

DOCUMENT CONTROL POLICY

The Company has documented its Management System. Documents defining or relating to the Company Management System (Controlled Documents) are approved and / or authorised prior to their issue and after every review. They are also subjected to a number of controls (including their periodic and systematic review) in order to ensure they remain effective and that all Company's employees have access to the right document at the right time and revision.

Therefore, the Company's Controlled Documentation comprises of:

1ST LEVEL OF DOCUMENTATION

- Policy Manual

2ND LEVEL OF DOCUMENTATION

- Procedures Manual

3RD LEVEL OF DOCUMENTATION

- Emergency Response Plan
- Fleet Instructions Manual
- Forms and Quality Records
- Shipboard Oil Pollution Emergency Plan
- Other ship specific manuals

Any additional documents, other than the above that may be included in the Company's controlled documentation, will be described in the relevant procedure.

All controlled documentation is the Company's property and shall not be removed from the Company's premises, including documentation on board managed vessels, without prior consent of the management.

Related Procedure

Document Control Procedure CP01