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| **FLEET MANAGEMENT CELL MEETING** | | | |
| Date: | Place: | Time: | Report Nr.: |
| Invitation date to all on: | | | |
|  | | | |
| **PARTICIPANTS:** | | | |
| Managing Director | |  |  |
| Technical Director | |  |  |
| Compliance Director | |  |  |
|  | |  |  |
| Fleet Manager | |  |  |
| DPA | |  |  |
| Fleet Superintendent | |  |  |
| Fleet Assistant | |  |  |
| Crew Dept. | |  |  |
| Crew Administration Dept. | |  |  |
| Financial Dept. | |  |  |
| Marine and Port Operations Dept. | |  |  |
| Purchasing Dept. | |  |  |
| Insurance Dept. | |  |  |
| Other | |  |  |
| **Person taking Minutes:** | | | |
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| **FLEET [Name]** |

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| ***RELEVANT – on top of each single vessel topic.*** | | *ACTION* | | |
| *BY* | *Target date* | |
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| |  | | --- | | **SHIP [Name]** | | | |

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| **Class:** |  | |
| **Last Dry Dock carried out** | *[date]* | *[place]* |
| **Next Dry Dock scheduled** | *[date]* | *[place]* |
| **PSSC due date:** |  | |
| **PSSC renewal: [next scheduled]** |  | |
| **Class Annual: [next survey scheduled]** |  | |
| **Next CMS due:** |  | |
| **SMC/ISSC/MLC due dates:** |  | |
| **ISM/ISPS/MLC Audit [next scheduled renewal or intermediate]** |  | |
| **USCG Examination (CoC) [for US going ships]** |  | |
| **Others due in the next 3 months: [as per class status]** |  | |
| **Incoming requirements by............ [year]** |  | |
| **Incoming requirements under discussion** |  | |
| **Condition of Class**  **Condition of Authority**  **Memos** |  | |
| **PMS status/ PMS overdue (ShipSure)**  **(by end of previous month)** |  | |

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| ***COMPANY INSPECTIONS/AUDITS*** | | | |
| Type of inspection/ audit | By whom | [date of last done] | [scheduled date of next] |
| Vessel Inspection (OP 03) (1) | *Fleet Supt or Fleet Manager* |  |  |
| Vessel Inspection (OP 03) (2) | *Fleet Supt or Fleet Manager* |  |  |
| Environmental Compliance Audit (1) | *Fleet Supt or Fleet Manager* |  |  |
| Environmental Compliance Audit (2) | *QSE Auditor* |  |  |
| Internal ISM/ISO Audit | *QSE Auditor* |  |  |
| Internal Navigation Audit | *DPA or QSE/ Seatec* |  |  |
| VDR Remote Audit | *CMS* |  |  |
| Health & Safety Inspection (SAF21) | *DPA* |  |  |
| Internal ISPS Audit | *DPA* |  |  |
| Other (ie. ISO14001) | *DPA or ISO14001 Marine Manager* |  |  |

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| ***DRYDOCK PLANNING*** | |
| Preliminary Dry Dock Budget: |  |
| Preliminary Dry Dock spec: |  |
| Detailed Dry Dock spec: |  |
| Dry Dock Spec quoted by YARD: |  |
| Detailed Dry Dock budget : |  |

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| ***BUDGET [OCR]*** | | | |
|  | **Period:** [ currency = EURO ] | | |
| **ACCRUALS + ACTUAL** | **BUDGET** | **Variance** |
| TOTAL FUEL CONSUMPTION |  |  |  |
| TOTAL CREW COSTS |  |  |  |
| TOTAL REPAIRS & MAINTENANCE |  |  |  |
| TOTAL RUNNING COSTS |  |  |  |
| TOTAL EXTRAORDINARY |  |  |  |
| TOTAL DAMAGES |  |  |  |
| Comments: | | | |

