

INTERIM DOCUMENT OF COMPLIANCE APPLICATION CHECKLIST

(to be presented during the Document Review process)



1	A copy of official appointment letter of ship manager from the ship's owner.
2	<p>A copy of ship manager application form which has been submitted and approved to dedicated Ship Registrar Office.</p> <p>Form DK/BKI/02 — for ship registered with Port of Registry Port Kelang / Penang / Kuching / Kota Kinabalu:- http://www.marine.gov.my/jlm/pic/article/borang/spengurus.pdfs</p> <p>Form MISR/BKI/04/05 — for ship registered with Port of Registry Labuan:- http://www.marine.gov.my/jlm/pic/article/Borang/Borang%20Permohonan%20Daftar%20Kopal%20Antarabangsa%20Malaysia.pdf</p>
3	Copy of the DPA (Designated Person Ashore) official appointment letter by the director/top management of the ship manager's company.
4	A copy of ship registry for each managed ship which intended to be managed under the DOC and will/currently have SMC certificates .
5	Printed statement of registered valid company name, company address, company's IMO number — retrived from IMO-LR Fairplay at www.imonumbers.lrfairplay.com
6	<p>Company's ISM implementation program/plan schedule. These item/process must be stated inside the said program:-</p> <ul style="list-style-type: none"> a) Document Review by Marine Department b) Interim SMC verification by Class c) Master's SMS Review d) Ship-Shore Drill e) Technical Visit f) Internal Audit g) Management Review h) Initial Office Audit verification by Marine Department Malaysia i) Ship-Sampling Audit by Marine Department Malaysia j) Initial Shipboard verification by Class
7	Company's organization chart under ISM-related matters. <i>(not to be attached if it is stated in the company SMS)</i>
8	Emergency response contact details of the company.
9	ISM-related job function and responsibility. <i>(not to be attached if it is stated in the company SMS)</i>
10	Previous or current foreign flag's DOC <i>(if the company is/previously holding a foreign flag DOC)</i>