



**BUREAU
VERITAS**

BUREAU VERITAS CERTIFICATION

Our Reference: MNL/CER/2015-063
Manila, 10 March 2015

MR. EDWARD FAMADICO

General Manager

STELLA MARRIS SHIP MANAGEMENT INC.

12F (Right Wing) De Leon Center Bldg.,
1151 MH del Pilar St., cor Nuestra Sra de Guia St.,
1000 Ermita, Manila

Dear Mr. Famadico,

Bureau Veritas Certification has approved the Certification of **STELLA MARRIS SHIP MANAGEMENT INC.** to ISO 9001:2008 QMS Standard under reference number 330356-UK.

The Certificates will be displayed at all times until expiration.

Further, the schedule of routine surveillance audits will be:

1st Surveillance Audit- December 2015

2nd Surveillance Audit- December 2016

Enclosed also is copy of audit report and guidelines in using logo for your reference.

Thank you very much and Congratulations.

Best regards,

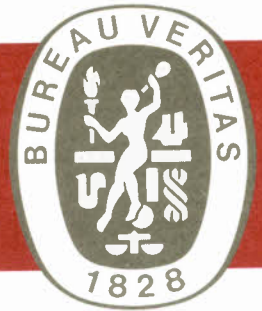
EMMANUEL DANION

Country Chief Executive

Bureau Veritas Certification- Phils.

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BUREAU VERITAS
Certification



STELLA MARRIS SHIPMANAGEMENT INC.

12F (Right Wing) De Leon Center Bldg., 1151 MH del Pilar St.,
cor Nuestra Sra de Guia St., 1000 Ermita, Manila,
Philippines

*Bureau Veritas Certification Holding SAS – UK Branch certify that the
Management System of the above organisation has been audited and found to
be in accordance with the requirements of the management system standards
detailed below*

Standard

ISO 9001:2008

Scope of certification

Provision of Ship Manning Services


Certification cycle start date: **11 MARCH 2015**

Subject to the continued satisfactory operation of the organisation's Management
System, this certificate expires on: **10 MARCH 2018**

Original certification date: **11 MARCH 2015**

Certificate No.: **330356-UK**

Version A, Revision date: **11 MARCH 2015**


Signed on behalf of BVCH SAS UK Branch



008

Certification body address: 66 Prescot Street, London E1 8HG, United Kingdom

Local office: 8F Ramon Magsaysay Center 1680 Roxas Blvd. cor J. Quintos St., Ermita, Manila, Philippines

Further clarifications regarding the scope of this certificate and the applicability of the management system
requirements may be obtained by consulting the organisation.
To check this certificate validity please call: **+632 521 1068**

BAR1 - Audit Report

Company Name/Code	STELLA MARRIS SHIPMANAGEMENT INC.	406939
Job Description/Code:	Certification	3356807/ PHIL 2964

Certification Audit	X	Re-certification Audit		Surveillance	
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Standard audit conducted against :	Other documents :
ISO 9001:2008	

Audit Date	12/27/2014	12/27/2014
Audit Date (Main : EMS or OHSAS)		

Team Leader :	Team Member(s) :
Jason-Russell Aguilar	

Scope of Audit (local language):	
Scope of Audit (in English) :	Provision of Ship Manning Services
Has the certificate details changed from the current certificate ?	No
Date of next visit	

Audit Report Distribution :
STELLA MARRIS SHIPMANAGEMENT INC. BV PHILIPPINES ICC Beijing

CERTIFICATE DETAILS :

Site(s) Address(es) :
HEAD OFFICE - 12F (Right Wing) De Leon Center Bldg., - 1151 MH del Pilar St., cor Nuestra Sra de Guia St., - 1000 Ermita, Manila - Philippines

Accreditation(s)	Language
*UNITED KINGDOM - United Kingdom Accreditation Service	ENGLISH

TEAM LEADER RECOMMENDATION :			
All NCR's now cleared :	Yes	Proceed to / Continue Certification	Yes
Approved By :	Jason Russell Aguilar	Date :	February 11, 2015



11/03/15

BAR2 - Audit Summary

Company Name/Code:	STELLA MARRIS SHIPMANAGEMENT INC.	406939
Job Description/Code:	Certification	3356807/ PHIL 2964

Date(s) :	12/12/2014		Department(s) / Process(es)		
Contact(s) :		1	Accounting Department	7	Quality Section
Edward Famadico		2	Crewing & Operations	8	System Management
		3	Human Resource & Admin	9	Top Management
		4	Information Technology		
		5	Internal Audit		
		6	Purchasing		

		Man Rev	1	2	3	4	5	6	7	8	9		
Team Leader :	Jason-Russell Aguilar	X	X	X	X	X	X	X	X	X	X		
Team member(s) :													

