tanker management and self assessment 2

A BEST-PRACTICE GUIDE FOR SHIP OPERATORS

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Oil Companies International Marine Forum

1 Management, leadership and accountability

Stage 1

Management commitment is clearly defined in documentation that includes mission and vision statements, policies and procedures. — Yes

> Management committment is clearly defined into Company Policy. Additionally, management commitment is reflected also in additional posters ("Company's committment" and "Safety Performance Target"): Company Policy and the other posters are posted both ashore and on board managed vessels. One placard is placed at the gangway of each vessel to reflect monthly days without incidents. Longterm goals are also measured in Company's campaign for zero incident and for no accident. Zero spill statement with relevant long terms objectives are also linked to the Company's policy.

Senior management demonstrates a clear commitment to implementing the safety management system. — Yes

> Senior Management meetings are performed twice a year, reviewing non conformances and assessing progress towards the audit plan as required. Top Management is involved in such meetings.

Stage 2

Safety and environmental excellence are fully understood and supported by vessel and shore-based management teams. — Yes

> Company is well conscious that only reliable technology, compliance and audited management system will assure an average safety performance. Company cannot tolerate accidents, therefore it needs “excellence”.Focus on environmental performance and attention to international, national and local rules and regulations are enforced ashore and on board. To achieve the safety and the environmental excellences, Company goes through the whole organization, ashore and on board. Pertinent OP-SAF (namely OP-SAF-12) is defining the meaning of "excellence". The Company reflects the divulgation of the lessons learnt every 4 months with pertinent Sharing Information Bulletin.Reference to Best Practice of Risk Assessment is also stated in Company System.

All company personnel can describe what safety and environmental excellence means in practice. — Yes

> The concept of safe operations is promoted throught breefing, meetings, familiarization and inspections. On board, one full day is promoted to safety issues/aspects: the safety Days is generally organized on saturday, however it is Master's discretion to organize for the better day for the safety day.

Management strives to improve performance in the areas of safety and environmental performance at all levels throughout the company. — Yes

> Inspection on boards, training courses ashore and safety day on board, Master review, lessons leartn from near misses

Stage 3

Shore management sets company standards and performs assessments to verify their implementation. — Yes

> Shore management sets standards and performs the relevant assessment during the Boards meetings.

The steps required to achieve safety and environmental excellence are clearly defined by management. — No

> Company is ISO 9001 and ISO 14001 certified - Management strongly committed.

Vessel and shore-based management teams promote safety and environmental excellence. — Yes

> Vessel Senior Officers and Shore Managers /Superintendent promote safety through continous training, improving Company System, etc.

Stage 4

Safety and environmental targets and objectives are discussed, at least quarterly, at management meetings on board and ashore.	No
Safety and environmental targets are posted ashore and on board. They are discussed twice a year during the Board meetings and on a monthly basis on board during the S.Q.E. Monthly meeting	
Safety and environmental performance targets are monitored against KPIs.	No
Analysis reports from the vessels, inspections and audits on board (internal and external). Risk Assessments and PMS daily monitored by Superitendents (systems on line)	
All vessel and shore personnel demonstrate their commitment to safety and environmental excellence.	No
Throught inspections/visits on board	

1A Management, leadership and accountability

Stage 1

Management ensures that policies cover all the activities undertaken by the company. — Yes

Company set policies covering all activities: Company Policy, Quality Policy, Environmental Policy, Safety Policy, Security Policy, Garbage Policy, D&A Policy, Ballast Management, etc.

Policies are reviewed through processes described in formal procedures and instructions. — Yes

Procedures are set for policies review: reviews are done during Board Meetings, keeping in consideration shipboard safety meetings, masters reviews, pre-emabrakation meetings with masters and c.eng, etc.

Procedures and instructions are available at all work locations. — Yes

Company Web Page - SQEMS cabinet

A formal document-control system is in place to ensure that the current management system documentation is available for use at all work locations. — Yes

Revision is done by Head Dpartments, checked by SQE dept. for compliance and approved by the General Manager. Process for a document control system is in place to grant only the updated version of the Management System is available at every worklocation (ship/shore).

Stage 2

Instructions and procedures are written in plain language and contain sufficient detail to ensure that tasks can be completed correctly and consistently. — Yes

Procedures and instructions cover all Company's activities. Additionally, Company Circulars and Information are issued for requirements of temporarily actions.

Periodic meetings that review or amend current procedures or propose new ones take place on a regular and timely basis, and are formally recorded. — Yes

Board Mangement Review, twice a year: consider Masters Reviews deemed significant and Head Of Departments proposals.

Stage 3

The safety-management system encourages proactive feedback. — Yes

Reporting of near misses, lost time injuries reporting, vessels inspections. Significant near misses/incidents are shared ship/shore throught Company Information Bulletin. Vessels inspections trend and analysis are available on Company web page

Instructions and procedures covering shore and vessel operations are developed in consultation with those who will have to implement them. — Yes

Instructions and procedures keep into consideration Master reviews, suggestions arising during pre embarkations meetings (masters and c. eng), incidents analisys

Managers are clearly held accountable for achieving the objectives established for them. — Yes

Roles and responsabilities and accountabilities are defined in the management system. Procedures for reasignement of accountablity in case of changes are set.

Stage 4

Benchmarking is used to identify further improvements to the safety management system. Company is partecipating to TMSA Intertanko benchmarking and to LTI Intertanko benchmarking	Yes
Measurements are carried out regularly according to a comprehensive verification plan. Partly accomplished. Verification to ensure that SQEMS is properly implemented is already obtained through internal & external audit & inspection results.	No
Senior managers have a mechanism in place to verify the effectiveness of key areas of the safety management system. Partly accomplished. Senior managers can verify the effectiveness of SQEMS through results of internal audits and inspections as against internal audit & inspections. They also monitor the suggested improvements up to completion.	No

2 Recruitment and management of shore-based personnel

Stage 1

The pre-recruitment process should include checks that applicants have the appropriate qualifications and experience. — Yes

Procedures and check list used for the pre-recruitment process

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The recruitment process includes verification that the qualifications of new recruits are genuine. — Yes

Duty of Human Resource Dept. to verify that qualifications of newly recruited shore personnel are genuire

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There is a formal familiarisation process in place for newly recruited shore-based staff. — Yes

Software (Zucchetti Human resource) is in use for the management of the trainings to the shore personnel

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Stage 2

A formal staff appraisal system ensures that key staff members undergo a performance assessment at least annually. — Yes

Evaluation is done by examining the performance, the professional knowledge and the correct commitment/implementation of Company System within the general framework of a Continuous Improvement program.The evaluation is recorded in the Company Appraisal Form.The evaluation of the key personnel is presented and commented by the Human Resources Mgr to the Board for the adequate/required actions, if deemed necessary.

