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| --- | --- | --- |
| Performance Improvement Notice Meeting | | |
| Date: | | Vessel: |
| Name: | | Position: |
| Issued by: | | Department: |
| Description of underperformance | | |
|  | | |
| Actions required to address underperformance | | |
|  | | |
| Support (where required) to address underperformance | | |
|  | | |
| Date for next review of this Performance Improvement Notice: | | |
| The underperformance and actions described in this PIN are to be addressed as detailed above.Failure to do so may lead to disciplinary action. | | |
| **Person issuing the PIN:** |  | |
| I acknowledge receipt of this PIN and undertake to address the underperformance as detailed above. | | |
| **Crew Member:** |  | |

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| **Performance Improvement Notice Review Meeting** | | |
| Date of PIN: | | Vessel: |
| Date of review: | | Outcome of review: *PIN successful / PIN continued* |
| Name: | | Position: |
| Issued by: | | Department: |
| **Notes from Review** | | |
|  | | |
| **Date of next review meeting (if required):** | | |
| **Signatures** | | |
| **Crew Member:** |  | |
| **Person reviewing the PIN:** |  | |

Original: Crewmember Copies to: Person issuing/reviewing the PIN, Head of Department, HR Manager