Site(s) :													
HEAD OFFICE		X	X	X	X	X	X	X	X	X	X		

	ISO 9001:2008 - Clauses :												
4.1	General Requirements	X	X	X	X	X	X	X	X	X	X		
4.2	Documentation Requirements	X	X	X	X	X	X	X	X	X	X		
5.1	Management Commitment	X									X	X	
5.2	Customer Focus	X		X							X	X	
5.3	Quality Policy	X									X	X	
5.4	Planning	X		X								X	
5.5	Responsibility, Authority & Communication	X									X	X	
5.6	Management Review	X									X	X	
6.1	Provision of resources	X									X	X	
6.2	Human resources	X			X								
6.3	Infrastructure	X	X	X	X	X		X	X				
6.4	Work Environment	X			X							X	
7.1	Planning of Product Realization	X		X							X		
7.2	Customer-related processes	X		X								X	
7.3	Design and Development												
7.4	Purchasing	X						X					
7.5	Production and Service Provision	X		X									
7.6	Control of Monitoring and Measuring Equipments	X		X		X							
8.1	Measurement, analysis and improvement	X					X		X		X		
8.2	Monitoring and Measurement	X					X		X		X		
8.3	Control of non-conforming product	X		X			X		X				
8.4	Analysis of Data	X		X			X		X	X	X		
8.5	Continual improvement	X	X	X	X	X	X	X	X	X	X		
BV 1	Bureau Veritas Certification - Use of Logo												



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BAR3 - Audit Findings

Company Name/Code:	STELLA MARRIS SHIPMANAGEMENT INC.	406939
Job Description/Code:	Certification	3356807/ PHIL 2964
Product Name :	ISO 9001:2008	

Audit Summary :

Certification Audit/ Stage 2 Audit to ISO 9001:2008 standard was conducted on December 17, 2014 by Jason Russell O. Aguilar (Team Leader) for one (1.0) mandays with scope " Provision of Ship Manning Services."

1. Audit Objectives

The objectives of this audit are :

to confirm that the management system conforms with all the requirements of the audit standard;
to confirm that the organization has effectively implemented its planned arrangements;
to confirm that the management system is capable of achieving the organization's policies objectives.

2. Previous Audit Results

Not applicable for this certification audit.

2.1 Verification of entire previous cycle Bureau Veritas Certification audit reports

The organization stage 1 audit resulted to five (5) observation which they acted upon as verified during this certification audit. Among these are the execution of the Management Review last December 12, 2014 and the Internal Quality Audit last December 05, 2014. Other observation that affects the organization were acted upon.

3. Basic Inputs and Initial Planning

Activities of the organization both core and support functions was used in order to prepare the final audit plan which was finalized with one head office location. The audit was executed in its current office at 12th Floor (Right Wing) De Leon Center Building, M.H. Del Pilar St., Cor Nuestra Senora De Guia St. Ermita . Malate Manila, Philippines. The one (1) manday allocation was confirmed by the organization prior to actual audit together with the team leader's attachment of the audit plan which was also deemed accepted/approved by the client via email. Finally this audit plan was re-confirmed during the opening meeting dated December 17, 2014. All functions/ processes audited are listed in Audit Summary section (Audit Matrix) of the report.

4. Key people interviewed / involved

See Auditor notes for details

5. Audit Findings

The audit conducted is a process based audit focusing on the significant aspects, risks and objectives. The audit method used were interviews, observations of activities and review of documentation and records. The on-site audit was started with an opening meeting which attended by the senior management of the organization. The audit raised three (1) minor nonconformity's and with one (1) observation and zero (0) Opportunity for Improvement as the result of the audit, such findings were communicated to the management of the organization during the closing meeting. final conclusion of the audit results and recommendation by the audit team also briefed to the management during the meeting.

5.1 Manual adequacy

Quality Manual (Effective date Quality Policy & Procedures Manual Issue 1 Rev. 0 effective date is Dec 13, 2013) has been established and implemented. QMS scope are described in the Manual as "Provision of Ship Manning Services ". All activities are described in their interaction for business planning, operations; review and improvement. The manual is found adequate and acceptable for this certification Audit.

5.2 Validation of Scope & Exclusions

The scope of Stella Maris Shipmanagement Inc. is "Provision of Ship- Manning Services " primarily is

applicable to the services that it renders to its principal/customers. The company recruit seafarers for its principal/customers which includes validation of the competency of the crew with controlled outsource-process which is the pre-medical examinations. The organization accepts applicants which does not require design and development which justify its 7.3 Design and Development exclusion. The company only provide services as recruitment which is limited due to statutory and regulatory permit granted to Stella Maris Shipmanagement issued by POEA , OWWA and Marina. The company also excludes 7.6 Control of monitoring and measuring equipment since the organization does not have any software that needs to be calibrated for the reason all are own by the principal and its sister company Global Gateway. The organization also does not have any electronic examination software that needs to be updated or calibrated. All computer software are owned by Global Gateway as presented with memorandum of agreement.

5.3 Level of Integration (in case of Integrated Management System Audit)The company only have one standard which is the ISO 9001:2008 and does not have other systems certification.

5.4 Achievement of Policy commitments and Objectives

Achievement of the Quality objectives in its commitment to comply with its policy was attained by the organization for the year 2014. Most of the target are achieved by the company and are as follows:

The organization has the following quality policy and objectives that are applicable to the nature of service and scope of Stella Maris Shipmanagement Inc. The objectives achieved represents how the company addressed and commits itself of giving quality service.

Policies validated per QMS under Quality Policy/ Objectives and Procedures Manual- Issue 1: Rev 0, effective date is Dec 13, 2013 as follows:

To provide our principal and client quality service including manning solution which is beyond their expectation. Activities typically include recruitment, documentation, management, as well as other services required by our principal and or client. SMSI has flexible management that will cater our client's different needs and requirements. Commitment to our Customer success combines leading-edge technology and having talented and skilled personnel mainly focused on providing excellent services.

