

Briefing notes to seafarer

Company's Standing Instruction

- You, as a member of the on board ship-management team & we, as part of shore ship-management team - should understand that our primary alliance is with our Customer - who is the Ship Owner. The Ship Owner has entrusted us to take care of their million dollar asset - with a faith and belief that the ship shall be maintained in the best shape and shall be able to perform well safely to full extent of its life for economic purposes. The Charterers are our customer's customer, Meanwhile we as a team have a direct role in delivery of services to customer's customer - we should ensure in providing the best of the same, however, always keeping in mind the interest of our Customer i.e. the Ship-Owners. However, here too Safety of Life, Environment, Asset & People takes precedence.
- Asset Management (asset is the ship) is a very important obligation of ship management, apart from safe ship operations. Thus all due importance must be given to maintain & upgrade the quality of the asset, alongside safe vessel operations.
- JOTerp is company's reporting & data capturing tool. All efforts are to be made, at all ranks, to maintain and manage the system, including updating of certificates, position reports (at prescribed intervals), consumption reports (at prescribed intervals) & planned maintenance systems.
- Please ensure defects noted on the ship on routine basis during your tenure are formalized by capturing the same in JOTerp. ISM code requires that defects identified on board to be formally notified by the management team on the vessel, to the shore management team & plan corrective actions, to take it to closure of the defect. Recording defects in JOT helps with providing objective evidence of the fact the staff on board are cognizant of the risks of the defect identified and further also demonstrate to PSC authorities of the same being notified to the office & being followed up.
- In case of Incidents on board the vessel, it is important that facts are not concealed during reporting & incident investigation. Only a healthy and open exchange of facts can help us reach & conclude the root cause of the incident & to be able to implement appropriate corrective actions to mitigate recurrence of the same / mitigate consequence in the future. Be rest assured that the company's management team believes in Just Culture.
- Be cognizant of the fact that company's strength right from inception of the company has been, each and every employee's willingness in extending help and guidance to colleagues, superiors and sub-ordinates to succeed. Getting mentored & mentoring is very important part of our culture. Building and binding a team is an important attribute to every member in our family.
- Bon Voyage!!!

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General standing instructions

- Any lack of performance will affect owners assets.
- A very close cooperation and transparency with Owners is of paramount importance. Timely reporting for any breakdown or any plan for maintenance during trading period is essential. Keep in touch with your shore based management team (Technical and Operations) for effective planning.
- Any Transit to GOA, or GOH, office to be sent an RA and approval sought.
- Work Rest hour to be planned in advance and sync weekly. Not more than 2 NC in any 24 hrs period for any individual in a month. If vessel predict more than 2 NC for any individual, office to be informed immediately.
- Daily Work Plan to be done with top 4 on board.
- Office to be informed of any deficiency / Incident ASAP. The initial notification could be on a call, followed by email.
- Office to be informed immediately in case PSC boards at any port/time.
- Vessel to be ready in all respect for PSC inspection at every port call. Irrespective of last inspection done in any MOU.
- No copy of any log book to be shared with any third party, without discussion with the office.
- There is no leeway on non-compliance with company Alcohol Policy. ZERO in port. Vessels might be randomly asked to carryout alcohol test and revert with the video evidence, when in port.
- Vessels to share terminal feedback for every port.
- Near Miss reporting to be discussed.
- Charterers instructions for the voyage to be strictly complied. Office to be kept in copy for all communications with charterers.
- Communication protocol for all messages
 - All messages should have full ships name in the Subject header .
 - Ensure that subject header is relevant to the content of the message.
 - Change subject header info if the message content has changed for further communication.
 - All messages shall indicate the department message is addressed to.
 - Departments are as follows: TECH / OPS / QHSE / CREW / PUR, Eg a message sent Operations or Technical department subject being Stow plan and Purifier not operational respectively shall be as follows:

SHIP NAME // OPS // Stow Plan

SHIP NAME // TECH // Purifier not Operational

- When sending email to purchase department do not copy above fleet email ID's but the ID of the technical superintendent of your vessel.

Operations

- The most important aspect of vessel operations is Speed and consumption of the vessel, refer to vessels Speed and consumption tables as issued by charterers and ensure compliance, where the parameters cannot be met, discuss with operations and Technical Superintendent.
- Q88 is an important commercial document and has to be updated as and when any change happens, mostly the changes will be certificate dates, last 3 cargos, PSC inspection date, sire inspection date.