The recruitment process identifies any training needed to ensure that personnel have the required skills and capabilities. — Yes

Department Mgrs ascertain any training needs of employees and require appropriate training actions to the General Manager/Board Meeting.Training needs of shore based personnel are also discussed and evaluated during the periodical Board Meeting

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The company maintains up-to-date records of qualifications, experience and training courses attended for all key shore-based staff. — Yes

Softaware (Zucchetti Human resource)

The average job retention rate for key staff (such as superintendents) is greater than 70% over a two year period, other than planned attrition. — Yes

Verification carried out at the end of the year and discussed during the first Board Meeting

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Stage 3

Key staff retain core technical skills through new training, refresher training and participation in industry forums, seminars and conferences. — Yes

Company arrange continuous training for the interested personnel not limited to:Company policy as regards the SQEMS and its implementation; management and technical problems; entry into force of new regulations (conventions, codes, IMO recommendations, classification societies' rules, etc.) which have consequences on the management or the operation of the managed vessels; •use of new technology on managed vessels; new typologies of vessels entering into management.Training may consist of: instructions concerning specific matters supplied by specialists (within the Company or externally) or by means of publications; attendance at courses, seminars and conferences; transfer to offices where it is possible to acquire a better knowledge of specific matters.

The company provides adequate resources to implement the safety management system effectively. — Yes

Output of the Board Management Meeting (adeguacy of resources)

Stage 4

The company encourages and supports personnel taking higher education courses to improve their value to the company and their possibilities for promotion within the organisation.	No
Senior on-board personnel are rotated through office assignments.	No
Patially accomplished: only Master and Chief Eng. spent almost one week in office, on rotation basis	
The company promotes appropriate interpersonal skills training.	No

3 Recruitment and management of vessel personnel

Stage 1

Management has a defined system of selection, recruitment and promotion procedures.	Yes
Company web site (members area) contains a section relevant to seafarers documnetation. EPersonnel evaluation report procedure is implemented.	
A process is in place to screen new crew members for job competence.	Yes
Crew management has been outsourced to a third party. A responsible of coordinating the recruting of crew has been designated by Company: he directly evaluate the employement of senior officer. Periodical audit of Manning manager are conducted by Company crew coordinator. Audit on board are conducted as part of Manning Comapany survey.	
Medical checks are conducted as a part of the selection and recruitment process.	Yes
Medical checks are part of the recruiting process (in accordance with Flag State requirements). Records are kept at Crew dept and Manning Company offices and on board vessel. Pre employment test is carried out too.	
A formal drug and alcohol policy is implemented and a system is in place to monitor it on a regular basis.	Yes
Contract with Medscreen.	

Stage 2

An appraisal process is in place for all vessel staff.	Yes
Evaluation done at the end of the engagement period. Master/Chief Engineer disclose the report results to the evaluated person who is invited to discuss the evaluation and report eventual remarks.Personal Evaluation Form signed by the evaluated person.	
The vessel operator verifies that the manning agents ensure that crew quality requirements are consistently met.	Yes
Audit of Manning Company is carried out at least annually.	
The company has an extended recruitment and interview process for senior officers.	Yes
Record of process kept by Crew Coordinator	
Selection, recruitment and promotion procedures ensure appropriate staff placement with documented appointment records.	Yes
Crew Coordinator is responsible to manage together Manning Company all aspects of manning. Procedure definining general policy for promotions are in place.	
The company promotes hygiene awareness within the safety management system.	Yes
Chief Mate is the responsible for the hygiene on board. Master/Cook participate to hygiene courses (for italian flag vessels). The weekly hygiene ispection is carried out in order to have high standard of house keeping. According to Italian Law, Italian Flag vessels are fitted with a manual covering hygiene/housekeeping (HACCP).	

Stage 3

The company operates an enhanced appraisal process for senior officers Masters/Chief Engineers are evaluated at every signing off by all Heads of departments.	Yes
The company has a documented disciplinary process. Pricedures for disciplinatory process in place. Taken into account: National Collective Ageement, Evaluation Form, National Flag State Rules	Yes
Manning agencies used by the company are audited annually to ensure their practices meet the vessel operator's selection and recruitment procedures. Annually	Yes
Vessel operators conduct an annual review of the crew selection and recruitment process to ensure that it complies with their policies and procedures. This section does not apply to the Company as manning is not managed by this vessel operator.	Yes
The company implements health awareness campaigns. Health awareness campaings are included in Company procedures addressing all relevant requirements on the subject as per Italian Flag Administration. Furthermore, workplace environment requirements is covered by the system in detail as per Italian Law.	No

Stage 4

The company conducts pre-employment assessment for job competence and training for officers and ratings. Job competence pre assessment is conducted by Manning Company on beahalf of the Company	Yes
The company has a documented planning process to ensure that future manning needs can be met.	No
The management's written policy is to operate vessels with senior officers who have appropriate experience and training on the particular type and size of vessel. A policy defining minimum requirements for the combinate employment of dsenior officers on board is defined (Crew matrix)	Yes
The company undertakes vessel health-risk assessments on a rolling basis. Partly Accomplished. The Company's system addresses all applicable Italian Flag Requirements for vessel health risk assessment of wokplace environment. The specific Risk Assessment is carried out on board all Italian Flagged vessels assessing physical and human / health factors. This assessment is reviewed and if there are any non-conformities same are reported by Master through the Master's Review Report and/or Safety Committee Meetings as well as ship's audits/inspections.	No
Appraisal and competence development processes for vessel personnel are linked to future training and promotion requirements. Partly Accomplished through the Company's existing appraisal system included in SQEMS. Company has in place CBT training for all seafarers and superintendents, including Crew Manager acting as mentors for each vessel monitor performance standards of each shipboard staff.	No