This involves encouraging the active participation, endeavor and contribution of ideas from all personnel. These high standards of work will be achieved by operating a quality management system that meets the requirements of ISO 9001.

Objectives, targets and programmes Objectives, targets and programs per quality procedures QP04 issue status 1 revision 0 Effective date is Dec 13, 2013.

These targets are subject to annual verification if achieved or not achieved. Monitoring of the objective Until December 17, 2014 was presented to signify monitoring of the targets are in placed.

To acquire 35 vessels , first quarter of 2015 (January - March 2015)

Formulation of Acquisition of SMSI pool of Crew and Officers - Deadline Q1 - January 2015

To ensure at least 90% of SMSI Quality Management System with regards to maintenance and implementation are being carried out for the whole year of 2015

To ensure that at least 90% of SMSI working operations are smoothly carried out for the whole year 2015

To innovate, plan and procedure that will enhance the working operations of SMSI- target date is First week of May 2015

To surpass principal expectation in matters released to crew supplied in Principal vessels for the whole year of 2015.

5.5 Description of system conformance & Capability & 5.5.1 General

Stella Maris Shipmanagement Inc. (Executed December 12, 2014) meeting minutes followed the applicable standard requirements which are enumerated in the Quality Manual for which during execution, needs to be discussed and out put needed for conducting such management review. The Internal Audit which was executed last December 05, 2014 which follows the audit plan/audit program as stated and validated with resulted to zero (0) nonconformity and eight (8) observation. All nonconformity's/ observation were verified and all are closed with monitoring by the IQA team.. The company has means of monitoring its procedures and for Non compliance, necessary corrective and preventive actions are being implemented to addressed such non conformance and is regularly monitored and discussed in the management review. The legality of the company as to its obligation to government required permits, payments of fees and etc was also presented by the company and is also regularly being monitored. The core and support activities of the company as enumerated in its scope is being executed at its main office.



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The organization headed by Capt Rustico Pagunsan - President and Mr. Edward Famadico - General Manager / Quality Management Representative/ HR with complete address at "12th Floor (Right Wing) De Leon Center Building, M.H. Del Pilar St., Cor Nuestra Senora De Guia St. Ermita, Malate Manila, Philippines with departments heads as to Crewing & Operations, IT, Accounting, Human Resource and Admin. Purchasing, Quality Section, they address the company's operations which is to supply seafarers to its principal.

The company operates from 9:00AM to 7:00 PM Monday - Friday with thirteen (13) regular employees headed by the President as of December 17, 2014

5.5.2 Planning

Documentation is generally hard copies with some soft copies available when required such as work instructions, etc. Procedures have been established for control of documents and records which have been verified during this audit as fully compliant with ISO 9001:2008. The Manual including its supporting procedures, guidelines/work instructions demonstrated conformity with the requirements of the ISO 9001:2008 and provided sufficient structure to support implementation and maintenance of the management system.

Applicable statutory and regulatory requirements are identified by the organization as evidenced by the permits presented during the audit (see auditors notes). Procedure is established and effectively implemented. The Quality Policy has been established with consideration of the vision and mission of the company. Some of the quality policy such as target in retention of seafarers and increase in officers and, continual improvement of the organization both infrastructure and systems enhancement, and with zero major/minor nonconformity as to its external audits. Operational Controls are adequate and effectively implemented in the organization which given them exemplary outputs for 2014

Stella Maris Shipmanagement Inc. is headed by Capt Rustico Pagunsan - President and Mr. Edward Famadico - General Manager / Quality Management Representative/ HR while specific organizational structure to deal with scenarios has also been established. Roles, responsibilities, accountability's, and authorities have been adequately defined and documented in the QMS Manual, Job Description, applicable procedures/work instructions, etc.

5.5.3 Implementation & Operation

Core Operation

The core operations of the Stella Maris Shipmanagement Inc. namely Crewing and Operations (includes recruitment, documentation of crew requirements/validation/Training/Pre-and Post Departure) which were audited and assessed are in accordance with the procedures set by the organization. Company gives services both to its principal and seafarers with utmost caution especially in validating the legitimacy of the documents being submitted by the seafarers for the government agency (DOLE & POEA) approval as well as the principal. These are enumerated in the audit notes. The department sees to it that corresponding permits and flag state requirements are being addressed on time since this type of business is really being monitored by the two mentioned above government agency. The organization recently registered new vessel M/V Diana November 13, 2014 where it is very easy to monitor thus resulted to 100% perfect deployment and zero repeat and zero complaints since the organization crew on board is still manageable at 22 crew. Overall this department is compliant to the ISO 9001:2008

Support Functions

Assessment on the support function namely Accounting (Allotment and Billing), Human Resources & Admin. Purchasing, IT - Facilities Maintenance which were audited shows thorough implementation of the system as verified with evidences as indicated in the auditors notes. The accounting department always addressed seafarers requirement such as cash loans, invoice preparation to principal and allotment slip accurately and on time thus follow the company procedures. The invoices for the principal is being sent out in advance to make sure that before payment of allotment to each families, all corresponding agency fees, and reimbursement are paid by the principal on time so as not to have delayed allotment and mandatory benefits (e.g. SSS, Philhealth, Pagibig). The Human Resources is also managed by the admin department where all employees are being evaluated on a timely manner and given specific training requirement as needed. The Facilities of Stella Maris Shipmanagement Inc. gives good services to its seafarers and office personnel since the company operates smoothly in its current office that is well maintained. The IT of this company is outsourced to its mother company Global Gateway and with utmost control as presented in the Memorandum of Agreement. It was noted that the organization equipment are also owned by Global Gateway including software. The Purchasing is part of the

admin department thus evaluation of suppliers and re-evaluation was presented together with the approved list of suppliers. In general, all departments verified are in accordance with the ISO 9001:2008 standards.

