



Form "A"

File N°: DKT0/2021/JN116

DOCUMENT REVIEW

Date: 09/12/2021

COMPANY NAME
(as to appear on certificate)

PT. KUANTUM MARINA GLOBAL

COMPANY ADDRESS
(as to appear on certificate)Business Park Grand Galaxy City RRG III No. 96 Kel. Jaka Setia Kec. Bekasi Selatan,
Kota Bekasi 17147 Jawa Barat - INDONESIA**COMPANY CONTACT**

+6221 82740854 / +62 813 1720 0419

Standard Audit Conducted Against**Other Standards** (e.g. ISO 9001)**Approved Seafarer Manning Office Code**

-

AUDIT DATES

From : 09/12/2021

To : 09/12/2021

LEAD AUDITOR

Agus Suryantoro

AUDITORS/TRAINEEs

-

DOCUMENTATION

TITLE	Date of Issue	Date of Latest Revision	Latest Revision Number
Company QSM	02/01/2018	-	-
CBA	01/07/2020	-	-
SEA (Sampling)	-	-	-

RULES, REGULATIONS, CODES, STANDARDS, GUIDELINES, observed during audit.

TITLE	Revision #	Revision Date
BV NE 563	-	-
MLC 2006	-	-

AUDITOR'S Comments :
(continue on blank sheets if reqd)

-

Non-conformities raised

YES

NO

If Yes, are copies attached
to Audit Report

YES

NO

Is Documentation complete to allow completion of audit?

Yes

No

SCOPE of AUDIT :

(Delete as required)

Initial

Periodical

Renewal

Additional

Signature of Lead Auditor

Signature of Client

Name of Lead Auditor

Agus Suryantoro

Name of Client

AKIL PATIMARAN





Form "B"

AUDIT SUMMARY

File N°: DKT0/2021/JN116

Date: 09/12/2021

COMPANY NAME <small>(as to appear on certificate)</small>	<i>PT. KUANTUM MARINA GLOBAL</i>
COMPANY ADDRESS <small>(as to appear on certificate)</small>	<i>Business Park Grand Galaxy City RRG III No. 96 Kel. Jaka Setia Kec. Bekasi Selatan, Kota Bekasi 17147 Jawa Barat - INDONESIA</i>

		DEPARTMENTS																	
		A	B	C	D	E	F	G	H	I	J	K							
No.	Name	A U D I T O R S	<i>Director</i>	<i>MR Crewing</i>															
1	<i>Agus Suryantoro</i>																		
2	-																		
3	-																		
4	-																		
5	-																		
NI 563 Code Ref.	Month: <i>DEC. 2021</i> Day by number: <i>10</i> Auditor as identified above Period – 8 am / 5 pm																		
2.3	Application	X																	
	<i>Management System Requirements</i>	X																	
3.1.1	Management Policy	5.1	X	X															
3.1.2	Management System	4.1	X	X															
3.1.3	Management System Review	5.6	X	X															
3.1.4	Internal Audits	8.2.2	X	X															
	<i>Organisation & Personnel</i>	X																	
3.2.1	Responsibility & Authority	5.5	X	X															
3.2.2	Management Representative	5.5.9	X	X															
3.2.3	Lines of Communication	5.5.10	X	X															
3.2.4	Training	6.0	X	X															
	<i>Documentation and Data Control</i>	X																	
3.3.1	System Procedures	4.2.3	X	X															
3.3.2	Document Control	4.2.3	X	X															
3.3.3	Records	4.2.4	X	X															
3.4.1	<i>Contracts and the Review of Contracts</i>	7.2	X	X															
3.4.2	Manning Contracts	7.5	X	X															
3.4.3	Crew Contracts	7.3	X	X															
3.4.4	Review of Contracts	7.2	X	X															
3.4.5	Amendments & Modifications to Con.	7.1	X	X															
3.4.6	Completion of Contracts	7.2	X	X															
3.4.7	Records	4.2.4	X	X															
3.5.1	<i>Recruitment of Seafarers</i>	7.0	X	X															
3.5.3	Evaluation of Sub-contractors	8.3	X	X															
3.6.1	<i>Emergency Preparedness/COMPLAINS</i>	8.0	X	X															
Special Comments by Auditor																			
A	<i>Akil Patinaran</i>	<i>Director</i>																	
B	<i>Rais Idris, S.SIT Pel</i>	<i>MR/Crewing Manager</i>																	
C	<i>Debby Chintya</i>	<i>Finance Staff</i>																	
D	<i>Irnawaty, S.Tr.Pel</i>	<i>Crewing Staff</i>																	
Referenced Documents Observed during Audit																			
1	STCW 95	X	X	X															
2	ISM Code																		
3	MLC 2006	X	X	X															
4	Principles of Safe Manning																		
5	Others: <i>BV NE 563</i>	X	X	X															



