***GENERAL CIRCULAR 01/2024***

**Date: 1st Jan 2024**

**SUBJECT: Recognition and Reward for Outstanding HSSE Performance.**

This circular has been issued to improve the safety culture onboard & also to engage our seafarers for their active participation in safety reporting programs run by the company, we have introduced a safety award system under which the Master will have to nominate the name of ONE crew member as “Safety Champion” of the month. The identified Safety Champion from your vessel will be rewarded with 100 USD cash & a certificate of “Safety Champion” from the office.

The parameters of designating any staff as “Safety Champion” for that month will be analyzed under following criteria :

1. Active participation in shipboard drills and safety training programs.
2. Active participation in reporting unsafe act, Unsafe conditions & and Near misses in that particular month. The quality of submitted reports will be reviewed and analyzed by the office.
3. Has shown signs of active participation in issuing STOP cards for any unsafe act identified at the workplace, Details need to be provided.
4. Has shown active participation in performing best practices which should be over and above the routine jobs and duties, Examples of best practices to be mentioned while proposing the name of Safety Champion.
5. Has put some extra effort in identifying hazards at work workplace (Refer Unsafe condition report) and appropriate measures are implemented by him/her. Details to be furnished by vessel.

The Master must submit the name of the Safety Champion to the office while submitting the Safety meeting minutes report. Details of Safety Champion to be provided in a separate file containing his/her name, Rank, Date of joining, Name of vessel, Master needs to provide the details for all above five points enabling office to review the data for finalizing the proposed name. After receiving confirmation from office regarding the nominated safety Champion, Master is instructed to make the payment of 100 USD to him/her and get his signature on the payment sheet and deduct the amount from the Master’s Cash. Share the payment details with the QHSE/Crewing dept.

Discuss this circular with all the staff and post one copy on the notice board.

This circular will be effective from 01st Jan 2024.

**MTMPL - QHSE TEAM**