3A Recruitment and management of vessel personnel

Stage 1

Shore management provides adequate resources to ensure the well-being of crews. Yes

Educational/entertainment products; compassionate leave; fitness tools on bard; quality and quantity of food checks

There are procedures to ensure that the working and rest hours of all personnel are in line with STCW or relevant authority guidelines for the vessel trade and are being accurately recorded. Yes

Computerized system (watchkeeper program) - Records kept as per relavant procedures

There are procedures in place to ensure that, where crew training is required, it is undertaken within a specific time. Yes

Training ashore (prior embarkation); training on board by use of videos

Stage 2

The company provides initial and refresher training for all ranks. Yes

As per Company relevant procedures

Management monitors and records training results and its effectiveness. Yes

Done by Crew Dept. (analisys done prior and after coureses)

The company has procedures to identify additional training requirements. Yes

Analysis of personal evaluation reports, ship's reports, drills outcome, from external and internal audits and inspections, issue of new procedures requiring specific training, new equipments/legislation requiring specific training, etc.

Crew training includes the use of audiovisual training aids and/or computer based training. Yes

MINIVOD, basic trainings, OTM program (On board Training manager)

Stage 3

Company policy provides career development for junior officers and aims to promote senior officers from within the company, where possible. Yes

Roster of own selected crew (offiers and ratings). Career development encouraged.

The company achieves an 80% retention rate for senior officers over a two-year period. Yes

By Crew Coordinator - Analysed during Board Meeting

The company organises senior officer seminars to promote, emphasise and enhance the company’s safety management system. Yes

Shore based seminars organized to enhance Company SQEMS (Safety Quality Environmental)

Training for seafarers exceeds the minimum requirements of the STCW or of the relevant authority for vessel trade. Yes

Additional trainings are set by Company

Stage 4

Company policy provides career opportunities for officers by providing shore-based assignments.	No
Partly accomplished. There is evidence available for the transferring of officers ashore for career development but same is not included and formulated in a Company Policy.	
Management achieves an officer retention rate greater than 80% over a two-year period.	Yes
Accomplished. Based on review of available evidence it was verified that over 80% of retention rate is achieved for all officers per rank and per nationality in a period over two years.	
All officers attend company-run seminars at least once every two years.	No

4 Reliability and maintenance standards

Stage 1

Each vessel in the fleet is covered by a planned maintenance and defect reporting system.	Yes
PMS covers all on board equipments (including electronic equipments) - Defects reporting ruled by relevant Company instructions	
Company management regularly reviews the vessel and fleet maintenance activity system.	Yes
PMS on line (shore-ship); monthly reports	
The company ensures that condition-of-class (CoC), or equivalent, items are monitored and closed out as soon as possible.	Yes
Immediate report - Procedures for correction/cancellation to be done possibly and when practicable before the due date	

Stage 2

There is a verification process in place to monitor the accuracy of all vessel certificates, in addition to the monitoring system on board the vessel.	Yes
Copies of al vessels certificates kept at Company Tech Dept. Status closely monitored by Master on board and ashore by Tech. dept. - Master Hand Over considers the certificates list and their expiring date	
Cargo, void and ballast spaces are regularly inspected to ensure their integrity is maintained. Records are tank-specific and made on a standardised format that may include photographs as evidence of the tank's condition.	Yes
Ballast and void spaces every six months - COTs every once period dock to dock	
Superintendents/responsible managers follow up on all required maintenance.	Yes
PMS regularly monitored on line - Inspection on board every six months	
Superintendents/responsible managers visit vessels to audit maintenance and defect correction plans.	Yes
Vsl Superintendents inspect vessels every six months. When practicable/necessary/possible Sups saild with vsl for short legs	
The maintenance and defect reporting system alerts the staff responsible for fleet maintenance on board and ashore when it becomes due.	Yes
Computerized PMS allerts - monthly message sent to Sup. to highlight eventual overdue/outstanding	

Stage 3

A common, computer-based maintenance system on board each vessel records all planned maintenance.	Yes
Computerized PMS or conventional PMS both held on computer	
There is a formal shipyard repair list maintained on board and/or ashore.	Yes
Relevant Company procedure for ship yard repairs works preparation. Defect list is kept updated with works to be done at dry docks and cleared at the exit.	
The company policy is to maintain an optimum spare parts inventory or system redundancy for all vessels.	Yes
Spare parts inventory is implemented on 75% of the fleet through PMS. Implementation of inventory for remaining vessels is in progress.	

Stage 4

The maintenance and defect reporting system also monitors the vessel's spares inventory and highlights any shortages.	No
The vessel's maintenance and defect reporting system tracks all outstanding repair items, including dry-dock work lists. Ship's defect list	Yes
There is a company system that tracks ALL fleet-wide outstanding maintenance and defect items. All vessels are equipped with AMOS for at least critical machinery, with a reporting system showing outstanding maintenance. 90% of the fleet is tracked for outstanding maintenace for also non-critical machinery.	Yes
The maintenance plan includes proactive measures.	No

4A Reliability and maintenance standards (critical equipment)

Stage 1

Critical equipment and systems are defined and identified within the safety management system. — Yes

Relevant Company instruction identifies Critical equipments and systems- RA. Identification of crytical machinery has been done throuh a FMECA analisys (assessment of criticality upon failure) of all vessel's equipments.

Critical equipment and systems are identified in the vessel’s planned maintenance system. — Yes

They are included in PMS -according with result of FMECA analysis Relevant Company Circular details their identification into PMS (AMOS).

