

Safety Management System (SMS)

Generic SMS manual structure aligned with the functional elements of safety management. Populate each section with company-specific procedures.

- 1. Safety & Environmental Protection Policy
- 2. Company responsibilities and authority
- 3. Designated Person Ashore (DPA) — appointment and duties
- 4. Master's responsibility and authority
- 5. Resources and personnel (manning, familiarisation, training)
- 6. Shipboard operations — documented procedures and instructions
- 7. Emergency preparedness — drills and contingency plans
- 8. Reports and analysis of non-conformities, accidents and hazardous occurrences
- 9. Maintenance of the ship and equipment (planned maintenance system)
- 10. Documentation and document control
- 11. Company verification, review and evaluation (internal audits, management review)

Document Control

Document No. / Revision	
Approved by (DPA)	
Effective Date	
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