



NOVEMBER 6, 2017

CIRCULAR NO. 28/17

TO MEMBERS OF THE ASSOCIATION

Dear Member:

AMERICAN CLUB LOSS PREVENTION: *GOOD HOUSEKEEPING — A POCKET GUIDE*

Your Managers have previously reported – see Member Alert of April 3, 2017 – that the overall cleanliness and general housekeeping of ships revealed during surveys have in some cases become a cause for concern.

The appearance of ships and shipboard equipment on the outside suggests how well things are operating on the inside. More importantly, a ship's cleanliness and neatness contribute to the health, safety and happiness of the crew. Furthermore, housekeeping oversights rarely go unnoticed during port state control or vetting inspections, ISM audits and condition surveys. A well-kept vessel is sure to make a good first impression.

In consequence of these observations, your Managers are pleased to report the release of *Good Housekeeping – A Pocket Guide* which is intended to assist Members and their crews in ensuring that ships are maintained to the highest standards in this important respect. Copies of *Good Housekeeping—A Pocket Guide* can be accessed in English, and in new and traditional Mandarin, on the Club's website at:

<http://american-club.com/page/good-housekeeping>

Members requiring hard copies of the English version of the Guide should direct their requests to Ms. Danielle Centeno, Assistant Vice President--Loss Prevention & Survey Compliance, at danielle.centeno@american-club.com or to Dr. William Moore, Senior Vice President at william.moore@american-club.com.

Your Managers will also produce hard copies in Mandarin in the coming weeks. Members will be informed when they are ready for distribution.

Yours faithfully,

Joseph E.M. Hughes, Chairman & CEO
Shipowners Claims Bureau, Inc., Managers for
THE AMERICAN CLUB