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- Oil record books, Ballast record book and Garbage record book is to be filled up in line with the guidance notes on how to fill up, we see lot of errors in the record books during monthly review of the logbooks.
- Ensure that Correct email ID's are used in the emails as advised in voyage orders. Load port and disport reporting parties will be different most of the time and they should be addressed in different emails even if the content or information being sent out is same.
- Email communication to be precise and to the point. Read and respond to the messages concise and complete, do not revert with scanty information.
- Questionnaires and Intakes are to be sent out on a priority, if you expect delay in response advice of the time frame to relevant stakeholder.
- HVPQ is to be updated and sent to office for uploading on OCIMF website as an when required and on advise that a vetting inspection is going to take place.
- All passage plans, cargo plans (Load and discharge) and tank cleaning plans are to be sent to Operations superintendent prior to the operation is started for review. Same is to be logged in the JOTERP system
- Ship shore agreement is to be sent to the operations immediately on agreement and cargo operations update is to be sent every 6 or eight hours, depending on the operations in the port.
- Call operations superintendent immediately if there is ME stoppage or any cargo related equipment breakdown or stoppage during loading or discharging due to vessel.
- No orders in change of cargo related activity is to be taken from any third party, if information is passed to Master / Vessel, same is to be confirmed by the ship operators of the Owners or Pool or commercial manager or Time charterer.
- Commercial information contained in BOL's CP, RECAP or voyage instructions should not be shared with A third party.
- Master's to be aware of location and time an NOR is to be tendered as per CP(Charter party). Reference should be made to CP, RECAP and Voyage orders. There after tender daily at 0900 hrs or as instructed by commercial entity. However if there are delays and vessel is going out of the Laycan window, talk to operations of the Owners and / or Pool or Commercial Manager or Time charterer operations department (as applicable) prior to sending out the ETA advise.
- Masters should ensure that stow plans / intakes sent out are accurate and if desired stow is not possible to revert with best options and other possibilities. Check the stow plan against Deadweight scale. Stow plans are normally required to fix the ship and a reply ASAP would help. Make sure that Load and discharge port rotation is taken into consideration and any restrictions are advised to Ship Operators. Ballast should be Nil or to Minimum during laden voyage.
- Do not sign any protest letter from terminal or Shore authorities without discussing the contents of the protest letter with Owners or VR Marine as applicable.
- Armed guards will be arranged by owners or VR marine for HRA transit, vessel hardening, reporting and testing of equipment is to be carried out as per BMP 5.
- Any equipment not working should have an RA immediately in place and office is to be informed.

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Technical

- Any issue related to safety, security, equipment failure or the like to be brought to our notice quickly and followed up on email. In case you can't reach the vessel manager, reach out to back up vessel manager or Fleet manager.
- Certificate Status - Kindly check all certificates and if any falling overdue in near future, to be advised to office.
- No Noon reports should be older than **24 hrs** - To be filled in port as well. Sometimes the vessel is in port and this item is overlooked, Please pay attention.
- No overdue lube oil reports - All samples to be landed in time as per PMS, corrective actions as advised by the analysis report/vessel manager to be implemented and records maintained in relevant file.
- Please maintain Zero critical overdue jobs at any point of time - Kindly review Monthly/weekly/daily basis and request for deferral if these are foreseen not to be completed prior falling due. Deferral to be raised before the job has actually become overdue. Deferments should be as per company policy and should have a proper RA.
- There should be Less than 3% non-critical overdue jobs at any point of time and no job should be overdue for more than 2-3 weeks. Kindly discuss with vessel manager, if this can't be completed in such time.
- Tank inspection report to be checked whether correctly filed in JOT. This must have all the associated RA's, company form of tank inspection correctly filled and photographs taken by IS camera.
- Equipment counters (As applicable) to be filled in every week.
- Requisitions to be submitted on "Saturday" or "Sunday". No PDF copy is required to be sent to office unless requested for. Master and CE to review the requisition before submitting in JOT.
- Spare parts inventory/usage/supply trail to be maintained in JOTerp.
- Month end reports to be uploaded on "JOTerp".
- Any abnormal readings / conditions noted during collecting data for month reports or otherwise should be promptly reported to office.
- Machinery overhaul and spare parts usage reports to be uploaded on JOT.
- PPE in the engine room: All personnel must be wearing PPE as per the PPE matrix.
- Housekeeping: All leakages of oil/water/air to be promptly plugged. Work area to be secured after completion. Engine and deck stores to be kept in tidy condition properly inventoried. Passages should not be obstructed with any material.
- Daily observation report : A daily observation report as per the suggested format to be sent to office each day.