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| **ANNUAL SHIPBOARD MANAGEMENT SYSTEM(S) REVIEW**  **(on QMS ISO9001, ISO45001, EMS14001, EnMS50001 – as applicable)** | | | | | |
| Ship:  Date:  Place: | | Time: LT | | | Nr.: |
| **OFFICE PARTICIPANTS** | | Marine HSEQ Sptd / Mngr: | | | Fleet Manager (FM) and Fleet Sptd (FS): |
| Crew Manager (CM): | | Others: | | | Others: (incl. Experts, Consultants etc): |
| **ONBOARD PARTICIPANTS:** | | | | | |
| **Rank** | **Name** | | **Rank** | **Name** | |
| Master |  | | St. Capt. |  | |
| Saf/Env Off |  | | Ch. Eng. |  | |
| Hotel Mngr |  | | Others |  | |
| Others |  | | Others |  | |
| **Person taking Minutes:** | | | | | |
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| **Agenda to include, but not be limited to the following topics:** | | | | | |
| **INPUTS:** | | | | | |
| **1: Minutes of previous Management Review(s) - status of actions** | | | | | |
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| **2: Changes in external and internal issues relevant to the Management System(s)**  (including developments in legal and other requirements, needs and expectations of the interested parties (IP) and compliance obligations – review if any changes to IP matrix has occurred ; future itineraries and new equipment; and associated with all above - hazards / risks and opportunities – review per SWOT methodology, significant aspects/impacts, energy use) | | | | | |
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| **3: Extent to which objectives have been achieved** | | | | | |
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| **4: Information on the performance and effectiveness of the Management System(s), including trends in:** | | | | | |
| 1. Process performance (and for ISO9001 conformity of products and services) | | | | | |
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| 1. Non-Conformities and Corrective Actions | | | | | |
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| 1. Monitoring and measurement results | | | | | |
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| 1. Fulfillment of compliance obligations | | | | | |
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| 1. Audit results | | | | | |
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| 1. Hazardous occurrences (accidents, incidents, near misses), lessons learnt status | | | | | |
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| 1. Ship-office drills outcomes and other emergency preparedness |
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| 1. Performance of external providers |
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| **5: Results of workforce participation and consultation in the development of the OHSMS** |
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| **6: Relevant communications and feedback from relevant interested parties incl. complaints**  **(and for QMS ISO9001 - customer satisfaction)** |
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| **7: Adequacy of Resources** |
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| **8: Effectiveness of actions taken to address risks and opportunities (for QMS IOS9001)** |
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| **9: Opportunities for (continual) improvement** |
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| **OUTPUTS** |
| **10: Conclusions on the continuing suitability, adequacy and effectiveness of the Management System(s)** |
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| **11: Decisions related to opportunities for (continual) improvement** |
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| **12: Need of changes to the Management System (s) (incl. policies, objectives, documentation and other elements)** |
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| **13: Evaluation and allocation of resources and needs** |
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| **14: Actions, if needed, when objectives had not been achieved** |
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| **15: Opportunities to improve integration of the Management System(s) with other processes, if needed** |
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| **16: Any implications for the strategic direction of the organization (Ship, Company, Client Owner)** |
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| **17: Any other business** |
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Notes:

* *Relevant outputs from the QMS/ OHSMS / EMS /EnMS (as applicable) Management Review shall be made available for communication and consultation.*
* *Consider tracking the action items through Shipsure*
* *A Copy of the completed form is to be sent to the Company’s HSEQ Compliance Dept*