Minutes of Monthly Management Meeting

Vessel:

Date:

Attendees required:

1. Master
2. Chief Engineer
3. Chief Mate
4. Second Engineer
5. Chief Cook
6. Any others at master’s request

Following to be included during the meeting:

1. Details about the voyages due during the next month.
2. Maintenance items not completed from the last month and steps taken to complete them.
3. Maintenance planned for the next month. Highlight the ones that are priority.
4. All defect reports raised during the month to be discussed to ensure that a corrective action is in place.
5. With reference to tracking sheet/ reports for all outstanding Nonconformities, Incidents, Defects and Accidents corrective action undertaken and preventive action is now in place.
6. The items from the Health & Safety Meeting.
7. Brief report of the training carried out and their outcome.

Please attach the following to the Minutes:

1. Last Voyage report by the Master.
2. Master’s Review ( to be done when you want to highlight any item. At least one report has to be done every 12 months.)

Master’s Signature:

Chief Engineer’s Signature: