme	MAR/09/A/F/01	H M	Office	3 years	H.M
2	Pilot order	MAR/09/A/F/02	C.A.D	Office	3 years	H.M
3	Engineer log book	MAR/09/A/F/05	M E	Vessel	3 years	M.E
4	Tug Master log book	MAR/09/A/F/06	Tug Master	Vessel	3 years	M.E
5	Defect maintenance register	MAR/09/A/F/07	M E	Vessel	3 years	M.E
6	Requisition for HSD	MAR/09/A/F/08	M E	Vessel	3 years	M.E
7	Requisition for IOC	MAR/09/A/F/09	M E	Vessel	3 years	M.E
8	Consumable store register	MAR/09/A/F/10	M E	Vessel	3 years	M.E
9	Spare parts register	MAR/09/A/F/11	M E	Vessel	3 years	M.E
10	Launch log book	MAR/09/A/F/12	AMF	AMF	3 years	H.M
11	Shipping movement register	MAR/09/A/F/13	H M	Office	3 years	H.M
12	Feed back for regular Absentees Register	MAR/09/A/F/14	H M	Vessel	3 years	M.E
13	Feedback from ship master	MAR/09/A/F/15	H.M	Office	3 years	H.M
14	Performance analysis format	MAR/09/A/F/16	M E	Vessel	3 years	M.E

**QUALITY RECORDS- HYDROGRAPHIC SURVEY**

Sl. No.	Description	Reference	Responsibility for Holding	Location	Retention period	Authority for review & Disposal
1.	Sounding chart	MAR/09/B/F/1	Hydrographic Surveyor	Office	3 years	HS
2.	Tide reading	MAR/09/B/F/3	-do-	Office	3 years	HS
3.	Rain fall recording	MAR/09/B/F/4	-do-	Office	3 years	HS
4.	Daily Meteorological data	MAR/09/B/F/5	-do-	Office	3 years	HS
5.	Allocation Register	MAR/09/B/F/6	-do-	Office	3 years	HS
6.	Calibration Gauges	MAR/09/B/F/7	-do-	Office	3 years	HS

## QUALITY RECORDS- DREDGING

Sl. No.	Description	Reference	Responsibility for Holding	Location	Retention period	Authority for Review & Disposal
1.	Dredger commander's log book	MAR/09/C/F/1	Dredger Comm.	Vessel	3 years	Dreg.Comm.
2.	Chief Engineer's log book	MAR/09/C/F/2	C/E Dredger	Vessel	3 years	CE, Dredger
3.	Electrical maintenance log book	MAR/09/C/F/3	A.Ex.E.(M)	Vessel	3 years	CE, Dredger
4.	Crane log book	MAR/09/C/F/4	A.Ex.E.(M)	Vessel	3 Years	CE, Dredger
5.	Dredging Report	MAR/09/C/F/5	MES	Office	3 years	MES
6.	Monthly statement of Consumable Stores	MAR/09/C/F/6	Dreg. Comm.	Vessel	3 years	Dreg. Comm
7.	Defect register	MAR/09/C/F/7	C/E Dredger	Vessel	3 years	CE, Dredger
8.	Deck maintenance register	MAR/09/C/F/8	Dredger Comm.	Vessel	3 years	Dreg.Comm.
9.	Engine Room Maintenance register	MAR/09/C/F/9	C/E Dredger	Vessel	3 years	CE, Dredger
10.	Spare parts stock card	MAR/09/C/F/10	C/E Dredger	Vessel	3 years	CE, Dredger
11.	Requisition for hire of GHD Nehru Shatabdi	MAR/09/C/F/11	MES	Office	3 years	MES
12.	Boat log book	MAR/09/C/F/12	M F	MF	3 years	SME
13.	Battery register	MAR/09/C/F/13	MF	MF	3 years	SME
14.	Hire particular of GHD Nehru Shatabdi	MAR/09/C/F/14	MES	Office	3 years	MES
15.	Quality Objective Analysing Register	MAR/09/C/F/15	MES	Office	3 Years	MES

**QUALITY RECORDS- NAVIGATIONAL AIDS**

Sl. No.	Description	Reference	Responsibility for Holding	Location	Retention period	Authority for Review & Disposal
1.	Radio telephone log	MAR/09/D/ F/1	V.H.F.Operator	Port Contl	3 Years	HM
2.	Record of bouy's daily position	MAR/09/D/ F/2	MES	Office	3 Years	SME
3.	Laying/withdrawal of buoy's register	MAR/09/D/ F/3	MES	Office	3 Years	SME

