|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vessel: |  | Dates from/to: |  | Location(s): |  |
| Marine (Compliance & Quality) Superintendent or Fleet (Technical) Superintendent: | | | | | |
|  | | | | | |

|  |  |
| --- | --- |
| Main Purpose of Visit: | |
| SEPI (Marine Suptd Safety Inspection) (SAF21): | € |
| ISM Audit (ISA checklist): | € |
| Technical Inspection (Vessel Inspection Report (VIR)) (OP3): | € |

*Prior to attending a vessel for the above inspections /audits, the Superintendent must engage in a discussion with the Line Manager (Marine (Compliance or Quality C&Q ) Manager or Fleet / Technical Manager or in his absence the Compliance and/or Technical Director) to ensure that they are both fully aware of on-going issues and agree on the tasks which require to be completed during the visit. The Superintendent is to create a Vessel Agenda from the discussion and forward to the Shipboard Management Team by email advising any special requirements (e.g. tanks available for entry, etc.) and expected timeframe for visit.*

| **No.** | **Insert comments on the following table** | | **Vessel Agenda Item Y/N ?** |
| --- | --- | --- | --- |
| 1 | **Line Manager**  Update Suptd on issues with:   * Client satisfaction * Budget & OPEX * Ongoing campaigns | **Superintendent**  Review vessel performance and outstanding items for:   * PSC * SEPI (saf21) * OP3 * ISM audits * Tech Mgmt Report (OP57) * Consider benchmarking against Group KPI / fleet / vessel type /industry |  |
| 2 | **Superintendent**  Be aware of:   * Recent Bulletins, Work Instructions * PSC CICs * Group Initiatives (safety culture, partners in safety, Quarterly PSC analysis etc) | |  |
| 3 | **Vessel Issues**  Review:   * Dashboard – red/amber items (cross check with Shipsure for accuracy) * Class status * PMS status – outstandings, upcomings, surveys, dry-dock * Critical equipment list (OP60) * Technical Failures (Shipsure) * Incidents / accidents and LTIF/TRCF trends * Purchasing status – common issues, outstanding REs, urgent orders, stored orders * Items raised from other reports (SEPPH Comte SAF07, MM OP11, Weekly Accomm. Insp. OP525, Monthly OHS Inspection SAF112, Weekly PH Inspection PH11 etc) | |  |
| 4 | **Crewing**  Review:   * MLC issues, rotation plan, living conditions, whistleblowing reports, welfare items, WR hours * Appraisals (Shipsure / C004) – incl. outstanding by Suptd (C107a/b/d), training requirements (C107c) and outstandings | |  |
| 5 | **Other compliance reports:**   * Environmental Inspection (ISA or OP2 env parts) * Navigational Audit * Snr Management Visits (LWI#65 & RSQ22A) * Self-Assessments (incl. SAF123, SAF45 if applicable, etc) | |  |
| 6 | **Verify:**   * Travel arrangements / visa requirements * Vessel advised on intended visit / cabin available * Agents advised * Items to be hand carried onboard | |  |

|  |  |  |
| --- | --- | --- |
| **Briefing** Notes / Comments during **Pre-Visit** discussion (use separate sheets if required) | | |
| No. | Item | Comments / actions |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Record onboard discussions in Management Meeting Minutes OP11*

|  |  |  |  |
| --- | --- | --- | --- |
| Marine (C&Q) Superintendent or Fleet (Tech) Suptd: |  | Date: |  |
| Signature: |  |
| Marine (C&Q) Manager or Fleet / Tech. Manager (or in his absence- Compliance and/or Technical Director) : |  | Date: |  |
| Signature: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **De-Briefing** Notes / Comments **Post (after) Visit** (use separate sheets if required) | | | | | |
| No. | Item | Comments / actions | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
| Marine (C&Q) Superintendent or Fleet (Tech) Suptd: | | |  | Date: |  |
| Signature: | | |  |
| Marine (C&Q) Manager or Fleet / Tech. Manager (or in his absence- Compliance and/or Technical Director) : | | |  | Date: |  |
| Signature: | | |  |