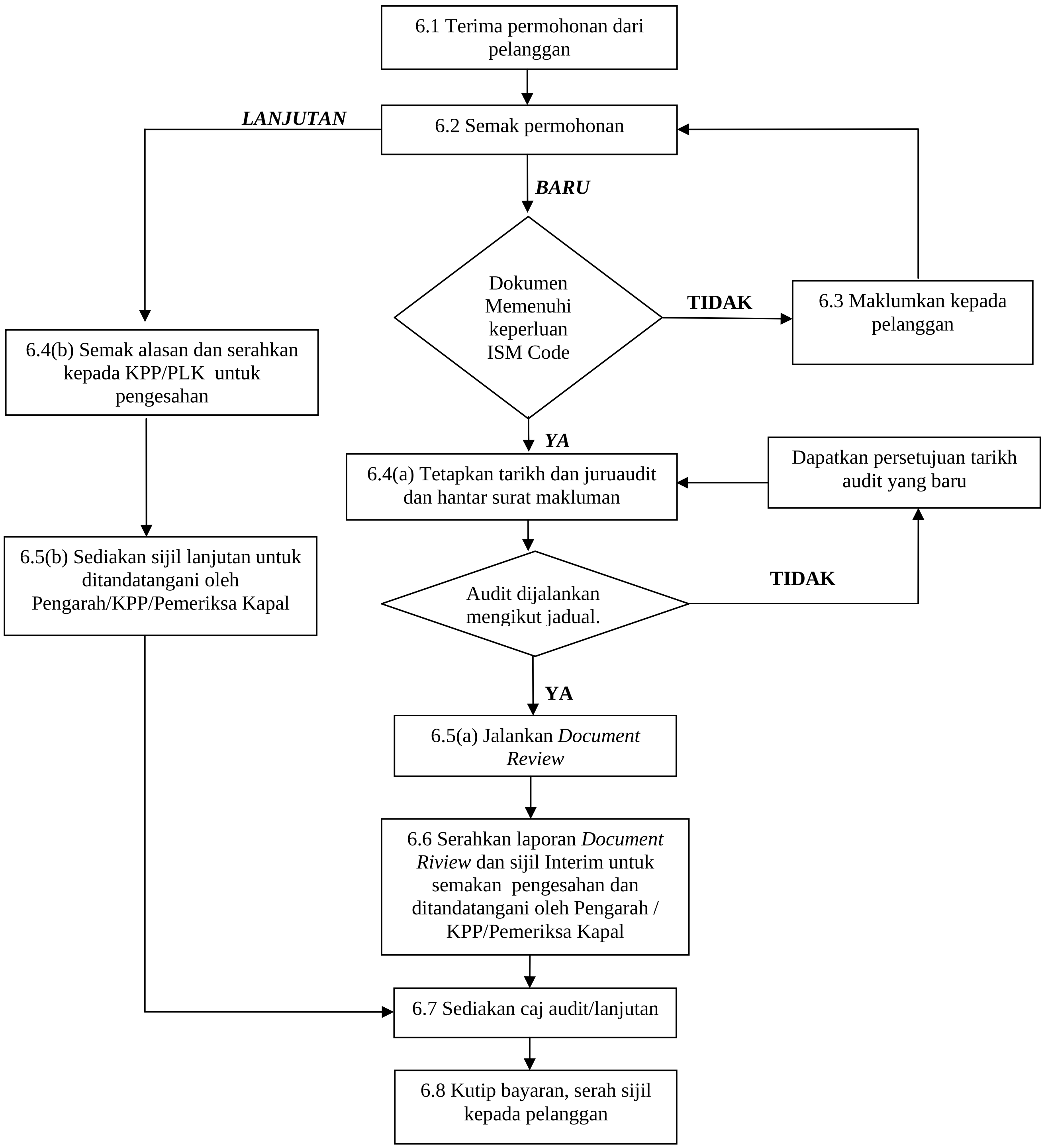
PENGELUARAN SIJIL INTERIM DOKUMEN KEPATUHAN (*DOC INTERIM*)

PT-BKI-11

Rekod Pindaan.