5.5.4 Monitoring and Measurement (System – internal audit; 8.2.2; process – 8.2.3; product – 8.2.4 => Control of NC – 8.3; customer satisfaction – 8.2.1; objectives => 8.4; 8.5) Monitoring and measurement procedures stated in the company quality manual clearly complied the ISO 9001:2008 requirements. The procedure for control of monitoring & measurement equipment clearly defines the company's commitment and ensuring that all equipment are maintained and calibrated where such calibration is needed. The measurement & monitoring of operational controls in the office is controlled since the nature of the Stella Maris Shipmanagement Inc. is only concentrating mainly on office /business. Although maintenance of the building, office premises is with high value for the company. The achievement of objectives /KPI is the reflection of the effective implementation of the procedures throughout. Not achieved targets were given action plans. Customer satisfaction was also verified thru management review and there were no complains received for the year 2014. Good customer satisfaction is a result of compliance to procedure of Customer Service and good implementation of the memorandum of agreement between Agile Maritime Resources Inc. and its principal. The procedures for the Internal audit was also clearly stated in the section of the QMS including the Handling of Nonconformity's. Such Internal audit resulted to zero (0) nonconformity and with eight (8) observation raised which are all closed and reviewed. This was extensively audited as to the implementation and closure of NCR's raised and finds adequate and without conflict of interest/biases in the assignment of internal auditors to auditee departments.

5.5.5 Improvement (5.1, 5.6, 8.4, 8.5.1)

Corrective, preventive & improvement action of Stella Maris Shipmanagement Inc., is clearly stated in the QMS latest issued as enumerated in the auditors notes. One major improvement that will be realized by the organization this coming 2015 is its new office located in the 14th floor of the same building. This will give the organization more space to give good customer service. The management review procedures stating the input and output of such meeting is clearly satisfying the ISO 9001:2008 requirements. The top management involvement in the said management review was seen during the verification of the management review meeting minutes which was held last December 12, 2014.

5.6 System strengths

No identified strength or unique process that makes the organization distinct with in its industry.

5.7 Nonconformities

Identified three (3) minor nonconformity's as reflected in audit findings section and with details in the audit notes section / nonconformity section. These minor nonconformity's are already closed with attached root cause, correction and corrective actions submitted with 90 days grace period.

5.8 Observations

The auditor raised one (1) observation for this recertification audit. This can be seen in the Observation section of this report as well as details in the auditors notes.

5.9 Opportunities for Improvement

Not Applicable.

5.10 Use of logo

This is not applicable to the organization since this is the first certification audit for the company.

6. Uncertainty / obstacles that could affect the reliability of audit conclusions

None

7. Unresolved diverging opinions between the audit team & auditee

None

8. Agreed follow-up actions

none



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9. Conclusion:

The management system documentation demonstrated conformity with the requirements of the audit standard and provided sufficient structure to support implementation and maintenance of the management system. The organization has demonstrated effective implementation and maintenance / improvement of its management system. The organization also has demonstrated the establishment and tracking of appropriate key performance objectives and targets and monitored progress towards their achievement, its internal audit programme has been fully implemented and demonstrates effectiveness as a tool for maintaining and improving the management system. Throughout the audit process, the management system demonstrated overall conformance with the requirements of the audit standard.

10. Recommendation

The audit conducted a process based audit focusing on significant aspects/risks and objectives required by the standard(s). The audit methods used were interviews, observations, sampling of activities and review of documentation and records. The structure of the audit was in accordance with the audit plan and audit planning matrix included in the Appendices to this summary report. The audit was concluded, that the organization has established and maintained its management system in line with the requirements of the standard(s) and demonstrated the ability of the system to achieve requirements for products and/or services within the scope and the organization's policy and objectives.

Therefore the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity, that this management system certification be recommended for Stella Maris Shipmanagement Inc. be certified to ISO 9001:2008.

This report is confidential and distribution is limited to the audit team, the company and the BV Certification office

Auditor Notes

Certification audit started around 08:30AM with an opening meeting presided by Jason Russell Aguilar (BVC auditor - team leader) for one (1) mandays and attended by key employees headed by the President Capt. Rustico Pagunsan and General Manager Edward Famadico - QMR and Virgie Fabregas - Deputy QMR

Discussions:

Introduce audit team and auditees

Vote of thanks

Confirm audit scope, objective and criteria

Confirm audit plan

Explain audit methodology including sampling

Explain audit findings classification (i.e. conformity, major nonconformity, minor nonconformity, observations and OFI)

Confidentiality

Appeal System/ Complaints Procedure

Availability of auditees and operation including responsible person for acceptance of audit findings during Closing Meeting

Audit guides and room for audit team

PPE requirements

Q & A

AUDIT TEAM LEADER AUDIT NOTES: JASON RUSSELL AGUILAR

Department: Top Management

Participants: Edward Famadico – General Manager & QMR ; Virgie Fabrigas – Deputy QMR ;

Input Process: Quality Objectives, Review of Quality Policy, Discussion of Nonconforming Services.

