



## Management System

# FLEET CIRCULAR

FC2402

24 January 2024

## MSMS MyriadSea Management System Update Notice

A new version of MSMS has been issued, **version 5.1**.

This replaces all previous MSMS versions. The online version of MSMS has been updated, and can be accessed at [www.myriadships.com](http://www.myriadships.com) – note that you may need to refresh your browser to ensure the current version displays. Always check the top right to ensure you are viewing **version 5.1**.

The following is a summary of the changes that have been made to the system:

### New Sections

Section	Title	Summary
A11	Smoking Onboard	This section sets out the company policy and procedures for smoking onboard the ship, where and when it is allowed and in what locations and circumstances it is prohibited.
B09	Ship Security	This section contains information on the security arrangements on the vessel, sets out who is responsible for ship security, and provides guidance to all crew on what actions they can take to support the SSO Ship Security Officer in keeping the ship secure.
D07	Onboard Complaints & Reports	This section describes the process for making reports or complaints onboard, as well as links to the official onboard complaints form and procedure including the process for escalating complaints.
E04	Reporting & Handling Non-Conformities	This section sets out the Company procedure for reporting, handling and following up on non-conformities. It makes clear that SMMS is the correct tool for reporting and sets timelines for follow up by ship and shore teams.

## Amendments

Section	Title	Details of Change
A07	Working Safely	<p><b>Section 06 Chemicals and Cleaning Materials Safety added.</b></p> <ul style="list-style-type: none"> <li>This section includes requirements for storing and handling chemicals and related substances used onboard.</li> <li>The section includes requirements for maintaining MSDS's at storage and usage locations.</li> <li>The section sets out restrictions on the use of certain substances.</li> </ul>
A08	Reporting HSQE Events	<ul style="list-style-type: none"> <li>Title changed and new header section added.</li> <li>Form S10 introduced to text.</li> <li>Section 05 amended to include timeframes for handling.</li> </ul>
B03	Engineering	<p><b>Section 10 Time and Date on Environmental Protection Equipment added.</b></p> <ul style="list-style-type: none"> <li>This section requires that the time and date on regulatory critical equipment be set and kept on UTC.</li> </ul> <p><b>Section 11 Engine Room Housekeeping added</b></p> <ul style="list-style-type: none"> <li>This sections sets out basic standards for engine room housekeeping.</li> </ul>
B04	Cargo Operations	<p><b>Section 12 Draft and Load Lines added.</b></p> <ul style="list-style-type: none"> <li>This section includes a requirement to ensure that draft and load line marks are clearly visible and maintained.</li> </ul>
B06	Maintenance	<p><b>Section 10 Maintenance of Safety Equipment added.</b></p> <ul style="list-style-type: none"> <li>This section requires sets out specific requirements for maintenance of safety equipment, and specifically information on maintenance of the rescue boat.</li> </ul> <p><b>Section 13 Electrical Safety added.</b></p> <ul style="list-style-type: none"> <li>This section introduces a requirement for all portable equipment and tools to be checked annually for electrical safety and tagged accordingly.</li> </ul>
B07	Carriage of Documents	<ul style="list-style-type: none"> <li>SMMS introduced for reporting.</li> <li>Section 01 Allowance made for digital records and logbooks.</li> <li>Section 02 Official Logbook added.</li> <li>Section 12 Requirement for handover notes to be sent two weeks before crew change added.</li> <li>Section 15 Crew Certificates added (however refer to D01 for more information), including requirement to maintain SRPS certificates.</li> <li>Section 14 Ships certificates amended to include the requirement that where a survey or audit is windowed, the survey or audit must be completed before the anniversary date (not using the window period after that).</li> </ul>
C01	The Company	<p><b>Section 02 Company Document of Compliance added.</b></p> <ul style="list-style-type: none"> <li>This section states that the DOC annual audit must be completed before the anniversary date (not the window expiry).</li> </ul>
D01	Qualification & Certification	<p><b>Section 05 amended.</b></p> <ul style="list-style-type: none"> <li>This section amended to clarify the requirement for crew members to carry original certificates with them when joining.</li> <li>The section also makes clear that the Master must check these documents immediately when the crew member joins and inform the company if there is any doubt as to the correctness of the certificates presented.</li> </ul>

		<p><b>Section 06 Flag State Officer Endorsements added.</b></p> <ul style="list-style-type: none"> <li>This section sets out the requirement to apply for officer endorsements, and a process for escalation if the endorsement is not received.</li> </ul>
D02	Training, Drills & Familiarisation	<p><b>Section 06 Training - Safety Equipment added.</b></p> <ul style="list-style-type: none"> <li>This section requires monthly training on key safety equipment, followed by an assessment.</li> </ul>
D03	Signing On & Off, Crew Documents	<ul style="list-style-type: none"> <li><b>Section 3.3.1</b> amended to state clearly that if the Master finds non-original documents, the Company must be informed.</li> <li><b>Section 3.3.3</b> amended to require the Master to send a copy of the completed G03 Crew Join Clearance to the Company</li> </ul>

## New Forms

Form	Title	Summary
FORM C11	Ballast Water Record Sheets	This form contains the company template for ballast water records and ballast water log.
FORM G13	MSMS System Familiarity Training Record	This form is to be used to record the required weekly training by all Officers of one section of MSMS. It is to be signed each week by all Officers once they have reviewed the next section of the system.

## Amended Forms

Form	Title	Details of Change
A01 v.02	ISM Internal Audit	<p><b>The company internal audit report updated to include:</b></p> <ul style="list-style-type: none"> <li>a requirement to check the condition of all outside marks,</li> <li>a requirement to check the correct complaints procedure is onboard, and to require one on one interviews with a selection of crew to ensure they are aware of the procedure and its contents.</li> <li>comment on the housekeeping of the engine room.</li> <li>a requirement to review and comment on the regulatory critical equipment identified for the vessel.</li> <li>witnessing of a rescue boat motor operational test during any audit or inspection.</li> <li>a requirement to comment on the communication between senior personnel, both in normal operations and during the required drill.</li> </ul>
A07 (OBC) v.02	Onboard Complaint Procedure	<b>This form has been replaced with the correct complaint procedure and form.</b>
A08 v.02	MLC Internal Audit	<p><b>The company internal audit report updated to include:</b></p> <ul style="list-style-type: none"> <li>A requirement for the auditor to check the procedure is MLC compliant,</li> <li>A requirement to check that complaint forms are available to crew in a public place (so they can access without asking)</li> </ul>
A11 v.02	Crew Medical Referral	<ul style="list-style-type: none"> <li>Section for the SMMS report number added.</li> <li>Language in fitness for duty statement corrected.</li> </ul>
G05	Fleet Familiarisation System	<b>Deck Officer Familiarisation</b>