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| ***Purchasing requisitions status*** |
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| ***Crew appraisals, rotation, certification, qualification, experience and trainings*** |
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| ***Hazardous occurrences review (incl. significant incidents and accidents per LWI # 37)*** |
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| ***Leisure and Owners’ KPIs / Objectives review and status*** |
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| ***Compliance (incl. RA and regulations for scheduled itineraries)*** |
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| ***Safety Culture*** |
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| ***SWOT (Strengths, Weaknesses, Opportunities, Treats) review (QMS/EMS sections of VMS) and analysis to verify identified risks and opportunities for the operational and business processes*** | *ACTION* | |
| *BY* | *Target date* |
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| ***Review of the identified Interested Parties (QMS/EMS sections of VMS) and analysis to verify new needs/ requirements /compliance obligations for the operational and business processes*** | *ACTION* | |
| *BY* | *Target date* |
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| ***CREW ADMINISTRATION Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***FINANCIAL Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***MARINE PORT OPERATIONS Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***TECHNICAL Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***MARINE SAFETY & QUALITY Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***PURCHASING Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***INSURANCE Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***OTHER RELEVANT*** | *ACTION* | |
| *BY* | *Target date* |
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| |  | | --- | | **SHIP [Name]** | |

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| **Class:** |  | |
| **Last Dry Dock carried out** | *[date]* | *[place]* |
| **Next Dry Dock scheduled** | *[date]* | *[place]* |
| **PSSC due date:** |  | |
| **PSSC renewal: [next scheduled]** |  | |
| **Class Annual: [next survey scheduled]** |  | |
| **Next CMS due:** |  | |
| **SMC/ISSC/MLC due dates:** |  | |
| **ISM/ISPS/MLC Audit [next scheduled renewal or intermediate]** |  | |
| **USCG Examination (CoC) [for US going ships]** |  | |
| **Others due in the next 3 months: [as per class status]** |  | |
| **Incoming requirements by............ [year]** |  | |
| **Incoming requirements under discussion** |  | |
| **Condition of Class**  **Condition of Authority**  **Memos** |  | |
| **PMS status/ PMS overdue (ShipSure)**  **(by end of previous month)** |  | |

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| ***COMPANY INSPECTIONS/AUDITS*** | | | |
| Type of inspection/ audit | By whom | [date of last done] | [scheduled date of next] |
| Vessel Inspection (OP 03) (1)  *(photos attached; all items checked within two inspection; those that not feasible with relevant explanation and a Risk Assessment)* | *Fleet Supt or Fleet Manager* |  |  |
| Vessel Inspection (OP 03) (2)  *(photos attached; all items checked within two inspection; those that not feasible with relevant explanation and a Risk Assessment)* | *Fleet Supt or Fleet Manager* |  |  |
| Environmental Compliance Audit (1) | *Fleet Supt or Fleet Manager* |  |  |
| Environmental Compliance Audit (2) | *QSE Auditor* |  |  |
| Internal ISM/ISO Audit | *QSE Auditor* |  |  |
| Internal Navigation Audit | *DPA or QSE/ Seatec* |  |  |
| VDR Remote Audit | *CMS* |  |  |
| Health & Safety Inspection (SAF21)  *(photos attached; all items checked within two inspection; those that not feasible with relevant explanation and a Risk Assessment)* | *DPA* |  |  |
| Internal ISPS Audit | *DPA* |  |  |
| Other (ie. ISO14001, ISO50001) | *DPA or ISO14001 Marine Manager* |  |  |

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| ***DRYDOCK PLANNING*** | |
| Preliminary Dry Dock Budget: |  |
| Preliminary Dry Dock spec: |  |
| Detailed Dry Dock spec: |  |
| Dry Dock Spec quoted by YARD: |  |
| Detailed Dry Dock budget : |  |

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| ***BUDGET [OCR]*** | | | |
|  | **Period:** [ currency = EURO ] | | |
| **ACCRUALS + ACTUAL** | **BUDGET** | **Variance** |
| TOTAL FUEL CONSUMPTION |  |  |  |
| TOTAL CREW COSTS |  |  |  |
| TOTAL REPAIRS & MAINTENANCE |  |  |  |
| TOTAL RUNNING COSTS |  |  |  |
| TOTAL EXTRAORDINARY |  |  |  |
| TOTAL DAMAGES |  |  |  |
| Comments: | | | |

