|  |  |
| --- | --- |
| Vessel Name | <<Insert Vessel Name>> |
| Docking Type | *(eg. Intermediate Survey / Special Survey, Emergency docking, etc.)* |

|  |  |  |  |
| --- | --- | --- | --- |
| Yard Name | << INSERT YARD NAME>> | Date | <<INSERT DATE>> |
| Yard Location | <<INSERT YARD LOCATION>> | Estimated Departure Date |  |

|  |  |
| --- | --- |
| Total Drydock Invoice Forecast | <<INSERT TOTAL COSTS FORECAST>> |

## Attendees

| **Name** | **Company / Role** | **Initial** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Apologies

| **Name** | **Company / Role** | **Initial** |
| --- | --- | --- |
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|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **AGENDA / MINUTES - ITEMS TO DISCUSS** |

1. **EMERGENCY PROCEDURES AND KEY CONTACT DETAILS**

* **Yard personnel contacts**
* **Vessel and Superintendent contacts**

1. **YARD HEALTH AND SAFETY REQUIREMENTS**

* **Emergency response process (Yard / Vessel responsibilities)**
* **Induction process for Ship Staff, Contractors and Visitors**
* **Introduction of Ship Staff, Class Surveyor and Foreman / Repair Manager**

1. **LOCAL AND YARD ENVIRONMENTAL REGULATIONS**
2. **SCOPE OF WORK**

* **Permit System**
* **Drydock Specification / Project Jobs**
* **Critical Path Jobs**
* **Classification Society Related Items**

1. **SUBCONTRACTOR / THIRD PARTY ATTENDANCE ON SITE**

|  |  |  |
| --- | --- | --- |
| Note – A copy of *OP82A – Initial Drydock Meeting* must be sent to Vessel Control Group, Fleet Manager and vessel once meeting is completed and the minutes have been finalised. | | |
| NEXT MEETING (Daily Report) | Date / Time | <<INSERT NEXT MEETING DATE / TIME>> |