

	<p>LE GOUVERNEMENT DU GRAND-DUCHÉ DE LUXEMBOURG Ministère de l'Économie</p> <p>Commissariat aux affaires maritimes</p>	<p>Corrective Action Report Completion Guide</p>	<p>Date de rédaction : 11/07/2024</p> <p>GUI-NTEC-03 rév n° 01</p>
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CORRECTIVE ACTION REPORT COMPLETION GUIDE

This Guide provides instructions to the Owners on completing the Corrective Action Report ("CAR") as part of the Luxembourg Flag State Inspection ("FSI") Checklist.

1. General

Upon completion of the inspection, the Inspector briefs the Master about any deficiencies and observations identified and provides him with a copy of the report (in PDF or hard copy) for retention on board. The report and any issues identified therein shall be reviewed by the Inspector together with the Master. The last page of the report shall be signed by both, the Inspector and the Master. In case a full report is not yet available, a summary of deficiencies is to be issued to the Master on the last page of the inspection checklist.

It should be noted that during the FSI, the Inspectors are free in their decisions which are based on their professional knowledge and experience and they are only accountable to the Commissariat aux affaires maritimes ("CAM"). Should the Company consider any of the inspection findings unjustified, it may disagree with the inspection finding in the CAR and provide sufficient evidence and explanation to support its viewpoint. The final decision whether the findings should be maintained or not, remains with CAM.

2. Corrective Action Report

After the inspection, CAM will provide the Owner with the full inspection report in the form of an Excel document. In order to avoid issues with the macros and formulas, no Excel version older than Excel 2010 should be used when completing the CAR (Excel 2016 is recommended). The corrective action, root cause analysis and preventive action should be entered in the bottom part of the checklist (see the picture below). CAM does not accept CARs in any other form. CARs should be supported by evidence of rectification of the findings like photos, films, pdfs, etc.

	A	B	C	D	E	F	G	H	I	J	K	L
442	Summary and Follow up											
443	Flag State Inspector					Listing remark + item?	n	Company				
444	Item No.:	PSC Code	MLC	Reference to conventions and codes	RDI/ RSD related?	Deficiencies (NC's)/ Observations		Corrective action	Root cause analysis	Preventive action	RDI contacted y/n	Date completed
445	1.23	070 Fire safety				Fireman outfit is following EN 531 standard (Observation)						
446	2.58	011 Certificates & Documentation - Ship Certificate				CERTIFICATE OF INVENTORY OF HAZARDOUS MATERIAL ONLY IN COPY. ACCORDING TO INFORMATION RECEIVED, ORIGINAL SENT TO AGENT IN XXXX (last port). REPORT FOR IHM FILLED IN FOR						
447	4.14	012 Certificates & Documentation - Crew Certificate	Seafarers' employment agreements			Master, C/O, C/E and 2/E are with SEA signed with Example Shipping Company.ltd branch. Those are with scanned copy of the stamp and signature – this is not officially registered electronic						
448	4.19	12 Certificates & Documentation - Crew Certificate	Qualifications of seafarers			ETO is with SEA signed between Seafarer and agency called Example Crewing .inc. This is original document but for the vessel MV Stefan, also operated by Example Shipping company.ltd						
	110	Life saving				Life boat and rescue boat are with						

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2.1. Deficiencies and observations

A deficiency is an infringement of international or local codes, rules and regulations.

An observation does not necessarily indicate a direct infringement or violation of a specific requirement. However, it may require some form of investigation, monitoring, or action by the vessel's crew or the flag state administration. Observations are typically less severe than deficiencies, but are still important for the ongoing maintenance, safety, and compliance of the vessel. They allow the Inspector to document situations or conditions that may warrant further attention, even if they do not currently rise to the level of a regulatory breach.

All findings observed during flag State inspections, whether classified as deficiencies or observations, require the same follow-up actions. Corrective action, root cause analysis and preventive action should be provided for both, deficiencies and observations.

The follow up shall consist of report on corrective action, root cause analysis and preventive actions.

2.2. Corrective action

Please add in the column H a short but concise description of the corrective action implemented. In case a classification society has actively been involved in the corrective action, this should be marked in the column K. Communication with the class may be attached to the CAR as evidence.

2.3. Root cause analysis and preventive actions

Both root cause analysis (column I) and preventive action (column J) are part of the ISM Code requirements (part A, 1.2.2.2, 9.1 and 9.2). Failure to provide comprehensive and satisfactory root cause analysis and preventive action may be considered as ISM failure. The extent of root cause analysis and preventive action required depends on the severity, probability of reoccurrence, systemic nature and overall risk of the finding.

3. Deadline and closure of the inspection file

The CAR should be submitted to CAM within two weeks from the receipt of the inspection report. If some items are taking longer to close (e.g. to be done in dry dock, awaiting delivery of spares, etc.), please add a brief description of the status, future actions and an expected closing date (column H). The outstanding items should not be marked as closed (no closing date in column L). The Company should keep CAM informed on the progress of closing any outstanding items. CAM should be also notified once the outstanding items have been fully resolved in order to confirm their closure.



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DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de l'Économie

Commissariat aux affaires maritimes

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REDACTEUR	APPROBATION
Date: 11/07/2024	Date: 11/07/2024
Nom : Amalia Smereczynska	Nom : Roland Brück