Check-List for the certification of Seafarer Manning Office' Management Systems and compliance with Bureau Veritas Guidance Note NI 563 and ILO Convention MLC 2006 Regulation 1.4

1. General data:

- ✓ **Public or Private SMO?** *PRIVATE*
- ✓ **Flag (s) Administration (s):** *Singapore*
- ✓ **Approximate number of seafarers in the pool at the audit date** *8 Seafarers*

SMO Management System Certification (Guidance Note NI 563)				
ITEM	Audit check List	Y/N/ NA	NC	Evidences / Remarks
	Is the SMO Management System certified to any ISO standards or any similar quality standard ?	Y		
	If Yes, is/are this/those certification(s) valid ?	Y		
3.1.1	Does the SMO have a documented and implemented Management Policy?	Y		<i>QSM-5.1</i>
3.1.2	Does the SMO have a documented and implemented Management System?	Y		<i>QSM-4.1</i>
3.1.3	Is the SMO carrying out Management System Reviews at defined intervals?	Y		<i>QSM-5.6</i>
3.1.4.1	Is the SMO carrying out Internal Audits at defined intervals?	Y		<i>QSM-8.2.2</i>
3.1.4.2	Is the SMO maintaining records of NC's and subsequent corrective actions?	Y		<i>QSM-8.2.2</i>
3.2.1	Does the SMO have documented responsibilities and authorities for personnel?	Y		<i>QSM-5.5</i>
3.2.2	Does the Manning Office have a Management Representative appointed and documented?	Y		<i>QSM-5.5.9</i>
3.2.3	Does the SMO have clearly documented lines of communication?	Y		<i>QSM-5.5.10</i>
3.2.4	Does the SMO use approved/registered training facilities for training of personnel?	Y		<i>QSM-6.0</i>
3.3.1	Does the SMO have documented procedures for control of activities relating to the Management System?	Y		<i>QSM-4</i>
3.3.2	Does the SMO have documented procedures for control of documents and data?	Y		<i>QSM-4.2.3</i>
3.3.2	Are all valid documents available at relevant locations?	Y		<i>QSM-4.2.3</i>
3.3.2	Are all invalid/obsolete documents removed?	Y		<i>QSM-4.2.3</i>
3.3.2	Are all document changes approved and controlled?	Y		<i>QSM-4.2.3</i>
3.3.3.1	Are records maintained for management system functions?	Y		<i>QSM-4.2.4</i>
3.3.3.2	Are records maintained for seafarers inc: qualifications, medicals, appraisals, training, complaints, etc?	Y		<i>QSM-4.2.4</i>
3.4.1	Does the SMO have documented procedures for contract reviews?	Y		<i>QSM-7.2</i>
3.4.2	Does the SMO have copies of manning contracts signed by owner and the SMO?	Y		<i>QSM-7.5</i>
3.4.3	Does the SMO have copies of the SEAs signed by the Manning Office and seafarer?	Y		<i>QSM-7.3</i>
3.4.4.1	Are the customer's requirements clearly defined unambiguous and documented ?	Y		<i>QSM-7.2</i>
3.4.4.2	Are all appropriate and applicable laws, rules and regulatory Authority requirements satisfied ?	Y		<i>QSM-7.2</i>
3.4.4.3	Are records of contract reviews maintained?	Y		<i>QSM-7.2</i>



3.4.5	Does the SMO have records of any amendments to contracts?	Y		<i>QSM-7.1</i>
3.5.1	Does the SMO have documented procedures for seafarer recruitment?	Y		<i>QSM-7.2</i>
3.5.3	Are subcontractors evaluated and records of such maintained, if any?	N		<i>QSM-8.3</i>
3.6.1	Does the SMO have a complaint procedure and records any complaints raised?	Y		<i>QSM-8.0</i>

