**SAFETY COMMITTEE MEETING**

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# **Introduction**

Safety Committee Meeting helps to **record & review** the Minutes of Meetings, NCR’s, Drills, Trainings, attendance of the crew etc. to ensure the safety & health of the ship crew onboard.

# **Purpose**

1. This report can only be **SENT TO OFFICE** by the **Master** **only**, though other users can add/edit the same.
2. Once the SCM Report is sent to the office, the ship crew **cannot** make any changes to the same.

# **How to ADD the Safety Committee Meeting**

1. Login into the Onboard module using the individual credentials.
2. A screenshot of a computer

   Description automatically generatedUnder **‘HSEQ’** menu, click on **‘Safety Committee Meeting’** module.
3. A screenshot of a computer

   Description automatically generatedOn the new window, click on **‘Add New SCM’**.
4. Update the mandatory fields marked in **‘\*’** – **Meeting Date, Current Vessel Location.**
5. Now update the tabs separately – **Absentees, Meeting Minutes, NCR not disposed, Drill carried out, Drills not done, Trainings.**
6. Then click on **‘Save & Close’** button.

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1. The SCM will be added to the record with **‘Sent to Office’** status **NO**.

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## **How to mark the ABSENTEES**

1. In the **‘Absentees’** tab, select the seafarer’s name from the dropdown.
2. Mention the **‘Reason for Absence’** in the said column.

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1. To delete the name of the absent seafarer, click on the **‘Delete icon’**.
2. Click on **‘Yes’** button, when asked for confirmation.

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## **How to ADD the Minutes of Meeting**

1. A screenshot of a computer

   Description automatically generatedUnder the **‘Meeting Minutes’** tab, enter the points in separate rows.
2. To delete the entry of minutes, click on the **‘Delete icon’**.
3. Click on **‘Yes’** button, when asked for confirmation.

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## **How to ADD the NCRs Not disposed**

1. Under the **‘NCRs Not disposed’** tab, there will be a list of NCRs that are not disposed.
2. A screenshot of a computer

   Description automatically generatedEnter the **‘Reason’** for the same.

## **How to ADD the Drills carried out**

1. Under the **‘Drills carried out’** tab, a list of drill types will be mentioned.
2. Update the **‘Drill Date’, ‘Drill Next Due’ & ‘Remarks’** for each type.
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   Description automatically generatedTo add the images of the drill, click on **‘+’** button.

## **How to ADD remarks for Drills not done**

**Note:**

* **‘Drills Not Done’** tab will have the list of the drills that were **NOT** carried out or the drills that are **Overdue.**
* The list of the drills NOT done or Overdue drills will appear when the Master clicks on **‘Send to office’** button.

1. Under the **‘Drills not done’** tab, the list of overdue & abandoned drills will be present.
2. Mention the **‘Reasons**’ for the respective drills & click on **‘Save & Close’** button.
3. A screenshot of a computer

   Description automatically generatedThen the Master can send the SCM record to the office.

## **How to ADD the Trainings**

1. Under the **‘Trainings’** tab, click on **‘Add Training’** button.
2. A new window will open to add – **Training Date, Training Type from dropdown, Trainer from dropdown & Training details.**

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1. Once done, close the window to view the details under **‘Training’** tab.

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1. To add the **‘Trainee Names’**, click on the **‘Count’** in the **‘Trainees’** column.
2. A screenshot of a computer

   Description automatically generatedFrom the dropdown, select the **Trainees** & add the ‘**Remarks**’.
3. Close the window. The count will be displayed.

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1. To delete the entry of Training, click on the **‘Delete icon’**.
2. A screenshot of a computer

   Description automatically generatedClick on **‘Yes’** button, when asked for confirmation.

# **How to SEND the SCM record to Office**

1. Once all the tabs are updated properly, the Master will make a final review.
2. Then click on **‘Send to Office’** button.
3. The system will prompt for the confirmation.
4. Click on **‘Yes’** button.

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1. The status of **‘Sent to Office?’** on the Index screen changes to **‘YES’**.

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# **How to DELETE the SCM record**

The SCM record can be deleted only if the **‘Sent to Office?’** status is **‘NO’**.

1. Click & open the SCM record that is **NOT** yet sent to the office.

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1. On the window, click on the **‘Delete’** button.
2. The system will prompt for the confirmation.
3. Click on **‘Yes’** button to delete the SCM record.

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# **How to SEARCH for a specific SCM record**

1. On the Index screen of SCM, enter the **‘Position’** & select the **‘Date’** criteria.
2. The respective SCM records will be displayed under the Index screen.

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