Stage 2

There are clear reporting requirements when critical systems, alarms or equipment become defective, or require planned or unplanned maintenance. — Yes

Failures ruled by relevant Company WIN (Working Istruction) - Comoany policy is to have no overdue on these items - In case of delay, DPA has to be immediately informed. No critical systems/controls/shut down can be bypassed, inhibited or taken out by service without Master's authority.

Stage 3

Maintenance on critical equipment should follow defined procedures that include a risk assessment which requires approvals at the appropriate levels of management before the equipment is shut down. — Yes

Risk Assessment in place and on date when work is to be done, approved by Tech. Sep.

If the agreed shutdown period for critical equipment or systems is to be exceeded, any extension or alternative actions will require review by shore management. — Yes

RA requirement for additional RA to be done if circumstances change

The vessel operator gives special attention to recording test and performance data for all critical equipment and systems. — Yes

Relevant Company WIN (Working Instruction)

The vessel operator identifies and documents competency standards with regard to critical equipment and systems. — Yes

Maintenance and repairs carried out by C. Eng. or personnel by him authorized. Parameters may be amended by C. Eng.

Stage 4

No incidents or out-of-service times are attributable to a failure in managing the maintenance of critical equipment or systems and associated alarms. — Yes

No overdue/failure in the maintenance is accepted. Systems/Alarms included in the critical list have to be mantained/tested according to Company plans/instructions (PMS). Identification of critical machinery is clear into PMS System

Critical equipment and systems should be treated as priority items in the fleet’s planned maintenance systems. — Yes

Instructions to each vessel specify as priority items the maintenance of critical equipment and alarms.

4B Reliability and maintenance standards (close-out performance)

Stage 1

The number of outstanding planned maintenance tasks of non-critical equipment for individual vessels and the fleet as a whole is expressed as a percentage of the total number of monthly planned maintenance tasks. — Yes

Under control of Tech. Sup. by use of implemented counter into PMS

Stage 2

The number of outstanding planned maintenance tasks of non-critical equipment for individual vessels and the fleet as a whole is expressed as a percentage of the total number of monthly planned maintenance tasks. — Yes

Under control of Tech. Sup. by use of implemented counter into PMS

Stage 3

The number of outstanding planned maintenance tasks of non-critical equipment for individual vessels and the fleet as a whole is expressed as a percentage of the total number of monthly planned maintenance tasks. — Yes

Stage 4

The number of outstanding planned maintenance tasks of non-critical equipment for individual vessels and the fleet as a whole is expressed as a percentage of the total number of monthly planned maintenance tasks. — No

5 Navigational safety

Stage 1

The safety management system includes navigational procedures. Bridge Management Manual - Company SQE Management System relevant instructions and procedures	Yes
The vessel operator has procedures which achieve effective bridge resource management. Bridge Management Manual, bridge check lists, contigency plans and relevant SQEMS procedures	Yes
The vessel operator has identified shore-based staff that are responsible for maintaining navigational standards on board vessels. Saety Sup. direct access to Fleet Dir. - Authority to implement suitable controls	Yes
All navigational equipment, including lights, compass, communications and signaling equipment, is maintained fully operational. The company documents all defects and corrective actions. Contract with TELEMAR to mantain electronic equipments in working condition. Defects on navigational equipments ruled by relevant Company WIN - Electronic equipments inserted in PMS	Yes
Navigational procedures include a requirement for the master to conduct audits, which are formally recorded, to ensure that all officers are complying with applicable navigational regulations and company procedures. Navigational Audit carried out by Master during his embarkation period. Trends and results analysed/monitored by Saf. Sup.	Yes

Stage 2

The company has a documented process to conduct on board navigational audits by shore personnel. Annually by Saf Sup. - Results of audit on board carried out by Master are analysed by the Saf. Sup.	Yes

Stage 3

Chart supply is automated under a contract with a recognised chart agent. Contract with CAIM for the automatic supply- Navigating Officer to check that charts for the itendend voyage are updated/available - Saf Sup. to timely organize for delivery of documents necessary to keep corrected the voyage charts.	Yes
The vessel operator has a formal programme to ensure that senior officers receive appropriate shiphandling training before promotion to master. One of the pre requisite for promotion to Master is the participation to a ship handling course	Yes
Vessel operators provide bridge resource management training courses for all deck officers. These courses follow a set format. Bridge team courses are held ashore (qualified intritutes) for deck officers and masters. Crew Dept. has a database containing records of al certificates/training	Yes

Stage 4

Electronic charts are in use aboard company vessels. Electronic Charts in use on board new buildings. Procedures in place	Yes
Audit reports from the fleet are analysed and actions taken to improve procedures. Saf. Sup in charge	Yes
The vessel operator arranges independent, random navigational reviews across the fleet to check general navigational competence.	No
Deck officers undertake periodic bridge resource management simulator training at a recognised shore establishment. Deck Officers participate and hold certificate of Bridge team management prior to their embarkation	Yes

6 Cargo, ballast and mooring operations

Stage 1

There is a documented procedure for planning cargo and ballast operations. Where applicable this will include procedures for heavy weather ballast, and the process for the master's approval of each cargo and ballast operation. — Yes

Company Cargo Operating Manual contains all relevant instructions.

A suitably qualified person (designated officer/PIC) is responsible for ensuring compliance with implementation of the cargo and ballast procedures. — Yes

Chief Officer is responsible for the cargo and ballast handling. Mannig conditions is posted after Master approval for each cargo operations

There is a documented system in place to ensure that the company monitors cargo and ballast plans. — Yes

Company Cargo Operating Manual - During internal audits and safety inspections, records are checked. Copies of cargo plans are kept on board and in ashore

Stage 2

Procedures for ballast operations include comprehensive and detailed plans relating to the heavy-weather ballasting within designated cargo tanks of segregated ballast tankers. — Yes

Company Ballast Management Manual contains detailed plans, heavy weather ballasting included.