MLC 2006 Compliance

MLC ITEM	Standard A 1.4 – Recruitment and placement	Y/N/NA	NC	Evidences / Remarks
2	Private SMO is operated in conformity with a standardized system of licensing or certification or similar	Y		
3 (a)	The SMO is operated pursuant to a collective bargaining agreement between the SMO and a shipowner	Y		<i>Available in CBA</i>
3 (c)	The Member State has national laws or regulations or a procedure to authorize or register the collective bargaining agreement permitting the operation of the SMO	Y		<i>Available in CBA</i>
3 (d)	The SMO is operated in an orderly manner and measures are in place to protect and promote seafarers' employment rights	Y		<i>Available in CBA</i>
5 (a)	The SMO does not use means, mechanisms or lists intended to prevent or deter seafarers from gaining employment for which they are qualified	Y		<i>Available in CBA</i>
5 (b)	The SMO confirms that no fees or other charges for seafarer recruitment or placement or for providing employment to seafarers are borne directly or indirectly, in whole or in part, by the seafarer. The cost of visas shall be borne by the shipowner	Y		<i>Sampling Crew Documents Certificates, sampling Seafarer Medical Certificates and sampling SEA verified</i>
5(c) (i)	The SMO maintains an up-to-date register of all seafarers recruited or placed through them, to be available for inspection by the competent authority	Y		<i>List of register of all seafarers recruited and placed, seafarer CV and seafarer certificates verified</i>
5(c) (ii)	The SMO makes sure that seafarers are informed of their rights and duties under their employment agreements prior to or in the process of engagement and that proper arrangements are made for seafarers to examine their employment agreements (SEA) before and after they are signed and for them to receive a copy of the agreements	Y		<i>Available in CBA and SEA</i>
5 (c) (iii)	The SMO verifies that seafarers recruited or placed by them are qualified and hold the documents necessary for the job concerned, and that the seafarers' employment agreements are in accordance with the applicable laws and regulations and any collective bargaining agreement that forms part of the employment agreement	Y		<i>Available in CBA and SEA</i>
5 (c) (iv)	The SMO makes sure, as far as practicable, that the shipowner has the means to protect seafarers from being stranded in a foreign port	Y		<i>Available in CBA and SEA</i>
5 (c) (v)	The SMO shall examine and respond to any complaint concerning their activities and advise the competent authority of any unresolved complaint	Y		<i>Available in CBA and SEA</i>
5 (c) (vi)	The SMO has established a system of protection, by way of insurance or an equivalent appropriate measure, to compensate seafarers for monetary loss that they may incur as a result of the failure of the SMO or the relevant shipowner under the seafarers' employment agreement to meet its obligations to them	Y		<i>Available in CBA and SEA</i>

Guideline B 1.4.1 – Organizational and operational guidelines.

The SMO shall develop and maintain verifiable operational practices which shall address:

2 (a)	Medical examinations, seafarers' identity documents and such other items as may be required for the seafarer to gain employment	Y		<i>Sampling Crew Documents Certificates, sampling Seafarer Medical Certificates and sampling SEA verified</i>
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3 (b)	Maintaining, with due regard to the right to privacy and the need to protect confidentiality, full and complete records of the seafarers covered by their quality management system, which should include but not limited to: the seafarers' qualification; record of employment; personal data relevant to employment and medical data relevant to employment	Y		<i>Seafarer CV and certificates verified</i>
3 (c)	Maintaining up-to-date lists of the ships for which the SMO provide seafarers and ensuring that there is a means by which the SMO can be contacted in an emergency at all hours	Y		<i>Lists of the ships for which the SMO provide seafarers verified</i>
3 (d)	Procedures to ensure that seafarers are not subject to exploitation by the SMO or their personnel with regard to the offer of engagement on particular ships or by particular companies	Y		<i>Provided in CBA, SE and Company QSM</i>
3 (e)	Procedures to prevent the opportunities for exploitation of seafarers arising from the issue of joining advances or any other financial transaction between the shipowner and the seafarers which are handled by the SMO	Y		<i>Provided in CBA, SE and Company QSM</i>
3 (f)	Clearly publicizing costs, if any, which the seafarer will be expected to bear in the recruitment process	Y		<i>Verified and confirmed</i>
3 (g)	Ensuring that seafarers are advised of any particular conditions applicable to the job for which they are to be engaged and of the particular shipowner's policies relating to their employment	Y		<i>Available on Crew Management Procedure on 6.2.1 Pre Departure Formalities Procedure</i>
3 (h)	Procedures which are in accordance with the principles of natural justice for dealing with cases of incompetence or indiscipline consistent with national laws and practice and, where applicable, with collective agreements	Y		<i>Complaint Procedure, refer to complaint Procedure. Attached the forms.</i>
3 (i)	Procedures to ensure, as far as practicable, that all mandatory certificates and documents submitted for employment are up to date and have not been fraudulently obtained and that employment references are verified	Y		<i>Available on Crew Management Procedure as Attached a on 6.1 Scheduling and Crew Reporting.</i>
3 (j)	Procedures to ensure that requests for information or advice by families of seafarers while the seafarers are at sea are dealt with promptly and sympathetically and at no cost	Y		<i>Available on Seafarers Contingency Procedure at General Contingency procedure 6.2 as attached</i>
3 (k)	Verifying that labour conditions on ships where seafarers are placed are in conformity with applicable collective bargaining agreements concluded between a shipowner and a representative seafarers' organization and, as a matter of policy, supplying seafarers only to shipowners that offer terms and conditions of employment to seafarers which comply with applicable laws or regulations or collective agreements	Y		<i>Available on Quality Manual at QSM 7.5 MANNING AND SERVICE PROVISION and Business code of conduct as attached</i>