## QUALITY RECORDS- FIRE SERVICE

Sl. No	Description	Reference	Responsibility for Holding	Location	Retention period	Authority for Review & Disposal
1.	Fire emergency call details	MAR/09/E/F/1	C.F.O	Fire Stn.	3 years	C.F.O
2.	Fire Report	MAR/09/E/F/2	D.C.	Office	3 years	D.C.
3.	Special Service report	MAR/09/E/F/3	D.C.	Office	3 years	D.C.
4.	Monthly report	MAR/09/E/F/4	D.C.	Office	3 years	D.C.
5.	Quarterly report	MAR/09/E/F/5	D.C.	Office	3 years	D.C.
6.	Attendance register for training	MAR/09/E/F/6	C.F.O	Fire Stn.	3 years	C.F.O
7.	Log book of vehicles and pumps	MAR/09/E/F/7	C.F.O	Fire Stn.	3 years	C.F.O
8.	Daily routine checklist, fire pumps and vehicles	MAR/09/E/F/8	C.F.O	Fire Stn.	3 years	C.F.O
9.	Daily routine checklist, tanker berth fire fighting installation	MAR/09/E/F/9	C.F.O	Fire Stn.	3 years	C.F.O
10.	Ambulance trip sheet	MAR/09/E/F/10	C.F.O	Fire Stn.	3 years	C.F.O
11.	Permission for handling of hazardous	MAR/09/E/F/11	C.F.O	Fire Stn.	3 years	C.F.O
12.	Inspection report on fire fighting installations buildings, tank farms, wharves	MAR/09/E/F/12	C.F.O	Fire Stn.	3 years	C.F.O
13.	POL Chemical Hazardous cargo check list	MAR/09/E/F/13	C.F.O	Fire Stn.	3 years	C.F.O

## QUALITY RECORDS- MARINE POLLUTION CONTROL

Sl. No.	Description	Reference	Responsibility for Holding	Location	Retention period	Authority for Review & Disposal
1.	Inspection report	MAR/09/M/F/F/1	MMPC	Office	3 years	MMPC

**QUALITY RECORDS- LICENSING OF CRAFTS**

Sl. No.	Description	Reference	Responsibility for Holding	Location	Retention period	Authority for Review & Disposal
1.	Application for licence	MAR/09/G/F/1	G.M.F.	Office	3 years	DC
2.	Licence for Harbour Craft	MAR/09/G/F/2	G.M.F.	Office	3 years	DC
3.	Licence for Jetty	MAR/09/G/F/3	G.M.F.	Office	3 years	DC
4.	Licence for China Fishing Net	MAR/09G/F/4	G.M.F.	Office	3 years	DC

**QUALITY RECORDS- VESSEL SERVICE**

Sl. No.	Description	Reference	Responsibility for Holding	Location	Retention period	Authority for Review & Disposal
1.	Requisition from agent	MAR/09/H/F/1	SME	Office	2 years	SME
2.	Requisition from agent crafts	MAR/09/H/F/2	SME.	Office	2 years	SME
3.	Registers fresh water supply	MAR/09/H/F/3	SME	Office	3 years	SME
4.	Registers fresh water supply	MAR/09/H/F/4	SME	Office	3 years	SME
5.	Hire particulars	MAR/09/H/F/5	SME	Office	3 years	SME
6.	Hire particulars	MAR/09/H/F/6	SME	Office	3 years	SME
7.	Receipt of fresh water	MAR/09/H/F/7	SME	Office	3 years	SME
8.	Log book Jalaprabha - Engine	MAR/09/H/F/8	Engineer	Vessel	3 years	SME
9.	Log book Jalaprabha - Deck	MAR/09/H/F/9	Nav. Master	Vessel	3 years	SME



**QUALITY RECORDS- OPERATION OF THE TANKER TERMINAL**

<b>Sl. No.</b>	<b>Description</b>	<b>Reference</b>	<b>Responsibility for holding</b>	<b>Location</b>	<b>Retention period</b>	<b>Authority for Review and Disposal</b>
1	Maintenance register	MAR/09/I/F/1	AE (Ele)	COT	3 years	SE
2	Daily maintenance check list of Fire Pumps & Foam Pumps	MAR/09/I/F/2	AE (M)	COT	3 years	SE
3	Weekly maintenance register Of fire pump, foam pump batteries	MAR/09/I/F/3	AE (Ele)	COT	3 years	SE
4	Monthly maintenance of fire pump & foam pump	MAR/09/I/F/4	AE (M)	COT	3 years	SE
5	Fire pump and foam pump during operation check list	MAR/09/I/F/5	AE (M)	COT	3 years	SE
6	Monthly checklist of MLA	MAR/09/I/F/6	AE (M)	COT	3 years	SE
7	Half yearly check list of MLA	MAR/09/I/F/7	AE (M)	COT	3 years	SE
8	Preventive Maintenance of MLA (Yearly)	MAR/09/I/F/8	AE (M)	COT	3 years	SE
9	Requisition for connection/ disconnection of MLA	MAR/09/I/F/9	AE (M)	COT	3 years	SE
10	Shift-in-charge diary Electrical	MAR/09/I/F/10	AE (Ele)	COT	3 years	SE
11	Shift-in-charge diary Mechanical	MAR/09/I/F/11	AE (M)	COT	3 years	SE
12	Inspection and maintenance of jetty pipe lines daily check list	MAR/09/I/F/12	AE (M)	COT	3 years	SE
13	Tanker details	MAR/09/I/F/13	AE (M)	COT	3 years	SE

## **List of Registers Maintained in the Marine Dept.**

### **D.C.' s Office**

- 1) Establishment Register - 19 Nos
- 2) Overtime Register - 6
- 3) GPF Register
- 4) Movement Register
- 5) In/Out Punch
- 6) Tender
- 7) MBK
- 8) Payment
- 9) Inward/Outward
- 10) Imprest
- 11) Contingent Bill
- 12) Tuition Fee
- 13) Medical Advance
- 14) M.R.Claim
- 15) Hazardous Cargo
- 16) Uniform
- 17) Entry Clearance
- 18) Pleasure Yatch Entry Clearance
- 19) Roster Register
- 20) Despatch
- 21) Receipt
- 22) Postage & Stamp