**SHORE MANAGEMENT VISIT MEETING MINUTES**

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| **Vessel Name:** |  | **Location:** |  |
| **Date:** |  | **Opening Time:** |  |
| **Company Representative:** |  | **Position/ Division:** |  |

**Note:** Attached a list for the name of attendee.

**Topics discussed**

| 1. **Management Update** |
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| **2. Welfare** |
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| **3. HSEQ related issues** |
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| **4. Vetting/PSC Inspection related** |
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| **5. Training** |
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| **6. Information Sharing** |
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| **7. Feedback from vessel and grievances** |
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| **Meeting Closing at:** |  |

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| **Master Name:** |  | **Signature:** |  |
| **Company Representative Name:** |  | **Signature:** |  |
| **Company Representative Name:** |  | **Signature:** |  |