Loading computers, where fitted, are regularly tested against class-approved test data to ensure operational accuracy and records are maintained. — Yes

Monthly checks using Class approved data test. Records kept on board

Procedures ensure independent monitoring of tank levels in addition to the primary gauging system. — Yes

COTs fitted with radar gaugig system with alarms for high and high level plus indipendent system for high - high level alarms. Systems tested according to Company Cargo Operating Manual. Relevant forms available into the System to perform a cross check between primary gauging system in CCR (radar) and indipendent ullage system (UTI)

Company ensures that tank level measuring/custody transfer systems are verified for accuracy and operability. — Yes

Prior arrival i port plus periodical checks and regular checks by shore technicians

Stage 3

There is a documented system in place to ensure that junior officers/relevant vessel staff are actively involved in planning, cargo-line setting, and execution of the cargo and ballast operations. — Yes

Junior Officers involved in cargo operation under the control of C. Officer - Chief Officer Standing/Night Order Logbbok show instruction given to junior officer for any cargo operation. Orders are undersigned by Junior Officers partecipating to operation.

Stage 4

The company is actively involved with equipment manufacturers in the development of innovative technology. — No

Officers attend shore-based courses that provide interactive computer modules to ensure familiarity with operational and emergency procedures. — No

6A Mooring operations

Stage 1

The vessel operator has a documented procedure to ensure mooring equipment and practices comply with statutory regulations, OCIMF guidelines and/or industry best practices. — Yes

Company Mooring Manual - Relevant procedures refer to OCIMF guidelines and mooring guidelines. A detailed tabled with detailed characteristic required for mooring equipment (wires, connecting link, tails) is provided with Company Mooring Manual.

There is a documented procedure to ensure that maintenance of mooring equipment is completed, including the annual testing of winch brakes. — Yes

Company Mooring Manual

The vessel operator has a documented procedure to ensure that the maintenance and routine condition monitoring of mooring equipment are included within the planned maintenance system (PMS). — Yes

PMS plus Company Mooring Manual

The vessel operator has a documented procedure to ensure that records are maintained of the inspection and replacement dates of wires, ropes and, where fitted, tails. — Yes

Data recorded in the mooring management plan. On a monthly basis, summary of ropes contions is sent to Saf. Sup.

Stage 2

The vessel operator has a documented procedure to ensure that unpredicted changes in environmental conditions and traffic movements are monitored to prevent the vessel breaking-out from its berth. — Yes

Company Port Log Book records the monitorig of tides and currents - Relevant procedures are set plus instructions as per Cargo Manual and Mooring Manual

The vessel operator has a documented procedure covering deployment and monitoring of moorings throughout port operations. — Yes

Relevant Company SQE Management System procedures plus Mooring Manula, plus watch schedule poster approved by Master

Stage 3

There is a record of routine risk assessment to ensure that mooring arrangements and equipment are operated to ensure the safety of vessel personnel. — Yes

Risk Assessment for mooring operations are required according Company Risk Assessment Manual and are effectivly in place as verified during vessel's inspections.

There are documented procedures regarding anchoring operations. — Yes

OCIMF Publ. avalable on board - Company Bridge Management Manual - Into Company Mooring Manament Plan has been added a dedicated section for anchoring operations.

Stage 4

The company has a documented process to ensure that power supplies for mooring equipment, including steam, hydraulic or electric types, are sufficient and adequately protected. — No

7 Management of change

Stage 1

The vessel operator has a documented procedure for management of change. Yes

Company relevant Procedure includes precautions during change process to be followed (RA, evaluation, feed back analysis, use of check lists)

The management of change process clearly defines the level of authority required for the approval of a change. Yes

As per Company relevand and dedicated Procedure.

Stage 2

The company uses techniques such as risk assessment to evaluate the impact of proposed changes. Yes

RA perfomed

The system ensures that training needs arising from changes to equipment or procedures are identified and documented. Yes

Specific personnel skills and trainig requirements are identified and discussed. Training records are kept ashore (Crew and Human Resources Depts, as appropriate)

Management of change records are kept for verification purposes. Yes

Kept ashore - Management of Change folder

The vessel operator has documented staff handover procedures for both shore-based personnel and vessel crews. Yes

Handing over procedures available for shore/ship staff

The vessel operator has a documented familiarisation process for both shore-based staff and vessel crews. Yes

Familiarization process in place on board and ashore

Stage 3

The system ensures that drawings, procedures and other technical documents are updated following any change or modification. Yes

Technical drawings kept ashore (Tech. dept) - Verification rules as per relevant Company SQE Management System instruction.

Procedures include provisions for the familiarisation of superintendents and crew with newly acquired vessels entering into the fleet ownership/management. Yes

Fleet Dir in charge to prepare eventual required implementation and time frame

Stage 4

There is a documented annual review of the impact of all changes to ensure objectives have been met. No

For major changes to the shore organisation, the management of change procedure should require a detailed review of the impact on the organisation and on the management system. No

Partly accomplished. MOC procedure is in place requiring detailed review of changes in the system and structure of the Company.

7A Management of change

Stage 1

The vessel operator has a management of change process that ensures all temporary and permanent changes to procedures or equipment on board the vessel are subject to risk assessment. — Yes

Management of Change proess in place - RA being evaluated.

Stage 2

The system ensures that the documentation supporting a change includes the reason for the change, a clear understanding of the safety and environmental implications, and the appropriate level of approval. — Yes

Fleet Dir. in charge to verify that changes are in line with Company Management System and to give his aproval - Level of approval is defined by relevant Company Procedure

Stage 3

The management of change process ensures that any changes made are communicated to personnel affected by the change. — Yes

Instructions and procedures covering shore/ship personnel are developped by Company Management in consultation with those who wil have to implement them (as pre emabrakatin meetings, Masters reviews, peridical meetings at Company head office)

The system ensures that the potential consequences of a change are identified, together with any required risk-reduction measures. — Yes

RA control process in place

Stage 4

The management of change system also ensures that temporary changes do not exceed the initial authorisation for scope or time without review and re-approval by the appropriate level of management. — No

The system ensures that changes not carried out within the proposed time scale are reviewed and revalidated. — No

8 Incident investigation and analysis

Stage 1

The fleet operator has procedures that ensure prompt reporting and investigation of all incidents, accidents and near misses. — Yes

Serious incidents are to be immediately reported to DPA in charge to define the Shore Investigation Team.

