



Management System

FLEET DIRECTIVE

FD2405

01 February 2024

Safety Meeting (Minutes & Agenda) ERP Emergency Response Plan

This Fleet Directive is issued as an interim amendment to MSMS until a new version is released. The instructions contained in this Directive are to be considered integral parts of MSMS with immediate effect and the Directive remains valid until formally withdrawn.

1. MSMS A06.20 Safety Meetings

Section A06.20 is added to include the following “It is a requirement of the Company, and is essential to the safety of the ship, that safety meetings are held at least monthly. The meeting is to involve all crew, and can be chaired by anyone onboard who is willing to do so. It is strongly recommended that crew other than the Master are also able to chair this meeting. The Chair is to encourage all members of the crew to actively raise safety relevant questions during this meeting.

As a minimum, this meeting must cover the points listed in Form A03A Minutes of Safety Meeting. The minutes are to be completed after every meeting and sent to the Company, who must respond to any points raised within one week of receiving the minutes.

While it is a requirement that the meeting is held at least monthly, a Safety Meeting can be held as often as required.”

2. Form A03A Minutes of Safety Meeting

The Company requires that Form A03A is used to record the minutes of safety meetings. This form should be completed in sufficient detail to allow the Company to respond to any points raised effectively.

3. Form S20 ERP/ ML Emergency Response Plan

The Company has prepared a combined shipboard Emergency Response Plan and Muster List which is to be used onboard. Changes to this must be approved by the Company in writing. Copies of the ERP must be posted prominently in public spaces on each deck and all crew need to be familiar with their roles in the event of an emergency onboard the vessel.