Pindaan	Tarikh	Huraian Pindaan
-	01/07/2009	Keluaran baru berdasarkan kepada MS ISO 9001:2008

Carta Alir
Pengeluaran Sijil Interim Dokumen Kepatuhan (*DOC Interim*)



1. OBJEKTIF.

Prosedur ini menghuraikan aktiviti dan pengawalan untuk pengeluaran Sijil Interim Dokumen Kepatuhan.

2. SKOP.

Prosedur ini hanya digunapakai di Ibu Pejabat bagi pengeluaran Sijil Interim Dokumen Kepatuhan di bawah Kod ISM oleh Jabatan Laut Malaysia. Sijil Interim DOC hanya dikeluarkan bagi kes-kes yang berikut:

i) Syarikat yang pertama kali memohon DOC.
ii) Terdapat penambahan jenis kapal yang tidak disenaraikan di dalam Sijil DOC yang telah dikeluarkan.

3. TANGGUNGJAWAB.

Pengarah Bahagian Kawalan Industri bertanggungjawab secara keseluruhan dalam menyelaras urusan pengeluaran Sijil Interim.

4. RUJUKAN.

4.1 Manual Kualiti.

4.2 Notis Perkapalan Malaysia.

4.3 Ordinan Perkapalan Saudagar 1952.

4.4 Arahan Perbendaharaan yang berkaitan dengan kutipan hasil AP60-AP91.

4.5 *SOLAS Convention '74/78 as amended.*

4.6 *The International Management Code for the Safe Operation of Ships and for Pollution Prevention (International Safety Management (ISM) Code. Resolution A741(18).*

4.7 Guidelines On Implementation of The International Safety Management (ISM) Code by Administration. Resolution A788(19), as amended.

5. DEFINASI/SINGKATAN.

5.1	Pengarah	- Pengarah Bahagian Kawalan Industri.
5.2	KPP	- Ketua Penolong Pengarah, Unit Pengurusan Keselamatan Kapal.
5.3	PLK	- Pegawai Laut Kanan.
5.4	PL	- Pegawai Laut.
5.5	Pemeriksa Kapal	- Pemeriksa Kapal yang diwartakan.
5.6	PT	- Pembantu Tadbir, Unit Pengurusan Keselamatan Kapal
5.7	Pelanggan	- Syarikat.
5.8	DOC	- Dokumen Kepatuhan.
5.9	SOLAS 74/78(amended)	- *International Convention Safety of life at Sea.*
5.10	Kod ISM	- *The International Management Code for the Safe Operation of Ships and for Pollution Prevention (International Safety Management (ISM) Code.*

6. PROSEDUR.

TANGGUNGJAWAB	TINDAKAN
	Proses Permohonan Sijil Interim DOC.
PT	6.1 Terima surat permohonan, *Application Form* dan dokumen yang berkaitan dari pelanggan. Buka fail baru (jika perlu) dan serah kepada PLK/PL untuk tindakan.
PLK/PL	6.2 Semak permohonan bagi memastikan semua dokumen disertakan memenuhi keperluan Kod ISM. Sekiranya memenuhi kehendak ISM, lantik KJ/Juruaudit dan tetapkan tarikh audit.
	6.3 Sekiranya dokumen tidak lengkap atau tidak memenuhi keperluan Kod ISM, maklumkan mengenai kekurangan dan minta pelanggan membuat pindaan/tambahan terhadap dokumen dan melaksanakan penyemakan semula.
KJ/Juruaudit/ Pemeriksa Kapal	6.4 (a) **Baru**: Maklumkan kepada pelanggan tarikh audit dan juruaudit bagi menjalankan semakan dokumen. Jika tarikh audit ditunda disebabkan oleh masalah auditor, syarikat tidak bersedia dan sebagainya,dapat surat persetujuan tarikh audit yang baru dan keluarkan surat makluman. (b) **Perlanjutan:** Menyemak alasan perlanjutan dari pelanggan dan kemukakan laporan kepada KPP/PLK/ Pemeriksa Kapal.
KJ/Juruaudit/ Pemeriksa Kapal	6.5 (a) **Baru**: Menjalankan Semakan Dokumen (*Document Review*) di pejabat pelanggan. (b) **Perlanjutan** : Memajukan fail, laporan dan Sijil Interim kepada kepada Pengarah/KPP / Pemeriksa Kapal untuk ditandatangani beserta satu (1) salinan.

