

船务公司管理指南：SMS 与船岸联动要点

Shipping Company Guide: SMS & Ship-Shore

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一、SMS 安全管理体系要点

- 文件层级：管理手册 → 程序文件 → 操作须知；保持文文一致、文实一致。
- 年度内审与管理评审按期开展；不符合项闭环（原因分析、纠正、验证）。
- 记录保存：培训、演习、维保、检验与不符合项记录按规则要求留存。

二、船岸联动要点

- 船上日常文件（维保记录、报表、检验报验）上传后在对应部门可见。
- 公司资料与通知统一下发船端；重要指令留痕可追溯。
- 职责清晰、工作闭环：布置 → 执行 → 反馈 → 归档。

三、检查应对与时限

- PSC/船旗国检查：迎检自查、缺陷整改闭环、申诉时限（滞留异议 3 个工作日）。
- 重大事项报告与应急响应流程保持可执行。

I. SMS Essentials

- Document hierarchy: manual → procedures → instructions; keep consistency and conformance.
- Run internal audits and management reviews on schedule; close non-conformities (analysis, corrective action, verification).
- Keep records for training, drills, maintenance, surveys and NCs as required by rules.

II. Ship-Shore Synchronization

- Onboard documents (maintenance, reports, survey applications) become visible to the responsible departments after upload.
- Company circulars and instructions are pushed to ships; key directives are traceable.
- Clear ownership and closed-loop work: assign → execute → feedback → archive.

III. Inspections & Time Limits

- PSC/flag inspections: pre-check, correction loop, appeal within 3 working days for detentions.
- Keep major-incident reporting and emergency response procedures executable.