

QUALITY RECORDS & FILING SYSTEM POLICY

It is the Company's policy to identify and maintain all records that demonstrate conformance to specified requirements and/or the effective operation of the Company's Safety Management System.

These records shall be retained for specified minimum periods and shall be kept by assigned persons in such a way that they are protected from damage, deterioration and loss and shall be readily retrievable.

The Company, in order to ensure the above, implements a specified Filing System both in the office and aboard vessels.

Related Procedure

Filing System Procedure CP20