|  |  |
| --- | --- |
| 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>> | Day Count *(eg: 1 of 14)* |  |
| Weather | <<INSERT WEATHER INFORMATION>> | Estimated Departure Date |  |

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

## Attendees

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

## Apologies

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

|  |
| --- |
| **AGENDA / MINUTES - ITEMS TO DISCUSS** |
| Note – Section 1 of the Agenda / Minutes is to be completed by the Shipboard Safety Officer or person appointed by the Superintendent. All remaining sections are to be completed by the Superintendent. |

1. **HEALTH, SAFETY & ENVIRONMENTAL**

* **Safety Concerns from the Previous Day**
* **Critical Operations and SIMOPS (Simultaneous Operations)**
* **OP82C – Site Safety Checklist *(to be completed by Ship Safety Officer and attached)***
* **Permits in place *(Confined space entry / hot work / work aloft / Gas free certificate / etc.)***
* **Cranage *(Yard, deck and engine room cranes to be considered. Crane operators to be sufficiently trained and familiar with all machinery prior to operation.)***
* **Additional Health, Safety or Environmental related items**

1. **DRY DOCK PROGRESS**

* **Completed Jobs**
* **Critical Path**
* **Today’s Jobs**
* **Work to be completed by ships staff / V Ships contractor *(include any permit requests)***
* **Conflicting Jobs**
* **Additional / Cancelled Jobs *(include details of project completion timeline)***

1. **3rd PART ATTENDANCE ON BOARD *(Service Engineers / Class Surveyor)***
2. **INVOICE**

* **Forecast Final yard invoice**
* **Reason for Deviation from Initial Budget *(positive / negative variance)***

|  |  |  |
| --- | --- | --- |
| Note – A copy of *OP82B – Daily Drydock Report* and *OP82C – Site Safety Checklist* must be sent to Vessel Control Group, Fleet Manager and vessel on a daily basis once meeting is completed and the minutes have been finalised. | | |
| NEXT MEETING | Date / Time | <<INSERT NEXT MEETING DATE / TIME>> |