**MASTER’S SMS REVIEW**

**Procedure:**

As per ISM guidelines Master shall at least every 12 months and at every end of his tenure review Company Safety Management System on board evaluating effectiveness of procedures, validity of guidelines and processes included in SMS.

SMS Master Review is a vital element in Company continuous improvement process.

The EMS is the intergal part of SMS and this review covered the environmental management system.

The following form should be filled up by the Master after consultation with all ship’s departments.

Please rank each area of TCC management system from 1 to 4:

|  |  |
| --- | --- |
| 1 | Being very poor |
| 2 | Being inadequate |
| 3 | Being satisfactory |
| 4 | Being very well |

Provide detailed comments to support your ranking.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vessel: |  | Name: |  | Date: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Policies and procedures | | Rankings | | | |
| 1 | 2 | 3 | 4 |
| a. | How effectively do TCC S&E policies help manage the health and safety of personnel on board? |  | | | |
| b. | How effectively do TCC S&E policies help manage the protection of the environment? |  | | | |
| c. | Are policies and procedures clearly written and easy to understand? |  | | | |
| d. | How well do the policies and procedures help with shipboard operations? |  | | | |
| e. | How well are new policies and procedures communicated to the vessel? |  | | | |
| Comment | | | | | |
| a. |  | | | | |
| b. |  | | | | |
| c. |  | | | | |
| d. |  | | | | |
| e. |  | | | | |
| Other |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2. Key Risk Management | | Rankings | | | |
|  | | 1 | 2 | 3 | 4 |
| a. | Overall, how effectively do TCC policies help manage risk on board? |  | | | |
| b. | How effective are Toolbox Talk/Take 5 in preventing incidents? |  | | | |
| c. | How easy to use are Toolbox talk and Take 5? |  | | | |
| d. | How is the ‘Stop Work’ order help to reduce potential incident? |  | | | |
| e. | Is the Deviation from procedure effective and practicable? |  | | | |
| f. | How effective is the Permit to Work system? |  | | | |
| g. | Are the requirements of the Permit to Work system clearly written and understood? |  | | | |
| h. | How effective is the safety management system in being used to reduce risks to our business? |  | | | |
| Comment | | | | | |
| a. |  | | | | |
| b. |  | | | | |
| c. |  | | | | |
| d. |  | | | | |
| e. |  | | | | |
| f. |  | | | | |
| g. |  | | | | |
| h. |  | | | | |
| Other |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3. Incident and Near Miss Management | | Rankings | | | |
|  | | 1 | 2 | 3 | 4 |
| a. | How effective is the incident reporting system in accurately reporting incidents and determining the root cause on board? |  | | | |
| b. | How effective is the incident reporting system in accurately reporting incidents and determining the root cause onshore? |  | | | |
| c. | How well are incidents closed out by your team onshore? |  | | | |
| d. | How effective is the near miss reporting system in capturing minor hazards and near misses? |  | | | |
| e. | How well is information about fleet incidents shared with your vessel by onshore? |  | | | |
| Comment | | | | | |
| a. |  | | | | |
| b. |  | | | | |
| c. |  | | | | |
| d. |  | | | | |
| e. |  | | | | |
| Other |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4. Management Response – Dynamic Learning, Closures and Suggestions for improvement | | Rankings | | | |
|  | | 1 | 2 | 3 | 4 |
| a. | How well does onshore management provide the necessary support to ship based personnel for addressing health, safety and environmental issues? |  | | | |
| b. | How effective is onshore management in preventing incidents reoccurring? |  | | | |
| c. | How effective is onshore management in providing closeout for: |  | | | |
|  | 1.   Incidents |  | | | |
|  | 2.   Audits |  | | | |
|  | 3.   Inspections |  | | | |
| d. | How effective is the onshore management in dealing with suggestions for improvement? |  | | | |
| Comment | | | | | |
| a. |  | | | | |
| b. |  | | | | |
| c. |  | | | | |
| d. |  | | | | |
| Other |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5. ISM and Environmental Audits | | Rankings | | | |
|  | | 1 | 2 | 3 | 4 |
| a. | Does the internal audit program help identify problems with the SMS and EMS implementation on board? |  | | | |
| b. | How effective is this office in assisting in closing out shore-based identified deficiencies? |  | | | |
| c. | How well does the internal audit program help the vessel prepare for an external audit? |  | | | |
| d. | Overall, how effective is TCC internal audit program? |  | | | |
| Comment | | | | | |
| a. |  | | | | |
| b. |  | | | | |
| c. |  | | | | |
| d. |  | | | | |
| Other |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6. Inspection Program | | Rankings | | | |
|  | | 1 | 2 | 3 | 4 |
| a. | Does the internal inspection program help identify potential deficiencies, or sub-standard conditions, that could make the vessel unsafe, or unacceptable to external inspection? |  | | | |
| b. | How effective is this office in assisting in closing out shore-based identified deficiencies? |  | | | |
| c. | How well does the internal inspection program help the vessel? |  | | | |
| d. | Overall, how effective is TCC ship inspection? |  | | | |
| Comment | | | | | |
| a. |  | | | | |
| b. |  | | | | |
| c. |  | | | | |
| d. |  | | | | |
| Other |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7. Personnel – Responsibilities, Authorities and Competencies | | Rankings | | | |
|  | | 1 | 2 | 3 | 4 |
| a. | Are the Master’s responsibilities and authorities clearly defined within the SMS? |  | | | |
| b. | How well are personnel’s responsibilities defined within the SMS? |  | | | |
| c. | How easy is it for personnel to understand their responsibilities? |  | | | |
| d. | Are personnel adequately trained to perform the tasks assigned? |  | | | |
| e. | Are personnel given sufficient authority and support to complete their work? |  | | | |
| f. | How effective is the onboard familiarization process? |  | | | |
| Comment | | | | | |
| a. |  | | | | |
| b. |  | | | | |
| c. |  | | | | |
| d. |  | | | | |
| e. |  | | | | |
| f. |  | | | | |
| Other |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8. Maintenance of Vessel | | Rankings | | | |
|  | | 1 | 2 | 3 | 4 |
| a. | Overall, how effective is PMS in maintaining the vessel? |  | | | |
| b. | How effective is the backup system on board your vessel? |  | | | |
| Comment | | | | | |
| a. |  | | | | |
| b. |  | | | | |
| Other |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 9. Emergency Preparedness | | Rankings | | | |
|  | | 1 | 2 | 3 | 4 |
| a. | How well do the procedures in the SMS help prepare for an emergency on the vessel? |  | | | |
| b. | How effective are the drills in the SMS in preparing personnel for emergencies? |  | | | |
| c. | How effective are SOPEP and the VRP in preparing for an oil spill situation? |  | | | |
| d. | How effective is the onshore management’s response to emergencies/drills? |  | | | |
| Comment | | | | | |
| a. |  | | | | |
| b. |  | | | | |
| c. |  | | | | |
| d. |  | | | | |
| Other |  | | | | |

| 10.      General | |
| --- | --- |
| a. | What Company systems are working well and why? |
|  | |
| b. | How can TCC Safety management system (SMS) and Environmental Management System (EMS) improved? |
|  | |
| c. | Any other comments or suggestions? |
|  | |