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| --- | --- | --- | --- |
| Vessel: |  | Superintendent: |  |
| Location: |  | Dates *(from – to)*: |  |

Main purpose of Visit: VIR (OP03) AUDIT SAFETY (SAF21) OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Pre Visit

The **Superintendent** (**Crew Manager, as applicable**) shall check the following areas:

1. All Outstanding defects and action plans Reviewed ☐

**Note:** Ensure any external findings have been addressed within due dates

1. Current class status and certificate due dates Checked ☐
2. Last safety self-assessment Checked ☐
3. Vessel performance, including SEEMP and MRV Checked ☐
4. Benchmark performance against fleet/vessel type/industry Checked ☐
5. Recent circulars, bulletins or campaigns from HSEQ department Reviewed ☐
6. Latest Group initiatives Reviewed ☐
   1. HiLo trends
   2. Latest Partners in Maritime Safety program material
   3. Quarterly PSC analysis.
7. Existing and on-going PSC Concentrated campaigns Checked ☐
8. Recent appraisals and training plans of senior officers Checked ☐
9. Present running costs and variance report Checked ☐

The **Fleet Manager** shall advise on:

1. Client satisfaction, including Customer Success Plan and CTD Checked ☐

**Note:** Amber / red items on CTD (Customer Temperature Dashboard) must be investigated

1. Budget preparations and OPEX costs Checked ☐
2. Technical on-going campaigns Checked ☐
3. HSEQ initiatives Checked ☐
4. Procurement status Checked ☐

### Notes/Comments during pre-visit discussion (use additional sheet if required)

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**Note:** Following these checks, the superintendent should forward an agenda to the shipboard management team and advise them of any special requirements (e.g. tanks available for entry) as well as expected timeframe for visit.

During Visit

The **Superintendent** (**Crew Manager, as applicable**) shall review the following areas onboard:

### Vessel Issues

1. PMS status – outstanding jobs, upcoming workload, surveys and dry dock Checked ☐
2. Critical equipment list (OP60) and spare part status Checked ☐
3. Existing defect list/damage reports (ShipSure defect manager) Checked ☐
4. Recent accidents, incidents against fleet/office trends Checked ☐
5. Reporting culture – unsafe acts/conditions, near miss Checked ☐
6. Purchasing status – common issues, outstanding RE’s, urgent orders etc Checked ☐
7. Items raised by vessel via reports i.e. monthly, quarterly, HSE minutes, PSC etc Checked ☐
8. Compliance with MAR 11 Checked ☐

### Crewing Issues

1. Any MLC issues, e.g. relief schedule, living conditions Checked ☐
2. Compliance with work and rest hours Checked ☐
3. Appraisal forms and training requirements Checked ☐

### Additional Reports

The superintendent should complete the following within the timeframe expected in the VMS:

1. Environmental inspections (RSQ21) Verified ☐
2. Safety Inspection (SAF21) Verified ☐
3. Self-assessments and self-inspections (i.e. SAF33, SAF96, SAf112 etc.) Verified ☐
4. Navigation self-assessment audit (SAF123) Verified ☐
5. Superintendent Safety briefing Verified ☐

Briefing should be recorded in Shipsure Inspection Manager – “Superintendent Safety Briefing” – within

**5 days of** returning from the vessel and list any follow up actions.

Post Visit

Debrief Notes: Post visit(Use separate sheets where required)

**Note:** To include safety actions identified during superintendents time on board including any follow up actions from ship safety briefing

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| Signature:  Fleet /Marine Supt: | Date: |  |
| Signature:  Fleet Manager: | Date: |  |
| Signature:  Crew Manager: | Date: |  |
| Date Feedback provided to Office Management Team (morning meeting)  Signature:  Fleet Manager: | Date: |  |

**Note:** Completed OP111 forms must be scanned and included as “supporting documents” within ShipSure Inspection Manager entries.