Internal Audit, Customer Feedback/ Complaints

Output Process: Resource Identified, Approved Plans, Achievement of Quality Objectives.

Measure of Effectiveness: Overall Evaluation of the Implementation of the Quality Management System

Samples:

· Assessment is based on Policies (QMS under Quality Policy Objectives and Procedures Manual – Issue 1 Rev 0 Effective date is Dec 13, 2013

· Latest Management Review was conducted last Dec 12, 2014.



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- The organization is headed by its President Capt Rustico Pagunsan and Mr. Edward Famadico- QMR / General Manager effective July 2, 2014 (for GM) ; awaiting for QMR – Effective date is Sept 26, 2014.
- Complete Address: 12th Floor (Right Wing) De Leon Center Building, M.H. Del Pilar St., Cor. Nuestra Senora De Guia St. Ermita Manila ; with evidence of contract of leased Leomont Realty and Development Corporation)
- Scope: No changes. Still the same as approved and presented during stage 1. Under the scope and field of application –QSR 1 Doc code PS01 QP01 Revision date is Dec 13, 2013 Revision 0. Issue status 1; - Ship Manning Services – Please reflect other services such as Ship Manager etc. (Observation)- this was clarified by the GM
- Exclusion:
 - o Design and Development: Conflicting the to the quality policy of the organization – which caters to other services that the principal might require - with statutory requirements following POEA, OWWA, PRC, Marina (for Ship Management), TESDA, NTC
 - o Control of Monitoring Equipment – ok acceptable since all software is owned by the principal and its sister company Global Gateway.
- Discussion of Quality Objective: Minor Nonconformity: Quality objective initial presentation during the audit is not measurable. However this was closed last Feb 11, 2015. Reflected below are revised quality objective submitted by the client. Measurement of the said quality objective will be monitored on a monthly basis by the organization but annual review will be one year.
- To acquire 35 vessels , first quarter of 2015 (January - March 2015)
- Formulation of Acquisition of SMSI pool of Crew and Officers - Deadline Q1 - January 2015
- To ensure at least 90% of SMSI Quality Management System with regards to maintenance and implementation are being carried out for the whole year of 2015
- To ensure that at least 90% of SMSI working operations are smoothly carried out for the whole year 2015
- To innovate, plan and procedure that will enhance the working operations of SMSI- target date is First week of May 2015
- To surpass principal expectation in matters released to crew supplied in Principal vessels for the whole year of 2015.
- Internal Audit: Discussed the Internal Audit last December 05, 2014. Internal audit resulted to eight (8) observations and zero nonconformity. Internal Audit was conducted by Virgie Ramos by Global Gateway and acting as Deputy QMR and Edward Famadico as Internal Auditor. Validated competency of Mr. Edward Famadico with IQA training issued last July 13, 2014. Verified audit plan with Internal Audit Checklist presented dated Dec 05, 2014. Impartiality is not fully adequate - Audit team Mr. Edward Famadico – who happens to be also part of the audit team conducted last December 05, 2014 as verified in the internal audit program.(Minor Nonconformity)
- Customer Feedback - this will be carried out in 2015 since the vessel was only acquired last November 27, 2014 as validated with temporary with control # PA-107-14 provisional permit and is valid until February 26, 2015. FM-POEA_03-SB-40(2) although the organization has a tool of monitoring customer feedback as reflected in the procedure 8.2.1 Customer Satisfaction Effective date is dec 13, 2013 Issue Status 1 revision PS08/QP08.
- Currently the organization has the following achievement
 - o No illegal dismissal, no medical record of repat- All are 100% compliant and in accordance with customer requirement. Total crew on board- 22 seafarers.
 - Status of Preventive and Corrective Action – zero preventive action and corrective action as of this stage 2 however evidence of observation being discussed was presented as part of the monitoring of the IQA team. Observation will be created first quarter of 2015.
 - Recommendation or Improvement –
 - For operations – Sterlla Mariz will adopt the principal and Global Gateway process.
 - Deliberately transfer to 15th Floor January 2nd week of 2015. Recruitment of Employees will be only not that important because of few vessels only.
 - Current Business Process 9AM – 7PM ; Head count of employees 13 employees (regular) with one probationary liaison officer as of December 17, 2014.
 - Statutory and Regulatory Permits:
 - o Securities and Exchange Commission - Company Registration No. AS092-0000002398 amended by last June 18, 2013,
 - o Municipal Permit – BIN# 117-00-2014-0201196 valid until December 31, 2014 Permit No. 2014031982
 - o POEA – 002-SB-011714-R-MLC period of Sept 22, 2012- Sept 21, 2016



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oSocial Security System – 03-9086041-3 with certificate issued last Jan 1995 (Former Office Albany St. Cubao QC)

oPhilhealth-002000013544 – (For revision - Reflected is still the former address in U.N Ave Bocobo St. Ermita. Observation)- with letter to Philhealth for the change of address

oPagibig- with permit and for further evaluation this coming stage 2.

oBIR- 004-500-204- with tax mapping already.(reflected is old address Albany St. Cubao Quezon city – with letter to Philhealth for the change of address

Conclusion: No major with two (2) minor nonconformity's and with zero observation.