The vessel operator has procedures that ensure the fleet is rapidly notified of urgent safety-related information. — Yes

DPA to email vessels urgent safety related issues

The reporting procedure ensures any breaches of regulations are identified. — Yes

Relevant Company form for the reporting indicates the identification of any breaches of regulations

Stage 2

The vessel operator has a procedure that defines responsibilities for reporting an incident, conducting the investigation and taking subsequent actions. — Yes

Company relevant procedure. On board, Master has to organize for the incident investigation team and for the team leader to better understand the occurrence and investigate the root cause analysis.DPA ashore defines the Shore Investigation Team

The person appointed to lead the investigation is not connected with the incident. — Yes

Company Procedure is for people connected to the incident not to be part of the investigation team, as far as possible. Three trained people are on board, shore team is indicated by DPA

The vessel operator uses the conclusions from the investigation to reduce the risk of any recurrence or related incidents. — Yes

On the basis of the results, , Company may revise on board procedures. Significant occurrences and their analysis are part of the periodical Sharing Information Bulletin sent on board and available ashore.

Stage 3

The incident-investigation process ensures that the root causes and factors contributing to an incident or accident are clearly identified. — Yes

No blame culture strogly promoted by Company. Incident Investigations courses organized by Company. Cases with factors and root causes are also discussed during safety Meeting held on board

The incident analysis process ensures that the lessons learnt from an incident or near miss are shared across the fleet. — Yes

Periodical Sharing Iformation Bulletin contains the more signifcant incidents and near misses occured and their analysis. Statistics and trends ara available on Company Web Page, under care of SQE Dept.

Stage 4

The vessel operator has procedures to share lessons with industry groups, where appropriate. — No

The vessel operator has procedures to share lessons with oil-major vetting departments, where appropriate. — No

8A Incident investigation and analysis - training

Stage 1

The appointed investigation leader/team has been trained in incident investigation. Yes

Interal training for senior officers - External and internal courses for concerned shore staff. Three trained persons are on board. Briefing are made to Masters/C. Eng. during pre embarkations meetings.

Stage 2

External training in incident investigation techniques, including root-cause analysis, is given to at least one of the shore-based management teams. Yes

As per above point - External training courses are provided by Classification Societies

Stage 3

There is a documented procedure to ensure that, where possible, practical experience in incident investigation is obtained. Yes

Practical experience is done during investigation process on board and during analysis of vessels reports ashore

When new senior staff are recruited, they receive appropriate incident investigation training. Yes

Appropriate internal training on incident investigation techniques is given to new recruited staff having duties in the incident investigation

Stage 4

Procedures require that incident investigation refresher training takes place after an appropriate period. No

9 Safety management

Stage 1

Shore-based managers arrange regular on-board visits to monitor the safety standards and training across the fleet. A formal record of these visits is kept within the office.	Yes
Saf inspections carried out annually - records kept ashore and on board - Tech. Sup. inspections carried out every six months (records kept ashore and on board) - Internal audit caried out every 12 months (records available ashore and on board)	
Following vessel visits, recommendations for improvement are made to senior management.	Yes
Fleet Dir. is advised for any required safety improvements and corrective actions. Observations and non conformities are followed by Tech / Saf Superintendents till their closure - Records ara available to staff on Company Web page	
Formal safety meetings are conducted with officers and crew during shore-management visits to vessels.	Yes
Safety Meetings are held by shore management when visiting the vessel to promote the safety culture. Safety Meetings on board are evaluated by the Saf. Sup. If actions are required, they are shared among the fleet by the Saf sup	
The vessel operator has a documented permit to work system.	Yes
Work permit system in place	

Stage 2

The vessel operator's procedures include a documented risk-assessment process to systematically identify potential hazards and manage operational risks fleet-wide.	Yes
Risk Assessment program in place	
Records of all valid/current risk assessments are maintained at relevant locations.	Yes
RA records available on board and ashore	
The risk assessment process also includes provision for assessing new or non-routine tasks.	Yes
RA covers all routinal and non routinal tasks	
Preventive measures and alternative methods of work to ensure safe completion of work are identified and documented in the risk-assessment process.	Yes
RA received by vessels are analysed - Potential hazards discovered are used to improve the operating procedures.	
Achievable targets are set for close out of the preventive measures identified in the risk assessment.	Yes
Preventive actions are documented through Company Circuars/Iternal Communications. SQE Dept. Mgr monitors and registers proceeding of Preventive Action. Shall also provide for the revision of the effected documents. RA are reviewed by shore management	

Stage 3

Shore-based management regularly reviews the validity of risk assessments and ensures that any common risk assessments are applied across the fleet.	Yes
RA is reviewed on on board ad shore - records are available ashore and on board- Common RA are applied across the fleet	
The risk-assessment processes should include response elements to limit the impact of any unplanned occurrences.	No
Unplanned occurences repository is included into RA database.	
Senior management establishes and supports proactive safety campaigns.	Yes
Safety Day on board entirely dedicated to safety - Near miss reporting strongly encouraged	
Appropriate company representatives make extended visits to all vessels within the fleet to confirm safety standards and ensure that safety training programmes are effectively implemented.	Yes
Saf. Sup performs one inspection on board (annual) and when possible sails with the vessel for short legs	

Stage 4

Company management reviews and collates all on-board risk assessments to check that standards are consistent.	No
Partly accomplished. Technical Manager maintains a data base of all risk assessments including reviews of RA.	
The company issues periodic (at least quarterly) safety-related bulletins/publication(s).	No
Every four months Premuda issues Company Information Bulletin	

