



TECHNICAL CIRCULAR No. 296 of 14th October 2015

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To:	All Surveyors/Auditors
Applicable to flag:	All Flags
Subject:	<b>CONARINA Report Monitoring for ISM/ISPS</b>
Reference:	CONARINA Procedures

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### **CONARINA Report Monitoring for ISM/ISPS**

The following deficiencies may be identified during the CONARINA Head Office review of ISM and ISPS auditor's report:

1. Missing or Incorrect Information
  - 01 Inaccurate credit date
  - 02 Audit not credited
  - 03 Incorrect closing paragraph
  - 04 Incorrect selection of attendance vs. non-attendance work order
  - 05 Incorrect task selection or description
  - 06 Status of task incorrect (commenced vs. completed)
  - 07 Missing attachments
  - 08 Other
2. Check sheets
  - 01 Missing
  - 02 Inaccurate
  - 03 Incomplete
  - 04 Other

#### **Customer Service Center**

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### 3. Certificates

- 01 Incorrect certificate
- 02 Incorrect dates
- 03 Incorrect term
- 04 Incomplete
- 05 Missing or incorrect comments & remarks
- 06 Imported certificate different from issued
- 07 Obsolete DOCs not removed or cancelled
- 08 Certificate withdrawn inappropriately
- 09 Other

#### REFERENCES:

- CONARINA Procedures

ATTACHMENTS: No.

kindest Regards,  
Cosmin Bozenovici  
Naval Architect – Conarina Technical Head Office

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