Department: Crewing & Operations

Participants: Imelda Del Rosario – Operation Fleet Manager ; Mr. Edward Famadico - General Manager

Input Process: Selection of Seafarers based on Qualification, Competence, Recommendation to Principal, validation of seafarers records of qualification

Output Process: Selected Crew Approved by the Principal.

Measure of Effectiveness: On time Deployment of Crew as per Principal Approval and In accordance to STCW/ POEA Requirements.

Samples:

-Assessment is based on Work Instruction –Recruitment W101 Dated November 27, 2014 Rev 1 Issue status # 1.

-Assumption of responsibility was presented dated November 13, 2014. All crew in the MV Diana revised their POEA contract and received scan copy last Dec 16, 2014 and will be processing the original once received by the crewing operation.

-Sample 1 Chief Cook – Carlos Escalona Jr. – With POEA contract – 2 months (effective Nov 27, 2014) – this was previously hired by Global Gateway. - COC – certificate# 13131602013926 valid until Nov 28, 2016; BST NAC 14-151691; Advance Firefighting – 17-46242; MEFA NAC – 18-3714-0: SDSD – issued

last Nov 21, 2013. PDOS – Issued April 16, 2014; Anti-Piracy- Issued April 15, 2014. Allotment Request – Wife- US\$700.00 ; Self – US\$650.00, with medical – latest allotment is under global – for the month of November paid last Dec 05, 2014,

-Sample 2: Master Randie G. Hayag – with basic salary US\$ 2,289.00 – effective dated Nov 27, 2014. PRC License – D1-001649- valid until June 10, 2017 – Operation: Management – April 13, 2016. BST NAC – 14- 33650 ; PSRCB NAC – 15-17253; Firefighting – 17-8271; MEFA NAC- 18-6255; MECA – 19-1220;

Ship Security – issued last April 13, 2011, PDOS –issued last August 01, 2014; Anti-Piracy – August 07, 2014; Medical Certificate – valid until August 01, 2016, Yellow Fever - Dec 2019. Allotment – (Wife- US\$6,500.00 ; Self – US\$500.00) for the month of November paid last Dec 05, 2014,

-Recruitment of Crew- yes ok and acceptable

-Records review of crew- yes all complied.

-Pre-Departure / Post Departure- still under Global Gateway

Conclusion: No issues identified and with zero (0) observation / zero opportunity for improvement.

Department: Accounting (Allotment and Billing)

Participants: Accounting Manager ; Shirly Ann S Eguia – Allotment

Input Process: Computation of Wages, Preparation of Billing/Invoice to Principal

Output Process: Distribution of Wages per Appointed Beneficiaries

Measure of Effectiveness: On Time Payment of Allotment and Duly Accounted Expenses Billed to Principal Samples

-Assessment is Work Instruction Manual – Allotment / Other Seaman's Service W1-08 effective Dec 13, 2013.

-All billing statement is still prepared by global gateway since Nov 27, 2014. All billings will be prepared by Stella Maris this January 2015. Verified entry's and invoice prepared - for M/V Diana this was forwarded last December 11, 2014

-Sample 1 Chief Cook – Carlos Escalona Jr. – With POEA contract – 2 months (effective Nov 27, 2014) –. Allotment Request – Wife- US\$700.00 ; Self – US\$650.00, with medical – latest allotment is under global – for the month of November paid last Dec 05, 2014,

-Sample 2: Master Randie G. Hayag – with basic salary US\$ 2,289.00 – effective dated Nov 27, 2014, Allotment – (Wife- US\$6,500.00 ; Self – US\$500.00) for the month of November paid last Dec05, 2014,

Conclusion: No issues identified and with zero (0) observation / zero opportunity for improvement.



11/03/15

oSocial Security System – 03-9086041-3 with certificate issued last Jan 1995 (Former Office Albany St. Cubao QC)

oPhilhealth-002000013544 – (For revision - Reflected is still the former address in U.N Ave Bocobo St. Ermita. Observation)- with letter to Philhealth for the change of address

oPagibig- with permit and for further evaluation this coming stage 2.

oBIR- 004-500-204- with tax mapping already.(reflected is old address Albany St. Cubao Quezon city – with letter to Philhealth for the change of address

Conclusion: No major with two (2) minor nonconformity's and with zero observation.

Department: Crewing & Operations

Participants: Imelda Del Rosario – Operation Fleet Manager ; Mr. Edward Famadico - General Manager

Input Process: Selection of Seafarers based on Qualification, Competence, Recommendation to Principal, validation of seafarers records of qualification

Output Process: Selected Crew Approved by the Principal.

Measure of Effectiveness: On time Deployment of Crew as per Principal Approval and In accordance to STCW/ POEA Requirements.

Samples:

-Assessment is based on Work Instruction –Recruitment W101 Dated November 27, 2014 Rev 1 Issue status # 1.