9A Safety management - fleet monitoring

Stage 1

The responsible officer conducts safety inspections at scheduled intervals and the results are recorded.	Yes
Master plans Safety Officer inspections intervals - Results are recorded, check list used during inspections.	
Significant safety deficiencies that cannot be rectified by vessel staff are immediately reported to company management.	Yes
Reported to DPA, to Saf. Sup and other related Company depts.	
On-board safety meetings are held at least monthly and as soon as possible after any serious incident or accident within the company.	Yes
Safety Meetings held on board monthly and carried out as per relevant Company procedure. Relevant and dedicated form for the safety meetings conduction is provided on board.	
There is a formalised system on board to identify hazards (hazard identification) during work planning.	Yes
RA in place - Relevant Company SQEMS Instruction	

Stage 2

At monthly safety meetings, the agenda includes safety monitoring and confirmation that all vessel-based safety procedures are being complied with.	Yes
Safety Meetigs forms are sent to Saf Sup. with confirmation that all ship based safety procedures are complied with. Safety activities have been inseted into PMS for a more effective control of the Company.	
Drills and safety exercises are used to determine and record the training needs of individual employees and records are maintained on board and/or ashore.	Yes
Master identifies training needs durig drill - Durig internal inspections, Superintendents check training needs for crew. Crew Dept. provides for additional training. Drill management trough PMS is currently under implementaion for a more accurate control.	
The vessel operator has a formal documented risk-assessment process on board, and relevant crew members have been trained in hazard identification and risk assessment.	Yes
Risk Assessment Manual - Master, C. Eng. and Ch. mate on board are at least trained on RA.	

Stage 3

The vessel's management team promotes a strong, proactive safety culture on board, and all crew members are encouraged to be involved in proactive safety campaigns and work methods.	No
Company safety policy ensures that senior officers and managers always lead by example in safety-related issues.	Yes
Example in safety related issues (as wearing proper PE during visits on board) are led by Senior Officers and Shore management when visiting the vessels.	
The company sends officers and crew on safety training courses in excess of statutory requirements.	Yes
Company policy requires additional safety training courses (in excess of statutory) when deemed necessary (e.g. safety officers courses, ship's handling)	
Safety best practice identified on individual vessels is transferred across the fleet.	Yes
Company relevant form - Information Sharing bulletin	

Stage 4

There is a system in place for vessel staff to communicate ideas for improving safety to shore management.	No
Partly accomplished. Company encourages vessel staff to submit Safety suggestions to shore management for improvement of Safety standards	
The company actively seeks modern safety-training material and courses that can be used for on-board and shore-based training.	Yes
CBT training modules are carried out on board. Shore based Safety training courses are organized by Company.	

10 Environmental management

Stage 1

An environmental policy has been developed, signed by senior management and distributed/made available to all within the company.	Yes
Company Enviromental Policy posted on board and ashore	
The company has processes in place aimed at ensuring all effluent discharges are within permitted levels or are prohibited.	Yes
Process in place to ensure effluents discharged are within permitted levels (national - regional). Ballast - bilge records available - EPA/VGP Company Manual	
All sources of marine and atmospheric pollution attributable to company activities have been systematically identified.	Yes
Company is ISO 14001 certified	
The company has systems to identify emerging requirements for environmental protection.	Yes
Company SQE Management System relevant procedure - International Bodies - Flag States and Port Authorities - European Union - Ship Classifications Societies - Industry Associations or Groups - Commercial database, libraries, professional legal services providers - Port agents - Local Port Authorities	

Stage 2

Plans to minimise or further reduce marine and atmospheric pollution attributable to company activities are under development with defined priorities and a timescale for action.	Yes
Environmental Objectives are choosen during the annual Environmental Meeting	
The vessel operator has a system to identify the actions needed to comply with new regulations.	Yes
Periodical meeting held by Shore Management - On board during Safety meetings	
The company has clearly assigned management responsibility for each environmental issue.	Yes
Each Enviromental Objective has an appointed responsible - Reports to the SQE Mgr.	

Stage 3

The vessel operator has a system for auditing and reporting progress on effluent reduction.	Yes
Internal Audit including the assessment of environmental aspect and dedicated audit for VGP effluent control.	
Pollutant reduction targets are set in the company business plan.	Yes
Targets are set during Enviromental meeting	

Stage 4

The company has an environmental action plan.	Yes
ISO 14001 certified	
The company has developed and maintains a long-term (a five-year minimum) environmental operations and business plan.	No
Environmental performance is benchmarked across the fleet and against the oil/marine industry as a whole.	No

10A Environmental management

Stage 1

The vessel operator has a system to monitor and reduce waste on board all vessels in the fleet. — Yes

Company Garbage Management Manual - Garbage record Book

The company has identified areas of performance that will improve environmental care and has developed appropriate action plans. — Yes

During the annual Environmental Meeting

The vessel operator has fleet-wide systems to monitor and ensure compliance with existing company policy. — Yes

During internal inspections/audits, evaluation of reports sent by vessels, Safety Meetings reports included.

Stage 2

The company has management systems to ensure environmentally critical equipment is reliable and that adequate levels of spares are carried. — Yes

Critical equipments are identified (Company relevant SQEMS WIN and FMECA manual) and are part of PMS

Where applicable, each vessel has a ballast-water management system and is taking steps to reduce the transfer of unwanted marine organisms. — Yes

Ballast Management Plan customized for each vessel is available

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The vessel operator has a policy to ensure purchase and supply activities continue to be more environmentally protective. — Yes

Company relevant SQEMS procedure for suppliers

Stage 3

An energy-conservation programme is in place and effectively monitored throughout the fleet. — Yes

Monitored by Tech. Dept. and during inspections on board

The company can demonstrate that it is taking measures to comply with known future regulations and legislation. — Yes

Company Environmental Policy

Waste reduction management is undertaken throughout the fleet and on all voyages. — Yes

Waste management checked on board during audit. - Company Garbage Management Manual - paper recyclig procedure, compacting waste policy in place

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Stage 4

Improvements that enhance environmental performance are included into new-build design and vessel operating practices. — No

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The company employs/adheres to environmentally sound ship recycling practices. — No

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11 Emergency preparedness and contingency planning

Stage 1

The company has detailed shore and vessel contingency plans that cover all credible emergency scenarios. — Yes

SOPEP reviewed annually by Saf. Sup. and concerned depts after suggestions arising from ships drills. Shipboard contingency plans are reviewed when necessary by concerned responsibles. Specific contingency plan are issued for STS operations.