PT	6.6 Menyediakan Laporan dan Sijil Interim DOC sepertimana format dalam SOLAS 74/78. Chapter IX. 6.7 Sediakan caj yang dikenakan bagi pengeluaran Sijil Interim DOC dan majukan kepada PT bagi pengeluaran Invois. 6.8 Mengeluarkan Invois dan menyerahkan dokumen berikut kepada pelanggan:- i) Sijil Interim DOC. ii) Invois (jika ada). iii) Resit Pembayaran (jika ada). iv) Borang Maklumbalas & Aduan Pelanggan.

7. REKOD.

Bil.	Rekod/Fail	Lokasi	Tempoh Simpanan
7.1	*Application Form*	Fail Pelanggan	Dua (2) tahun selepas syarikat tidak aktif.
7.2	*Interim DOC Report*	Fail Pelanggan	Dua (2) tahun selepas syarikat tidak aktif.
7.3	Sijil Interim DOC	Fail Pelanggan	Dua (2) tahun selepas syarikat tidak aktif.

8. LAMPIRAN.

8.1 Lampiran 1 - *Application Form.*
JLM/ISM/FORM/01 Rev. 0.

8.2 Lampiran 2 - *Document Review Checklist.*
JLM/ISM/FORM/03 Rev.0.

8.3 Lampiran 3 - *Document Review Report.*
JLM/ISM/FORM/04 Rev. 0.

8.4 Lampiran 4 - *Attendance Record.*
JLM/ISM/FORM/06 Rev. 0.

8.5 Lampiran 5 - *Audit Note.*
JLM/ISM/FORM/09 Rev. 0.

8.6 Lampiran 6 - Sijil Interim DOC.

LAMPIRAN 1

MARINE DEPARTMENT PENINSULAR MALAYSIA,
42007 HEADQUARTERS,
P.O.BOX 12,
PORT KLANG,
SELANGOR, MALAYSIA.

Fax : 603-3168 4454
Tel : 603-3346 7777
E-mail:kpgr@marine.gov.my
ism@marine.gov.my

INTERNATIONAL SAFETY MANAGEMENT CODE
APPLICATION FORM

Applicant's Name : ____________________

Company's Name : ____________________

Address : ____________________

____

____

Declaration :

a. I/We* hereby declare that the information provided in the questionnaire is correct.

b. I/We* hereby declare that the information provided in the questionnaire, which was previously submitted, is still valid.

c. I/We* agree to pay all fees/costs pertaining to the issuance of certificate and any expenses which may be properly chargeable.

To: Surveyor General of Ships
Marine Department Peninsular Malaysia
Port Kelang.

Sir,

Please be informed that I / we* would like to apply for document audit/review* as describe below;

Type of Audits/Review Required:

- ☐ Document Review
- ☐ Initial / Renewal Audit
- ☐ Annual Audit
- ☐ Ship Sampling
- ☐ Additional Ship Type to the DOC

Type of Certification Required:

- ☐ Interim DOC
- ☐ Document of Compliance
- ☐ Safety Management Certificate

Proposal date for review/audit : ____________________

…………………………………………..
(signature)

Position : ____________________

Mobile No : ____________________

E-mail : ____________________

Date : ____________________

***** *Delete where applicable*

Please return (mail, fax or e-mail) duly completed form to the above-mentioned address or to Ship Safety Management Unit, Marine Department HQ, Port Kelang.