-Assumption of responsibility was presented dated November 13, 2014. All crew in the MV Diana revised their POEA contract and received scan copy last Dec 16, 2014 and will be processing the original once received by the crewing operation.

-Sample 1 Chief Cook – Carlos Escalona Jr. – With POEA contract – 2 months (effective Nov 27, 2014) – this was previously hired by Global Gateway. - COC – certificate# 13131602013926 valid until Nov 28, 2016; BST NAC 14-151691; Advance Firefighting – 17-46242; MEFA NAC – 18-3714-0; SDSD – issued

last Nov 21, 2013. PDOS – Issued April 16, 2014; Anti-Piracy- Issued April 15, 2014. Allotment Request – Wife- US\$700.00 ; Self – US\$650.00, with medical – latest allotment is under global – for the month of November paid last Dec 05, 2014,

-Sample 2: Master Randie G. Hayag – with basic salary US\$ 2,289.00 – effective dated Nov 27, 2014, PRC License – D1-001649- valid until June 10, 2017 – Operation; Management – April 13, 2016, BST NAC – 14- 33650 ; PSRCB NAC – 15-17253; Firefighting – 17-8271; MEFA NAC- 18-6255; MECA – 19-1220;

Ship Security – issued last April 13, 2011, PDOS –issued last August 01, 2014; Anti-Piracy – August 07, 2014; Medical Certificate – valid until August 01, 2016, Yellow Fever - Dec 2019. Allotment – (Wife- US\$6,500.00 ; Self – US\$500.00) for the month of November paid last Dec 05, 2014,

-Recruitment of Crew- yes ok and acceptable

-Records review of crew- yes all complied.

-Pre-Departure / Post Departure- still under Global Gateway

Conclusion: No issues identified and with zero (0) observation / zero opportunity for improvement.

Department: Accounting (Allotment and Billing)

Participants: Accounting Manager ; Shirly Ann S Eguia – Allotment

Input Process: Computation of Wages. Preparation of Billing/Invoice to Principal

Output Process: Distribution of Wages per Appointed Beneficiaries

Measure of Effectiveness: On Time Payment of Allotment and Duly Accounted Expenses Billed to Principal

Samples

-Assessment is Work Instruction Manual – Allotment / Other Seaman's Service W1-08 effective Dec 13, 2013.

-All billing statement is still prepared by global gateway since Nov 27, 2014. All billings will be prepared by Stella Maris this January 2015. Verified entry's and invoice prepared - for M/V Diana this was forwarded last December 11, 2014

-Sample 1 Chief Cook – Carlos Escalona Jr. – With POEA contract – 2 months (effective Nov 27, 2014) –. Allotment Request – Wife- US\$700.00 ; Self – US\$650.00, with medical – latest allotment is under global – for the month of November paid last Dec 05, 2014,

-Sample 2: Master Randie G. Hayag – with basic salary US\$ 2,289.00 – effective dated Nov 27, 2014, Allotment – (Wife- US\$6,500.00 ; Self – US\$500.00) for the month of November paid last Dec05, 2014,

Conclusion: No issues identified and with zero (0) observation / zero opportunity for improvement.



11/03/15

Department- Purchasing

Participants: Virgie Fabregas - Deputy QMR

Input Process: Purchase Requisition , re-evaluation/ initial evaluation of suppliers

Output Process: PO issued to supplier, evaluated supplier

Measure of Effectiveness: Quality of services/ product purchase for the organization

Samples:

-Assessment is based on 7.4 Purchasing PS 07 QP 07 Date revised last Nov 27, 2014 Rev 01 Issue status 1.

-Uniform was distributed to these two sampled seafarer Escalona Carlos – Chief Cook dated April 16, 2014; Master Randie Hayag – dated August 04, 2014

-Minor Nonconformity: No list of approved suppliers. Although this was adopted, this needs to be formalized. Suppliers Listed AMACOR Training International Inc. Fareast Maritime, Ygiea Medical Center, Supercare –

-Inventory of Supplies – no inventory since the company only formally operates last November 27, 2014 and all supplies are lent by Global Gateway.

Conclusion: No major with one (1) minor nonconformities and with zero (0) observation / zero opportunity for improvement.

Department- Human Resource / Admin

Participants: Edward Famadico - Quality Management Representative

Input Process: Recruitment of Staff; Annual Training Plan

Output Process: Annual Training Plan,

Measure of Effectiveness: Quality/ Competency of Employees

Samples:

-Assessment is based on Resource Management QP 06 PS 06

-No performance appraisal yet because of newly operated last Nov 27, 2014 only

-Tested three (3) employees which are all still under Global gateway since they are still being given salaried by global. Only headcount transferred formally and payroll under Stella Maris is Edward Famadico – General Manager : Resignation letter and transfer was verified for the three employees
oMerlito G. Felonia – resigned Dec 02, 2014 and Effective Jan 02, 2014 – new accounting manager
oAnn Sheila Ruiz - Junior Fleet Manager- resigned Dec 02, 2014 and Effective Jan 02, 2014 under Stella Mariz

oImelda Del Rosario Fleet Manager resigned Dec 02, 2014 and Effective Jan 02, 2014 under Stella Mariz

oannual training Plan for 2015 still subject for finalization.

oResigned Employees- Not applicable.

oAdmin - Contract of Lease for Admin- with contract Leomont Realty and Development Corporation signed but not yet executed address 15th Floor De Leon center M.H. Del Pilar Cor Nuestra Sra. De Guia St. Ermita Manila with area square 348.08 square.