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| ***Purchasing requisitions status*** |
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| ***Crew appraisals, rotation, certification, qualification, experience and trainings*** |
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| ***Hazardous occurrences review (incl. significant incidents and accidents per LWI # 37)*** |
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| ***Leisure and Owners’ KPIs / Objectives review and status*** |
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| ***Compliance (incl. RA and regulations for scheduled itineraries)*** |
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| ***Safety Culture*** |
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| ***SWOT (Strengths, Weaknesses, Opportunities, Treats) review (QMS/EMS sections of VMS) and analysis to verify identified risks and opportunities for the operational and business processes*** | *ACTION* | |
| *BY* | *Target date* |
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| ***Review of the identified Interested Parties (QMS/EMS sections of VMS) and analysis to verify new needs/ requirements /compliance obligations for the operational and business processes*** | *ACTION* | |
| *BY* | *Target date* |
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| ***CREW ADMINISTRATION Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***FINANCIAL Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***MARINE PORT OPERATIONS Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***TECHNICAL Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***MARINE SAFETY & QUALITY Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***PURCHASING Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***INSURANCE Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***OTHER RELEVANT*** | *ACTION* | |
| *BY* | *Target date* |
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| |  | | --- | | **SHIP [Name]** | |

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| **Class:** |  | |
| **Last Dry Dock carried out** | *[date]* | *[place]* |
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| **USCG Examination (CoC) [for US going ships]** |  | |
| **Others due in the next 3 months: [as per class status]** |  | |
| **Incoming requirements by............ [year]** |  | |
| **Incoming requirements under discussion** |  | |
| **Condition of Class**  **Condition of Authority**  **Memos** |  | |
| **PMS status/ PMS overdue (ShipSure)**  **(by end of previous month)** |  | |

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| Type of inspection/ audit | By whom | [date of last done] | [scheduled date of next] |
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| ***DRYDOCK PLANNING*** | |
| Preliminary Dry Dock Budget: |  |
| Preliminary Dry Dock spec: |  |
| Detailed Dry Dock spec: |  |
| Dry Dock Spec quoted by YARD: |  |
| Detailed Dry Dock budget : |  |

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| --- | --- | --- | --- |
| ***BUDGET [OCR]*** | | | |
|  | **Period:** [ currency = EURO ] | | |
| **ACCRUALS + ACTUAL** | **BUDGET** | **Variance** |
| TOTAL FUEL CONSUMPTION |  |  |  |
| TOTAL CREW COSTS |  |  |  |
| TOTAL REPAIRS & MAINTENANCE |  |  |  |
| TOTAL RUNNING COSTS |  |  |  |
| TOTAL EXTRAORDINARY |  |  |  |
| TOTAL DAMAGES |  |  |  |
| Comments: | | | |

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| ***Purchasing requisitions status*** |
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| ***Crew appraisals, rotation, certification, qualification, experience and trainings*** |
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| ***Hazardous occurrences review (incl. significant incidents and accidents per LWI # 37)*** |
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| ***Leisure and Owners’ KPIs / Objectives review and status*** |
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| ***Compliance (incl. RA and regulations for scheduled itineraries)*** |
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| ***Safety Culture*** | | |
|  | | |
| ***SWOT (Strengths, Weaknesses, Opportunities, Treats) review (QMS/EMS sections of VMS) and analysis to verify identified risks and opportunities for the operational and business processes*** | *ACTION* | |
| *BY* | *Target date* |
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| ***Review of the identified Interested Parties (QMS/EMS sections of VMS) and analysis to verify new needs/ requirements /compliance obligations for the operational and business processes*** | *ACTION* | |
| *BY* | *Target date* |
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| ***CREW ADMINISTRATION Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***FINANCIAL Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***MARINE PORT OPERATIONS Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***TECHNICAL Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***MARINE SAFETY & QUALITY Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***PURCHASING Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***INSURANCE Dept.*** | *ACTION* | |
| *BY* | *Target date* |
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| ***OTHER RELEVANT*** | *ACTION* | |
| *BY* | *Target date* |
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