QUESTIONAIRE

Please fill in this questionnaire to allow us to understand your business to serve you with the best positive manner.

1. **Company's Particulars and Branches**

IMO Company Identification Number : ______________________

Tel No. : ______________________

Fax No. : ______________________

E-mail : ______________________

BRANCH OFFICES (Name & Address) :		Department / Activities
1.		
2.		

(To be filled in if ISM function are managed by branch offices or at third party premises)

2. Top Management Particulars

Name : ______________________

Title : ______________________

Contact No. Office : ______________ Mobile No. : ______________

E-mail : ______________________

3. Designated Person

Name : ______________________

Department : ______________________

Contact No. Office : ______________ Mobile No. : ______________

E-mail : ______________________

4. Summary of Ship under Management
(All ships with ISM compliance including ships registered with others flag state)

Ship	Ship Type:		Number of Ship:	
	Ship Type:		Number of Ship:	
	Ship Type:		Number of Ship:	
	Ship Type:		Number of Ship:	
	Ship Type:		Number of Ship:	
	Ship Type:		Number of Ship:	

Type of ship:
PS – Passenger ship | PSHSC- Passenger High Speed Craft | CSHSC – Cargo Ship High Speed Craft
BC – Bulk Carrier | OT – Oil Tanker | CT – Chemical Tanker
GC – Gas Carrier | MODU – Mobile Offshore Drilling Unit | OCS – Other cargo ship (please specify)

5. **List of Ships Managed by the Company** *(Malaysian flag only)*
The company may also submit or attach list of ship in a separate/different pages and format.

No	Name of Ship	IMO Number	GRT	RO issuing SMC	SMC expiry date	Ship Type
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Type of ship:
PS – Passenger ship
BC – Bulk Carrier
GC – Gas Carrier
PSHSC- Passenger High Speed Craft
OT – Oil Tanker
MODU – Mobile Offshore Drilling Unit
CSHSC – Cargo Ship High Speed Craft
CT – Chemical Tanker
OCS – Other cargo ship (please specify)

6. **Attachments**
The following documents are to be submitted (where applicable)

☐ New Application

a. Company Safety and Environmental Protection Policy — Yes / No
b. Organization Chart and Defined Levels of Authority and Lines of communication between, and amongst, shore and shipboard personnel — Yes / No
c. Job function and responsibility — Yes / No
d. Contact details to respond to an emergency situation — Yes / No
e. Implementation Program — Yes / No
f. DOC issue from another flag state — Yes / No

☐ Additional New Ship Types

a List of Ship Name and Types — Yes / No
c Appointment Letter (from ship owner if applicable) — Yes / No
d Implementation Program — Yes / No

Please tick (/) where applicable.

LAMPIRAN 2

INTERNATIONAL SAFETY MANAGEMENT CODE

DOCUMENT REVIEW CHECKLIST

NAME OF COMPANY:	
LOCATION :	

DETAIL OF CHECK		ADDRESSED?			REMARKS REF TO AUDITOR NOTE
		YES	NO	PARTIALLY	
FUNCTIONAL REQUIREMENT (1.2)					
SAFETY & ENVIRONMENTAL POLICY (ISM2.0)					
COMPANY RESPONSIBILITIES & AUTHORITY (ISM 3.0)	SMS PERSONNEL				
	ADEQUATE RESOURCES/ SUPPORT TO DPA				
DESIGNATED PERSON(S) (ISM 4.0)					
MASTER'S RESPONSIBILITY AND AUTHORITY (ISM 5.0)	SMS RELATED				
	MASTER'S OVERRIDING AUTHORITY				
RESOURCES AND PERSONNEL (ISM6.0)	MASTER				See note
	MANNING				
	INFORMATION AND COMMUNICATION				
TRAINING (ISM 6.0)	FAMILIARISATION				
	RULES AND REGS				
	TRAINING NEEDS				See note
SHIPBOARD OPERATION (ISM 7.0)					
EMERGENCY PREPAREDENESS (ISM 8.0)	SHIPBOARD				See note
	SHOREBASED				See note
REPORTS & ANALYSIS OF NCR, ACCIDENTS & HAZARDOUS OCCURENCES (ISM 9.0)					See note

