

# When Reports are Due

<b>Reports to Office</b>	<b>When Due</b>
SPR- Ship Position Report	Daily
Incident reports	Immediate or Routine? See SOP-GEN-007L Sec 5 See Incident Reporting Chart in Sec. 6.0
Weekly Report	Due every Friday
Galley Inspection Summary Page	Due with Weekly Report
HSE weekly safety topic sign in sheet	Due with Weekly Report
Safety Card count - by topic	Due with Weekly Report
Risk Review (monthly)	1 <sup>st</sup> day of each month for the previous month
Departmental Cross Audits	Due with Risk Review
Sanitation Inspection	Due with Risk Review
Voyage plan	Before departing port
Master's Handover	Before Master departs vessel
Master's Review of the SMS	Mid Deployment or 3 weeks before Master departs vessel
Crew Evaluation	Before Master departs vessel or before crewman leaves
Contractor Safety Review Meeting Sign In	Before any contractors may begin work on the vessel

Each report tells where to send it on the form itself.