Conclusion: No major , No Minor nonconformities and with zero (0) observation / zero opportunity for improvement

Department - Information Technology (Hardware-PC, Software, Back up of Electronic Records)

Participants: Eduardo Vicencio – IT Consultant

Input Process: Infrastructure Maintenance,

Output Process: Assets Maintained

Measure of Effectiveness: Equipment Maintained per Policy Statement.

Samples:

oAll Data files (electronic) still under global gateway-

oCurrent IT is outsource and is being handled by Eduardo Vicencio – IT Consultant handled by Global Gateway companys IT– some of the responsibilities – regular monthly routine maintenance, Weekly visit schedule, perform service request calls, semi- annual preventive maintenance, Design IT System Infrastructure,

oAll records are presented and captured as report submitted to Global Gateway.

oAll electronic records will be transferred this coming January 2015.

Conclusion: No major , No Minor nonconformities and with zero (0) observation / zero opportunity for improvement

Closing Meeting:



BUREAU
VERITAS

11/03/15

Participants:

See same attendance sheet above.

Discussions:

Re-introduce audit team

Vote of thanks

Re-confirm audit objective, scope and criteria

Explain sampling method and audit methodology

Report audit findings

Q & A

Recommendation

Explain corrective action requirements on nonconformities (i.e. clearance within 90 days)

Confirm confidentiality

End of Auditors Notes



stella mariz stage 2 attendance-0001-pdf.002.zip



Stella Mariz Stage 2 Certification Audit Plan Final-doc.zip



Surv. Plan Stella Maris Shipmanagement Inc.-doc.zip

Details of Findings :

OBSERVATION

OBSERVATION (JAG/09) :

(6.2 Human resources)

Human Resource & Admin

Preparation of the annual training plan for 2015 needs to be considered although the organization is still new and just formally operate for crew transaction last Nov 27, 2014. Still compliance to the requirement of ISO 9001 was seen in the achievement /execution of training plans for 2014 since Nov 27, 2014 such as training of its Internal Auditors, Instructors for its POEA Inhouses Anti-Piracy etc.

MAJOR

MINOR

NON CONFORMITY (JAG/06) :

(5.4 Planning)

Top Management

Statement of Nonconformity:

Organization formulated quality objectives as to its measurability as a result of its procedure for quality objective formulation is not adequate.

Objective Evidence:

Verified quality objectives are not measurable. Source Management Review conducted last December 12, 2014.

Requirement of the Standard : 5.4.1 Quality Objectives

Top management shall ensure that quality objectives, including those needed to meet requirements for product are established at relevant functions and levels within the organization. The quality objectives shall be measurable and consistent with the quality policy.

CORRECTIVE ACTION

See attached



11/03/15

cf : stella mariz jra01-pdf.zip
cf : ncr clearance stella mariss jra1-pdf.zip

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NON CONFORMITY (JAG/08) :

(7.4 Purchasing)
Purchasing

Statement of Nonconformity:

Organization implementation of purchasing process procedure in the selection of supplier is not fully adequate.

Objective Evidence:

Organization does not have any approved list of accredited suppliers such as Clinic, Training Center and Uniform providers. It was noted that said Purchasing process (doc control PS 07 QP 07) was implemented last Dec 31, 2013 and revised last Nov 27, 2014 Rev 1

Requirement of the Standard : 7.4.1 Purchasing Process

The organization shall ensure that purchased product conforms to specified purchase requirements. The type and extent of control applied to the supplier and the purchased product shall be dependent upon the effect of the purchased product on subsequent product realization or final product. **CORRECTIVE ACTION**

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NON CONFORMITY (JAG/07) :

(8.2 Monitoring and Measurement)
Internal Audit

Statement of Nonconformity:

Organization execution and implementation of procedures for Internal audit is not adequate which resulted to auditors not fully objective/impartial for areas audited.

Objective Evidence:

Latest Internal Audit conducted last December 05, 2014 for Human Resource per W2 Recruitment process was audited by Ms. Virgie Fabregas however part of the team is Mr. Edward Famadico who happens to be handling Recruitment/ Human Resource Department.

Requirement of the Standard : 8.2.2 Internal Audit

The selection of auditors and conduct of audits shall ensure objectivity and impartiality of the audit process. Auditors shall not audit their own work. **CORRECTIVE ACTION**

cf : stella maris jra2 final clearance-0001-pdf.zip

Number of Non Conformities Raised :	Major	0	Minor	3
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11/03/15

Audit Conclusion :			
After submission of root cause, correction and corrective action with in 90 days grace period for the three (3) minor nonconformity's identified, it is therefore concluded that Stella Maris Shipmanagement Inc. be certified to ISO 9001:2008			
Team Leader	Jason-Russell Aguilar	Company management representative :	Edward Famadico
Client's Acknowledgement	Have all non-conformities been acknowledged by the management representative ?		Yes
Is a Follow-up visit required :	No	Date(s) of Follow-up visit :	
Follow-up visit remarks :			

Persons interviewed :			
Name	Department	Auditor	Date