SAFETY MANAGEMENT CERTIFICATION
DOCUMENT REVIEW CHECKLIST

DETAIL OF CHECK		ADDRESSED?			REMARKS REF TO AUDITOR NOTE
		YES	NO	PARTIALLY	
MAINTAINANCE OF SHIP AND EQUIPMENT (ISM 10.0)	MAINTAINANCE				
	CRITICAL EQUIPMENT / SYSTEM				
DOCUMENT CONTROL (ISM 11.0)					
INTERNAL AUDITS (ISM 12.0)					
MANAGEMENT REVIEW (ISM 12.0)					

DATE :	SIGNATURE:
NAME OF AUDITOR:	

LAMPIRAN 3

INTERNATIONAL SAFETY MANAGEMENT CODE

DOCUMENT REVIEW REPORT

INITIAL		RENEWAL		ADDITIONAL	

GENERAL	
NAME OF COMPANY:	
ADD (HQ/BRANCH OFFICE):	
DPA:	SCOPE:
CLASS OF VESSEL COVERED: Other Cargo Ship	
PLACE/DATE AND TIME OF DOCUMENT REVIEW:	

AUDITOR'S RECOMMENDATION

COMPANY READY FOR INITIAL AUDIT: ☐

COMPANY SHALL RESPONSE TO ISSUE ☐

DOCUMENT TO BE RE-SUBMIT, PLS REF TO AUDITOR NOTES ☐

PLS TICK

SIGNATURE OF LEAD AUDITOR	ACKNOWLEDGE BY COMPANY'S REP
…………………………………………… NAME: DATE :	…………………………………………………… NAME: DATE:

Enclosures:

☐ **Attendance Record** ☐ **Audit Note** ☐ **Document review Checklist**

INTERNATIONAL SAFETY MANAGEMENT CODE

ATTENDANCE RECORD

COMPANY:	
LOCATION :	
AUDITORS: I. II. III. IV.	DATE: TIME:

OPENING MEETING ☐ CLOSING MEETING ☐

ATTENDANCE

COMPANY'S CEO:

COMPANY'S DPA:

No	NAME	DESIGNATION
1.		
2.		

INTERNATIONAL SAFETY MANAGEMENT CODE

AUDIT NOTE(S)

Name of company:………………………. **Audited Date : …………………..**

Auditor :…………………………….

REFERENCE	REMARKS

LAMPIRAN 6

DOC (I): ……./6062 – …../2009

INTERIM DOCUMENT OF COMPLIANCE

Issued under the provisions of the
INTERNATIONAL CONVENTION FOR THE SAFETY OF LIFE AT SEA, 1974,
as amended

Under the authority of the Government of Malaysia

Name and Address of the Company:	**NAMA SYARIKAT:** **Line 1** **Line 2** **Line 3** **Line 4** **Nama negara**
Company Identification Number:	***1234567***

THIS IS TO CERTIFY THAT the safety management system of the Company has been recognized as meeting the objectives of paragraph 1.2.3 of the International Safety Management Code for the Safe Operation of Ships and for the Pollution Prevention (ISM Code) for the types of ships listed below:

Passenger Ship
Passenger High Speed Craft
Cargo High Speed Craft
Bulk Carrier
Oil Tanker
Chemical Tanker
Gas Carrier
Mobile Offshore Drilling Unit
Other Cargo Ship

This Interim Document of Compliance is valid until : ___________________________

Issued at:…………………….

Date of Issue: …………………….

…………………………………
for Surveyor General of Ships
Malaysia

Note (if any):