

	<b>M. 2.40 - MANAGEMENT MEETING FORM</b>	Date : 10/08/2018
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		Made by : QHSE
		Approved by : MD
		Rev. No : 0

**Vessel: BITU ATLANTIC**  
**(dd/mm/yy) : 23 December 2018**

**Date**

1. Ongoing and planned jobs, including due and overdue items from the PMS and Class listing.  
Vessel at anchor off-shore Lome - waiting instructions for discharging operations.  
Maintain COT Temperatures accordingly.  
Test all 3 COP at least with one day before any discharging operations.
2. Schedule for jobs in the forthcoming week — which jobs to be focused on, due to e.g. weather conditions, safety precautions for the jobs, spare part consumption etc.  
Jobs to be done as per ISM Forms.  
Start Prepare full ISM Inventory for end of year - for Office records.
3. Adequacy of job descriptions in the PMS.  
New PMS Software well installed on board. New ISM Forms well implemented.  
Coorection to PMS Software to be done as per vessel specific.
4. Adequacy of SMS procedures and checklists used for the jobs already performed and the jobs to be done.  
SMS (Procedure & checklist) being complied on board.
5. Avoidance of conflict between scheduled jobs in the forthcoming week, especially the avoidance of conflicts that compromise safety. Especially when More than 1 department are effected by job being undertaken.  
Toolbox meeting to be carried out with respective department. Safety to be given top priority, same to be discussed with crew involved, Company checklists to be complied with. Safety briefing always carried out in Safety meeting.
6. Permit to work required for the scheduled jobs in the forthcoming week.  
Toolbox meeting to be carried out before taking up any job, Shall follow all required checklists & permits were required. Permit to be issued as per the job schedule required to be done in the dry dock. Head of department to strictly follow & comply with respective Checklist.
7. Review of maintenance done in the past week — are scheduled jobs or works completed; planned consumption and actual use of spare parts; have any accidents or near accidents occurred and lessons learnt, if any; was any unplanned maintenance undertaken – reasons etc.;;  
New works plan added in the work plan list. Schedule jobs & works in progress updated to company. It has been send every week to company. No accidents. No near miss observed.
8. Tasks required to be completed before the next port — including port state control and other inspections.  
Painting / Cosmetics Engine Room area . Up-date progress for painting team.  
Cleaning Thermal Boiler Room /
9. Other Matters:- Spares and Stores Requisitions; Provisions, Living Conditions on Board etc.  
Living condition on board is satisfactory, Checks carried out on weekly basis & logged.  
Start increase the level of cleaning inside accomodation. Remove and collect all garbage.  
Requisition for provision - january to be prepared accordingly and to be send to Office.  
Crew Change Off-Shore Lome, prepare proper hand over reports for Engine Officers.  
As the vessel have long stay period on anchor Off Shore Lome - FW was restrcted on Laundry, request for fresh water was send to Office accordingly.

**To be completed on monthly basis & filed on board in Master 2.40 folder**

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**Participants: Management Team: - (Recommend same to be Held weekly)**

<b>Rank</b>	<b>Name</b>
Master	MARIN PANAIT
Chief Officer	GURDAS SINGH
Chief Engineer	PRASENJIT MAITI
2 <sup>nd</sup> Engineer	JOLLY ASHOK
Electrical Officer	SHUKLA SHURYA