Emergency procedures include effective notification procedures and communication links for rapidly alerting the emergency response team. — Yes

DPA is to be contacted firstly. In case of unavailabilty, DPA back up are to be contacted. Relevant procedure is set into Company SQEMS. During vessel's stay in port, emergency contact list is available on board and posted.

Vessel and shore-based contingency plans have clearly defined roles, responsibilities and record-keeping procedures. — Yes

Roles and responsability are clearly defined in the shore based contingency plan and into SOPEP, VRP, Muster List for the ship staff. Record keeper ashore is choosen among available shore staff, record keeper on board is the Officer responsible for communications

Stage 2

The company provides adequate emergency response facilities. — Yes

Crisis Room equipped with facilities deemed necessary to manage a crisis (direct fax, direct phone numbers, computer points, satellite television, whiteboard, worldmap). Periodically, during DPA notification drills, the DPA tests the EGA members emergency readiness (communication exercise)

Individuals are trained in their designated emergency response roles. — Yes

Agreement with MTI Network Service: this provides also media training for shore based personnel at different levels and based on emergency responses roles. Management and Senior Personnel receives adequate media training, awareness media training provided to the personnel who might receive media calls-

Lessons learnt from exercises and actual incidents are incorporated into the emergency response plans when they are updated. — Yes

When updating the emergency response plan, lessons learnt from drills and exercises are taken into account.

Stage 3

Alternative members for key positions in the emergency response teams have been identified and trained. — No

Alternative members are included in the planned exercises and drills. — Yes

The Minuta of the Drill carried out is containing all members participating to the drill with their relevant duties during the exercise.

Stage 4

The company has in place necessary arrangements to use external resources in an emergency. — Yes

Relevant poster with emergency numbers for Class, Flag State, Media Consultants, Local Authority, etc. is provided during the drill. Company procedures for salvage and use of LOF are in place.

External or additional resources are used to provide more realistic drills and exercises. — Yes

May include QI, P&I, firemen specialist, Class.

11A Emergency preparedness and contingency planning

Stage 1

Incident scenarios for exercises fully test the contingency plans. Yes

Company drill mobilizes shore management, one vessel of the managed Fleet and other external personnel deemed necessary - Drills on boad are planned annually by the Saf. Sup.

A major exercise is carried out at least annually. Yes

As per above plus participation of Company shore staff to QI drill (annually)

Stage 2

The scope of an exercise is consistent with the size and composition of the fleet and its trading patterns. Yes

One major exercise per year

The frequency of drills and exercises should be determined by the number of vessels within the fleet. Yes

As above

Results of exercises and drills are documented and analysed to identify lessons learnt. Yes

On cmopletion of the drill, a full report is issued. The report includes lesson learnt and corrective actions

Stage 3

Exercises provide a comprehensive test of all communication and mobilisation systems. Yes

Communications systems are tested during DPA notification drills - Crisis room equipments tested during Company drill

Exercises allow the participation of a significant number of individuals. No

The Company organizes drills always with the use of a vessel and thus vessel staff is mobilized.

Stage 4

Drills and exercises test the effectiveness of arrangements to call on external consultants and resources. Yes

During the annual exercise

12 Measurement, analysis and improvement

Stage 1

A company-specific format is used for conducting and recording vessel inspections. Yes

Specific Company form is in place and used. Form is a check list with a section for comments and separate sheet for orrective actions that are tracked till closure

The company has an inspection plan that covers all vessels in the fleet, with at least two inspections per annum of each vessel. Yes

One safety inspection yearly, two technical inspections (every six months), one commercial inspection on a yearly basis, one internal audit within 12 months. Status of audits/inspections available on Company Web page

Stage 2

The format is of a standard that is at least equivalent to the vessel inspection reports issued by industry bodies such as OCIMF, CDI or EBIS. Yes

Equivalent to those used by industry standards

The standard format measures the level of compliance with company and regulatory requirements. Yes

SQE Mgr responsibility. Format has a section for comments and observation

Stage 3

The company analyses its inspection results and compares them with data from third-party inspections (such as the SIRE, CDI or EBIS systems) and makes comparisons between vessels within the fleet, particularly with any vessels built to a similar design an Yes

Fleet Dir. responsability - Durig Board Management review

The company has a system that clearly demonstrates the status of the recorded deficiencies through to close out. Yes

Status of inspections are available on Company Web page - Deficiencies tracked till closure

Stage 4

Information from the analyses of these inspections is fed into a continuous-improvement process. Yes

Superintendentd report also comments on individual items, including repairs and follow up. Reports are including photoes

The results of vessel inspections are analysed to identify trends and common problems. Yes

Concerned Depts duty. Fleet Dir. analyze Company inspections reports and trends

12A Measurement, analysis and improvement

Stage 1

The company has established a consistent audit format and process. Yes

Audit performed in office covers ISM, ISO 9001 and ISO 14001.

All auditors are appropriately trained and certificated. Yes

Auditors in sufficient number are trained and certified - records off audits carried out is kept

The company has an audit plan that covers shore and vessel locations. Yes

Audit Plan is generally issued during the Board Meeting. Plan is approved by the General Manager

Stage 2

Audit results are reported as soon as is reasonably practicable. Yes

Audit resukts are reported to involved Company departments and to the Board

Audits are performed in line with the audit plan. Yes

SQE Dept organizes the audits schedule. Audits are also available on Company web page

Stage 3

The company maintains records to demonstrate that all actionable items have been closed out as soon as is reasonably practicable. Yes

SQE Dept monitors the progress of corrective actions. Status of open actions are available on Company web page - Max allowed time for closure is set in three months

Stage 4

Audit results drive continuous improvement of the management system. Yes

Audits reuslt is one of the input of Board Management review

The company identifies trends by performing a formal analysis of audit results at least annually. Yes

Board Management Review