	<b>M. 2.10 - SAFETY MEETING MINUTES</b>	Date : 01/10/2018
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		Approved by : MD
		Rev. No : 01

**Vessel : MT. BITU ATLANTIC Date of Meeting (dd/mm/yy): 28-11-2018**

**Report No : 02 / 2018**  
(Report Nos started from January- 001/2018 etc.)

**Time from / To : 17:00 - 18:00 It Chairman: Master MARIN PANAIT**

**Location of Vessel : UNDERWAY – SOUTH ATLANTIC OCEAN**  
**Minutes Recorded by : 3rd Off – FERNANDES SILVESTRE**

**Participants of Meeting:** *Watch Keepers to be made to read the minutes of the meeting*

Sr. No	Name	Rank	Sr.No	Name	Rank
1	MARIN PANAIT	MASTER	13	DE MESA JOE VENSON PAET	A.B -3
2	GURDAS SINGH	CH.OFF	14	MUECO ACE JAIMEAN VALLECER	O.S -1
3	ON WATCH	2ND OFF	15	PAJO JIMBOY VILLANUEVA	O.S -2
4	SILVESTRE A FERNANDES	3RD OFF	16	SADOGUIO MARK ANTHONY	O.S -3
5	ANDRIESANU DUMITRU	CH.ENG	17	SILAGAN GREGORIO JR. GRESONES	FITTER-1
6	ANGELADA ARSENIO JR.CERVANTES	2ND ENG	18	MATTUPURATH GEORGE VARGHESE	FITTER - 2
7	MARTINEZ LEOLOR ADAM BEQUILLA	4TH ENG	19	ADUNA MARLON	OILER -1
8	SHARMA GAGANDEEP	TECHNICIAN	20	SEBUKO MARK ANTHONY EMBOLODE	OILER -2
9	ADI VENANCIO MONDEJAR	BOSUN	21	ABELA ROLLY DACILLO	WIPER
10	BAILO LYNDON BANDOLA	PUMPMAN	22	SIBAYAN DENNIS AGCAOILI	CH.COOK
11	LUMAWAG JEFFREY RIEGO	A.B -1	23	BAUTO JERWIN CHUAHAP	MM
12	OLAC WILMAR TIPSAY	A.B -2	24	DOURADO DERICK SAVIO	CADET

**Note: -**

- Safety Meeting to be Conducted in following Circumstances: -**
  - One Safety meeting to be held at least every month,
  - Safety meeting is to be held on board as soon as possible followed after an incident / accident OR a serious Near Miss Onboard OR on receipt of a notification on some other vessel.
  - Safety Meeting is to be conducted on board in presence of Superintendent attending Vessel.
- To be filled on Computer and sent to QHSE by e mail. QHSE shall review and revert with Comments on E-Mail. Copy of this Message to be attached to Meeting report and filed on board.**
- A copy of the minutes is to be posted on the crew notice board and to be read by all.**

<b>AA) Previous Meeting To Be Discussed.</b>
NONE.
<b>BB) Opening Comments.</b>

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Master opened meeting, by brief introduction regarding safety & Security matters. Last month's minutes of meeting also discussed. Vessel underway to Lomé for discharging operations.

1. Master encouraged all crew for working with proper safety .He also appreciated the hard work put forward by the crew.
2. Master asked the safety representatives regarding any safety matters observed.
3. All ship staff to give special regards to cleanliness and hygiene.
4. Security matters discussed.

### CC) Matters Outstanding From Previous Meeting.

NONE

### DD) New Matters Arising.

1. Vessel enroute Lome for discharge Operations. As the vessel approaching the port - all department head are instructed to look in the safety & security matters to be vigilant in all aspect.
2. Enclosed space & working Aloft permit Use & procedures discussed & explained to all crew. Master also emphasised on how to properly fill the enclosed space & working aloft permit & instructed all crew first read the permit thoroughly & than sign the permit.
3. Training on fwd & aft Emergency towing arrangement disscused and explained to all crew members.
4. Boiler Suits & Safety Shoes issue was brought forward by the crew members in the meeting,Crew members request the master to give boiler suits & safety shoes as the one they are using are worn Out.
5. Necessary arrangements to be made to receive Deck stores,Engine stores & provisions.
6. Vessel on security level-1.
7. Near misses and defects to be reported to department heads immediately to prevent reoccurrence, and take preventive measures.
8. Crew motivated to enhance safety consciousness & also report Near Miss.
9. As instructed by the company videotel training should be carried out on regular basis by all crew members on board.
10. Received general circular no-18/001 - discussed & explained to all crew members on board.  
COP Initial preparation,Start-up,Running, Maintenance Bulletin Record .
11. Received Flag circulars no. MMC- 338 Multiple Accreditation For Private Security Companies  
MMC- 339 Medicine Chest and Medical Equipments  
MMC- 340 Application of Annex 14 of the Code of Safe Practice for Cargo Stowage and Securing (CSS Code)  
MMC-352 List of Approved P&I Clubs/Insurers-MLC  
MMC- 364 Segumar Shanghai Office
12. Tool box meetings to be regularly carried out to identify hazards that will be encountered during the work, all precautions to be taken to eliminate risks .
13. All personnel involved in the work to be thoroughly briefed , senior officers/engineers to supervise the work until completion.

