

Ref : DMA/AIFI/97/C 965

Date: 27/11/2018

Dear Captain
Good Day,

Please find the Company Management review **NO.10** & Safety Committee **Meeting no. 27** Minutes as attached.

You are requested to confirm receipt , discuss the contents in the next consolidated meeting on board and keep a copy in the DA-11 file and **one copy in the Master's Review file**

Best Regards,

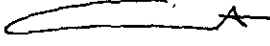
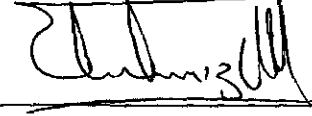

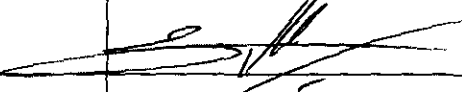
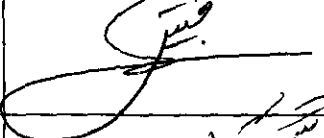

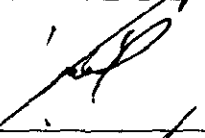


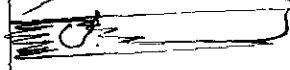

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(Note: This e-mail has been sent as BCC <blind carbon copy to : All R.O.D.-SMC Vessels, to eliminate the lengthy list that would result if this e-mail is printed)

**"ROD" MANAGEMENT REVIEW NO. 10 AND SAFETY COMMITTEE
MEETING NO. 27**

The Management Review no. 10 and Safety Committee Meeting no.27 of Rahbaran Omid Darya (ROD) Ship Management Company was held from 1400 to 1800 on 26/Sept/2018 and from 1400 to 1730 on 29/Oct/2017 and from 1400 to 1730 on 05/Nov/2017 in the meeting room with attendance of the following:

1-Mr. Gh.Pourhaghverdi	R.O.D. S.M.Co. MD	
2- Capt. R. Ebrahimzadeh	K.S.L. MD	
3- Mr. R. Ekbatani	SM-1 In Charge	
4- Mr.A. Mirzakhani	SM-2 GM	
5- Mr. S. Ghobeiti	SM-3 GM	
6- Mr. H. Yeganeh	SM-4 GM	
7- Mr. M.Sabagh	SM-5 GM	
8- Mr. F. Ariyaeinejad	SM-6 GM	
9- Capt. M.Alizadeh	Holding Co. Rep.	
10- Mr. A. Mohebbi	RND GM	
11- Capt. A. Mahmoudpour	DMA GM & DPA	

AGENDA:

The following agenda was discussed in the committee:

- 1- Review of the previous meeting minutes.
- 2- Review of Company health; safety & pollution prevention policy.
- 3-Report of Ship Management departments on the salient points of vessels' consolidated meetings & quarterly inspections form 22/Feb/2018 to 22/Sept/2018.

The following new cases were then as discussed :

- 1- Report & analysis of fleet external and internal audit from 22/Feb/2018 to 22/Sept/2018 and comparison between results of year 2016-2017 & 2017-2018.
- 2- Report & analysis of Master's Review extracts from 22/Feb/2018 to 22/Sept/2018 and comparison between results of year 2016-2017 & 2017-2018)
- 3- Report & analysis of the fleet inspections from 22/Feb/2018 to 22/Sept/2018 and comparison between results of year 2016-2017 & 2017-2018.
- 4- Report & analysis of the fleet casualties, near misses from 22/Feb/2018 to 22/Sept/2018 and comparison between results of year 2016-2017 & 2017-2018.
- 5- Report & analysis of the PSC & FSC inspection from 22/Feb/2018 to 22/Sept/2018 and comparison between results of year 2016-2017 & 2017-2018.
- 6- PSC / FSC detentions, SM departments presenting their plan to reduce the deficiencies.
- 7- New rules and regulations.
- 8- Risk Assessment.
- 9- Any other item as required by the MD or members.

