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| Ship |  | Report Number |  |
|  |  | *(Year, month & day e.g. 010322 for 22nd March 2001)* | |

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| AGENDA*As a minimum, the Managers listed below are members of the Shipboard Management Team and should attend. Other persons maybe co-opted to the meeting as the Management Team decides.*Date, time & place meeting opened. Those attending (name and rank) and apologies for absence.Minutes of previous meeting agreed as true account.*For each Manager: a review of their items from the previous minutes with progress/action report followed by any new business to be discussed. Topic covered should include the items listed in their section below.*Hotel DirectorChief EngineerStaff CaptainInfection Control OfficerCaptainAny other business.Date of next meeting. **MINUTES**  Each item to be identified by original meeting and agenda number (e.g. The Hotel Director’s 2nd item on 22nd March 2001 will always be noted as 010322 3.2).  Persons assigned responsibility for progressing corrective action are to be identified in the action column. Requisitions, communications, etc. to progress corrective actions are to be noted. |

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| **1. Date, time & place meeting opened. Members present and apologies for absence.** | | | | | |
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| **2. Previous minutes agreed as true account of meeting.** | | | | | |
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| 1. **Hotel Director** | | | Last/This/Next Cruise  Comms/Information In/Out  Admin & Front Desk  Stores  Galley  Restaurants | Bars  Housekeeping  Laundry Restaurants  Entertainment  Other Pax Services  Crew Matters | **Action** |
| 010322 3.1 | |  | | |  |
| 010322 3.2 | |  | | |  |
| 1. **Chief Engineer** | | | Comms/Information In/Out  Scheduled Maintenance  Hotel Services Maintenance  Service Systems | Air Conditioning  Propulsion & Power  Electrical  Crew Matters | **Action** |
| 010322 4.1 | |  | | |  |
| 010322 4.2 | |  | | |  |
| 1. **Staff Captain** | | | Comms/Information In/Out  Safety  Environmental Protection  Hygiene & Sanitation Insp. | Security  Discipline  Scheduled Maintenance  Crew Matters | **Action** |
| 010322 5.1 | |  | | |  |
| 010322 5.2 | |  | | |  |

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| 1. **Infection Control Officer** | | | Infection Prevention (IP)  Comms/Information In/Out  Changes in Protocols | Any due quarterly Infection Prevention Control System elements (objectives, risk assessments, audits..) | **Action** |
| 010322 6.1 | |  | | |  |
| 010322 6.2 | |  | | |  |
| 1. **Captain** | | | Last/This/Next Cruise  Schedule & Navigation | Comms/Information In/Out  Quality Management  Crew Matters | **Action** |
| 010322 7.1 | |  | | |  |
| 010322 7.2 | |  | | |  |
| **8. Any other business.** | | | | | **Action** |
| 0101 7.1 |  | | | |  |
| **9. Date of next meeting.** | | | | | |
|  |  | | | | |
| Signed Master Date | | | | | |