



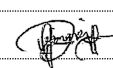

	M. 2.45 – DAILY WORK PLANNING MEETING MINUTES	Date : 01/10/2018
		Page : 1 of 1
		Made by : QHSE
		Approved by : MD
		Rev. No : 0

Vessel: BITU ATLANTIC	Date: (dd/mm/yy): 10/02/19
Work Planning for week no. 06/2019	From (dd/mm/yy) 04/02/2019 To (dd/mm/yy) 10/02/19

This form should be completed preparing the work schedule on a daily basis & copies should be placed in ECR and CCR.

Day	Date	Work description (Risk Assessment-Job Hazard Analysis / Safety Precautions / Work Permits / PPE / Equipment Required / Isolation and tagging arrangements / Persons to be briefed / etc.)
Monday	04/02/19	Accommodation cleaning. Fire safety & security rounds . Bridge watches. STS operation with Bitu Express. Cargo operation
Tuesday	05/02/19	Accommodation cleaning. Fire safety & security rounds. Bridge watches. Unmooring/Anchor station. Pick up fenders and secure on deck. Securing on deck.
Wednesday	06/02/19	Accommodation / galley/ bridge cleaning. Fire safety & security rounds Bridge watches. Danger zone marking. Sweeping on deck. Painting on Emergency generator room roof. Pump room cleaning.
Thursday	07/02/19	Accommodation/galley/ bridge cleaning. Fire safety & security rounds. Bridge watches. cargo heating. Danger zone marking. Store inventory. Bwms testing. Repair angway.
Friday	08/02/19	Accommodation/Galley/Bridge cleaning. Fire safety & security rounds . Bridge watches. Pre arrival test, painting of PV valves. Painting at gangway, marking of grease nipple on winches, painting on winches.
Saturday	09/02/19	Accommodation/Galley/Bridge cleaning. Fire safety & security rounds taken . Bridge watches. Anchor station, Arrival, mooring station, cargo watch/Deck watch.
Sunday	10/02/19	Accommodation/Galley/Bridge cleaning. Fire safety & security rounds , Cargo operation, deck watch.

Participants

Rank	Name	Signature
1. Master	CAPT ANTIN GELU	
2. Chief Officer	ANIVESH CHOBEY	
3. Bosun	ADI VENANCIO	
4. Pumpman	ONAND GLENN	
5.		
6.		

Use additional pages if required.

To be completed on a daily basis & filed onboard in M. 2.45 folder