At the beginning the information & a brief update of the previous meeting were given by the DPA & later the agenda items discussed with following decisions made:

Item	Action Done	In charge	Due date	Action
1	Previous meeting minutes were discussed and following items were outstanding:	-----	-----	-----
1.1	Regarding familiarization of ROD & KSL shore staff with MLC requirements, it was decided to continue the course for those who have recently joined these companies and have not previously attended this course.	KSL & DMA (HSQE)	Continuously	
1.2	Refer to item 1.3, regarding Computer Based Training (CBT), it was decided to follow up to ensure that prepared procedure for using/managing the system on board fleet vessels and in the office is put into operation.	RND & DMA (HSQE)	15.12.2018	
1.3	Refer to item 1.4, regarding internet access to the vessels, due to present restrictions there may be interruptions in providing this service. All attempts to be made to ensure continuity of the service on board fleet vessels.	RND	Continuously	
1.4	Refer to item 1.5, regarding EF-16, it was announced that preparation of the file is in progress and once ready it shall be sent to all vessels accordingly.	Ship Management Departments & DMA (HSQE)	15.12.2018	
2	Company health, safety & environment protection policy was reviewed and found appropriate.	-----	-----	-----
3	Ship Management General Managers reported salient points of vessel's consolidated meetings reports. Proper scrutiny of the reports and timely follow up of the reported deficiencies and comments made by the vessels were emphasized and following decision made:	-----	-----	-----
3.1	As requested by some of SM managers especially SM-4 to have welder ratings on board their vessels, it was emphasized that such request to be followed up through relevant procedure. In this regard the financial benefits of having welders to be estimated and presented along with the request.	Ship Management Departments	30.12.2018	
3.2	Lack of workshops at home ports especially at BIK was highlighted by all SM departments. Follow up shall be made with Persia Hormuz to intensify their efforts to appoint competent workshops at all home ports.	RND	30.12.2018	

Item	Action Done	In charge	Due date	Action
3.3	Due to short stay of container vessels specially those under SM-5 at home ports and therefore lack of time to attend their defects, it was decided to discuss the issue with relevant commercial Company to consider the possibility of allowing vessels to stay at home port anchorages, after completion of cargo works, to attend as much repairs as possible.	RND	15.12.2018	
4	With respect to audit of the vessels, reports and analysis of internal/external audits was presented by DPA and following decision made:	-----	-----	-----
4.1	All defects on board shall be raised as per SMS procedure and SM departments shall ensure that the procedure is followed. Same shall be discussed with senior officers after their promotion and prior to joining vessels. Reporting the defects by E-mails, phones, etc. shall be strictly avoided.	Ship Management Departments	Continuously	
4.2	As the data for CSM items of fleet vessels in ICS and ACS site are not regularly updated, it was decided to discuss the issue with them and request to ensure that their sites would at all times reflect the updated CSM related data.	RND	01.12.2018	
5	Reports of Master's review extracts were presented by DMA (HSQE) and following decisions were made:	-----	-----	-----
5.1	Allocated incentives parameters prepared by RND to be sent to all relevant departments to inform all senior officers before joining the vessels.	Ship Management Departments & DMA (HSQE)	01.12.2018	
5.2	Considering the comments from vessels, KSL MD was requested to follow up the possibility of revising the retirement base salaries of sea staff in that Company's board of directors.	KSL	15.01.2019	
6	Report & analysis of the Fleet inspections presented by DMA(HSQE).	-----	-----	-----
7	Reports & analysis of casualties & near misses presented by DMA (HSQE):	-----	-----	-----

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Item	Action Done	In charge	Due date	Action
7.1	Regarding minimizing minor accidents on board, as per statistics such incidents are reduced, therefore it was decided to continue to emphasize compliance with all safety aspects to senior officers before joining.	Ship Management Departments & DMA (HSQE)	Continuously	
7.2	As the number of near miss reports issued on board fleet vessels is low, it was decided to remind all senior officers before joining, to consider the issue and ensure that all such reports are prepared and sent to relevant departments.	Ship Management Departments & DMA (HSQE)	Continuously	
8	Detailed reports on statistics and data as well as deficiencies and analysis of the PSC & FSC inspections with focus on the detentions were given and following decisions made:	-----	-----	-----
8.1	As per decision made for paying sea staff salaries in Rials, all SEAs shall be revised accordingly to avoid any ambiguities.	KSL	Continuously	
9	The new rules and regulations which will come into effect in near future were reviewed and their implications and required actions to be taken by concerned departments were explained.	-----	-----	-----
10	Proper implementation of Risk Assessment on board of the vessels and its role to avoid accidents was discussed. Based on that, it was decided to request for Risk Assessment courses to be held for those officers who have not previously attended this course.	DMA (HSQE) & RND	01.12.2018	

The committee ended session thanking all members for implementation of the Safety Management System & requested them to adhere to the procedures & requirements of National and International requirements.