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14. Unsafe act 001 2018 discussed with all crew .
<b>EE) Safety Equipment Under Repair Or Undergoing maintenance By Ship Staff.</b>
<ol style="list-style-type: none"> <li>1. All life saving and fire fighting equipments hydrants and foam monitors are being maintained as per vessels PMS.</li> <li>2. All BA bottles recharged and topped up as required.</li> <li>3. All LSA and FFA Equipments in good order .</li> </ol>
<b>FF) Safety Equipment Outstanding or Overdue Maintenance (Including Calibration)</b>
<p>All LSA-FFA equipment's annual servicing – DONE  Routine maintenance carried out as per PMS  New PMS Software – JOT ERP – implemented on board from October 2018, still need to be adapted to vessel specifics, Ship's staff in communication with Jot ERT support to modify accordingly.  Magnetic Compass Annual Deviation Card to be done on the first opportunity.</p>
<b>GG) Health and hygiene, Environment matters</b>
<p>Cleaning inside accommodation – in progress Galley, pantries, painted, crew &amp; officer mess/recreation room polished.  Explain to Crew, that cleaning and maintain this cleaning of living spaces inside accommodation is the crew responsibility, and this task is included in their employment agreement.</p>
<b>HH) Emergency / Pollution / Security Drills Conducted and Planned.</b>
<ol style="list-style-type: none"> <li>1. 03.11.2018 – Abandon Ship / Rescue Boat Drill</li> <li>2. 03.11.2018 – Fire in the Thermal boiler room</li> <li>3. 10.11.2018 – Heavy Weather Damage</li> <li>4. 10.11.2018 – Critical Machinery Failure</li> <li>5. 17.11.2018 – Enclosed Spaces Drill</li> <li>6. 17.11.2018 – Anti Pollution Drill</li> <li>7. 24.11.2018 – Collision Drill</li> <li>8. 24.11.2018 – Flooding Drill</li> <li>9. 24.11.2018 – Serious injury Drill</li> <li>10. 25.11.2018~ Life boat /Rescue Boat Drill</li> <li>11. 25.11.2018- Fire in the Paint Stores Drill</li> <li>12. 25.11.2018 – Piracy Drill</li> <li>13. 28.11.2018 – Safety Committee Meeting</li> </ol>
<b>II) Safety / Security Training Conducted/Planned</b>
<ol style="list-style-type: none"> <li>1. Resussitator, stretcher, Rescue equipments</li> <li>2. Emergency Towing Arrangement</li> <li>3. Gmdss walkie talkies ,SAS, and Distresses</li> <li>4. Questions &amp; Answers sessions carried out by SSO (chief officer) ISPS, and safe working practices.</li> </ol>
<b>JJ) Safety Correspondence</b>
NONE

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<b>KK) Safety Officers inspection checklist</b>
AS PER COMPANY ISM.
<b>LL) Review of work schedule and Hours of rest provided to all staff</b>
- ALL WORK AND REST HRS FOR ALL CREW – AS PER COMPANY POLICY
<b>MM) Security issues</b>
<ol style="list-style-type: none"> <li>1. Fire, safety &amp; security rounds to be taken by every watch keeper. Any inappropriate action to be reported to the head of the department immediately.</li> <li>2. Chief officer explained the Security Level 1,2 &amp; 3 &amp; also the use of metal detectors.</li> </ol>
<b>NN) Report Number of Accidents/Incidents, Near Misses During the Month. Crew to Be Encouraged To Report Near Misses.</b>
Near Miss – None for this month. <b>UNSAFE ACT 001 / 2018 – identified during this month – well discussed with all crew members</b>
<b>OO) Best Practices Identified</b>
<p><b>Snap Zone area marked and highlighted with yellow and black paint which could be easily identified, Emergency escape routes stencilled.</b></p> <p><b>Safety during mooring operation – discussed with all involved crew. As the vessel is underway for discharging Off – Shore Lome under STS Double Banking Operations – Mooring and Manoeuvring for STS operation – discussed on board.</b></p>
<b>PP) New Risk Assessments or Review</b>
<b>NONE</b>
<b>QQ) Any Other Business.</b>
<ol style="list-style-type: none"> <li>1. Training sessions to be carried out periodically to improve safety consciousness among all personnel .</li> <li>2. VIDEOTEL (CBT) training schedule to be followed religiously. All staff to complete modules on regular basis.Each crew member must complete atleast 2 video's &amp; 1 CBT training every month.</li> </ol>
<b>RR) Safety Committee Members</b>

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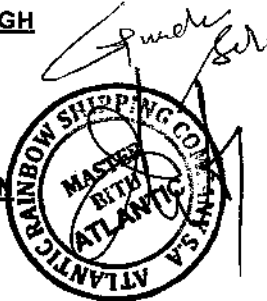
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**CHIEF OFFICER – GURDAS SINGH**  
**CHIEF ENGINEER – ANDRIESANU DUMITRU**  
**2<sup>ND</sup> ENG – ANGELADA ARSENIO**  
**3<sup>RD</sup> OFF – FERNANDES SILVESTRE**

**SS) Conclusion**

- NEW ISM FORMS TO BE WELL IMPLEMENTED TO ALL DEPARTAMENTS
- PREPARE THE VESSEL FOR ANY INTERNAL / EXTERNAL INSPECTIONS
- PREPARE THE VESSEL FOR DISCHARGE OPERATION FOR LOME INC.STS
- NEW PMS SOFTWARE INSTALLED – START TO USE AND TO COMPLETED ALL TASKS

**Safety Officer: Name and Signature: - GURDAS SINGH**



**Master : Name and Signature: - PANAIT MARIN**

Dear Capt. Marin  
Good day

We confirm receipt and review of Safety Meeting minutes for Nov 2018. To encourage participation kindly ensure you have at least one crewmember as Safety Committee member. In addition kindly, also forward all drill reports along with Safety Meeting Minutes in order to review the same.

Regards

Capt. Roshan Dsouza

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