|  |  |  |
| --- | --- | --- |
| 1 | Name of Vessel: | {#general}{name}{/general} |
| 2 | Location: | {#general}{location}{/general} |
| 3 | Date & Time: | {#general}{datetime}{/general} |
| 4 | Attendees: | {#general}{attendees}{/general} |
| 5 | Agenda: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5.1 | Safety Sharing | | | | |
| 5.1.1 | Environmental: | | {#safety}{environmental}{/safety} | | |
| 5.1.2 | Security: | | {#safety}{security}{/safety} | | |
| 5.1.3 | Hygiene: | | {#safety}{hygiene}{/safety} | | |
| 5.1.4 | Health: | | {#safety}{health}{/safety} | | |
| 5.1.5 | Safety Moment: | | {#safety}{safetyMoment}{/safety} | | |
|  |  | |  | | |
| 5.2 | Result or Status of last meeting | | | | |
| 5.2.1 | Last Meeting Status: | | {lastmeetingstatus} | | |
|  |  | |  | | |
| 5.3 | Arising Matters | | | | |
| 5.3.1 | Survey Status: | | {#arisingMatters}{surveyStatus}{/arisingMatters} | | |
| 5.3.2 | Dry-Docking: | | {#arisingMatters}{dryDock}{/arisingMatters} | | |
| 5.3.3 | Crew Change: | | {#arisingMatters}{crewChange}{/arisingMatters} | | |
| 5.3.4 | Others: | | {#arisingMatters}{others}{/arisingMatters} | | |
|  |  | |  | | |
| 5.4 | Awareness of SMS, Legislative and Regulatory Changes | | | | |
| 5.4.1 | SMS Documentation & Changes: | | {#regulation}{SMSdocumentation}{/regulation} | | |
| 5.4.2 | HSSE Policy: | | {#regulation}{HSSEPolicy}{/regulation} | | |
| 5.4.3 | Master’s Review: | | {#regulation}{masterReview}{/regulation} | | |
| 5.4.4 | Shipboard Safety Procedure Complied: | | {#regulation}{shipboardSafetyProcedure}{/regulation} | | |
|  |  | |  | | |
| 5.5 | | Suggestion for continual improvement | | |  |
| 5.5.1 | | Crew Training: | {#suggestion}{crewTraining}{/suggestion} | |  |
| 5.5.2 | | Vendors Performance: | {#suggestion}{vendor}{/suggestion} | |  |
| 5.5.3 | Terminal Requirement: | | {#suggestion}{terminal}{/suggestion} | | |
|  |  | |  | | |
| 5.6 | Monthly Audit/Inspection (Internal/External) | | | | |
| 5.6.1 | Navigational Audit: | | {#audit}{navigation}{/audit} | | |
| 5.6.2 | SMM Audit: | | {#audit}{smm}{/audit} | | |
| 5.6.3 | Superintendent Verification: | | {#audit}{superintendent}{/audit} | | |
| 5.6.4 | Safety Officers Inspection: | | {#audit}{safetyofficer}{/audit} | | |
| 5.6.5 | Monthly Garbage | |  | | |
|  | Plastic | | {#audit}{plasticGarbage}{/audit} | | |
|  | Food Wastes | | {#audit}{foodGarbage}{/audit} | | |
|  | Domestic Wastes | | {#audit}{domesticGarbage}{/audit} | | |
|  | Cooking Oil | | {#audit}{cookingOilGarbage}{/audit} | | |
|  | Operational Wastes | | {#audit}{operationalGarbage}{/audit} | | |
|  |  | |  | | |
| 5.7 | Status of Corrective and Preventive Actions | | | | |
| 5.7.1 | CAR: | | {#correctivePreventiveAction}{car}{/correctivePreventiveAction} | | |
| 5.7.2 | Incident / Near Misses Lesson learn: | | {#correctivePreventiveAction}{lessonlearnt}{/correctivePreventiveAction} | | |
|  |  | |  | | |
| 5.8 | Analysis of Shipboard Drills and Exercise | | | | |
|  | {#drillsAndExercise}{analysis}{/drillsAndExercise} | | | | |
|  |  | |  | | |
| 5.9 | | Other Matters | | |  |
| 5.9.1 | | Training Requirement: | | {#other}{training}{/other} |  |
| 5.9.2 | | Issuance of Bulletins, Circulars, Legislative and Regulatory Changes: | | {#other}{issuanceOfNotice}{/other} |  |
|  | |  | |  |  |
| 5.10 | | Tentative Date for Next Meeting /Review | | |  |
|  | | {#nextMeeting}{datetime}{/nextMeeting} | | |  |

|  |  |  |
| --- | --- | --- |
| 6.0 | Acknowledge By | |
| {-w:p general}{%masterSignature}{/general} | | {-w:p general}{%chiefOfficerSignature}{/general} |
| **Master** | | **Chief Officer**  **(Safety Officer)** |
| {-w:p general}{%chiefEngineerSignature}{/general} | | {-w:p general}{%secondOfficerSignature}{/general} |
| **Chief Engineer**  **(Safety Officer)** | | **2nd Officer**  **(Health Officer)** |

|  |  |
| --- | --- |
| 6.1 | Shore Manager Comments |
|  | {#general}{remarks}{/general} |