2. Non-Conformities

NC No	Description

3 Remarks:

4 Attachments:





Form "D"

AUDIT PLAN

File N°: DKT0/2021/JN116

Date: 09/12/2021

COMPANY
(as to appear on certificate)
COMPANY ADDRESS
(as to appear on certificate)

PT. KUANTUM MARINA GLOBAL
Business Park Grand Galaxy City RRG III No. 96 Kel. Jaka Setia Kec. Bekasi Selatan,
Kota Bekasi 17147 Jawa Barat - INDONESIA

Note : Create Additional Sheets as necessary

Date	Time		AUDIT PLAN	Participants
	From	To		
09/12/2021	09.00		Opening Meeting	1. Agus Suryantoro 2. Akil Patinaran 3. Rais Idris, S.SIT Pel 4. Debby Chintya 5. Imawaty, S.Tr.Pel
			Review Document	1. Akil Patinaran 2. Rais Idris, S.SIT Pel 3. Debby Chintya 4. Imawaty, S.Tr.Pel
			Interview	1. Akil Patinaran 2. Rais Idris, S.SIT Pel 3. Debby Chintya 4. Imawaty, S.Tr.Pel
09/12/2021		17.00	Closing Meeting	1. Agus Suryantoro 2. Akil Patinaran 3. Rais Idris, S.SIT Pel 4. Debby Chintya 5. Imawaty, S.Tr.Pel

Opening Meeting – Persons Present

Closing Meeting – Persons Present

Name	Position Held	Name	Position Held
1. Agus Suryantoro	Auditor (BV)	1. Agus Suryantoro	Auditor (BV)
2. Akil Patinaran	Director	2. Akil Patinaran	Director
3. Rais Idris, S.SIT Pel	MR/Crewing Manager	3. Rais Idris, S.SIT Pel	MR/Crewing Manager
4. Debby Chintya	Finance Staff	4. Debby Chintya	Finance Staff
5. Imawaty, S.Tr.Pel	Crewing Staff	5. Imawaty, S.Tr.Pel	Crewing Staff





Form "F" NON-CONFORMITY REPORT

File N°: *DKT0/2021/JN116*

Date: *09/12/2021*

The Company should note that the audit is based upon a sampling process.
The identification of this non-conformity does not imply that others do not exist.

COMPANY NAME : <i>PT. KUANTUM MARINA GLOBAL</i>		NC (consecutive number)	
NI 563 Ref.:	Non-conformity (delete the inappropriate)		Observation
Area / Dept.:	-NONE-		
Lead Auditor initials:			
Company Representative initials:			
AUDITOR'S COMMENTS			
-NONE-			
PROPOSED COMPLETION DATE		ACTUAL COMPLETION DATE	
PROPOSED CORRECTIVE ACTION (This must include curative and preventive action)			
Signature of Company Rep.:			
PROPOSED ACTIONS ACCEPTED :		YES / NA / NO (delete the inappropriate)	
COMMENTS :			
Signature :			
Auditor Clearing NC :	Date :	Name :	
COMMENTS :			
Signature :			

