



Vessel Assurance Procedure

Document No: Proc-16001-Vessel Assurance – Rev1

27 May 2016

DOCUMENT INFORMATION:

REVISION HISTORY:

Rev	Date	Description	Written by:	Approved by:
0	22/03/2016	Issued for use	KL	KL
1	27/05/2016	Minor typing corrections made	KL	KL

SUMMARY:

Kael Marine Services has developed a Vessel Assurance procedure to assist clients with compilation of a vessel specific checklist that incorporates the status of all vessel relevant audits and their status of closure in one location.

Vessels vary in their design and purpose, and a variety of audits are performed on the differing systems that each vessel employs.

The purpose of this procedure is to provide clients with a simple single spreadsheet showing open/closed status of all audits without having to review a number of other documents.

CONTENTS:

DOCUMENT INFORMATION 1

SUMMARY 2

CONTENTS 3

1. INSTRUCTIONS 4

2. PROPOSED SCOPE OF WORK 4

3. CONDUCT OF WORK 4

ATTACHMENT A – Proc-16001-checklist-rev1 Status Page..... 6

1. INSTRUCTIONS

- 1.1** On receipt of instructions from clients, a meeting is to be held where client provides details of vessel and the range of audits that require to be assessed

2. PROPOSED SCOPE OF WORK

- 2.1** To meet with client and:

1. Obtain vessel particulars
2. Agree range of audits/inspections to be included in the Vessel Assurance checklist
3. Prepare spreadsheet with agreed audits using checklist Proc-16001-checklist –rev1
4. Obtain copies of audits carried out to date and populate spreadsheet with all identified open items and update red/green status bar.
5. Provide client with populated spreadsheet
6. Obtain any further instructions from client to assist with closing out any/all open items.

3. CONDUCT OF WORK

- 3.1** Checklist Proc-16001-checklist-rev1 is to be populated on status page with list of audit/inspection reports requiring to be checked as requested by client.

The checklist has 30 open line items that can be populated, and 30 bottom tabs for populating with details of items that are still open from each individual audit/inspection. The size of checklist can be increased or decreased as necessary depending on number of audits to be included in spreadsheet.

- 3.2** Copies of all audit/inspection reports are to be provided by client and reviewed for open action items

All open action items are to be logged into the relevant bottom tab number that relates to specific audit/inspection numbers on status page.

- 3.3** Once above has been completed, the status bar on status page is to be amended to show **green** for all audit/inspections where there are no open actions remaining, and to remain **red** for reports that still have open actions.

- 3.4** Updated checklist showing present status of Vessel Assurance is then to be provided to client and any further instructions obtained.

Attachment A: Proc-16001-checklist-rev1 – Status Page

Doc Number: Proc-16001-checklist-rev1

Date:

Reference:



(Vessel Name)
(Vessel contact for audit comment/closure)
(Client and contact name)

	Specific audit/inspection	Status	Number of items open	Last audit review	General Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					

10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				