



<b>Subject Area no. 2 Vessel visits &amp; communications</b>			
<b>Principle:</b> The company ensures managers, through their actions and behaviours, create an environment in which the vessels' crews and other employees are informed, involved, and enabled to carry out their roles.			
<b>Level</b>	<b>Expectations</b>	<b>Targets</b>	<b>Suggested objective evidence</b>
<b>Basic</b>	<p>Shore staff visit the vessels</p> <p>HSSE excellence is communicated to vessels.</p>	<p>Shore staff visit the vessels and discuss HSSE matters.</p> <p>Methods of communicating HSSE excellence may include</p> <ul style="list-style-type: none"> <li>• Safety bulletins.</li> <li>• Company newsletters.</li> <li>• Vessel &amp; shore staff interaction.</li> <li>• Mission statement cards.</li> <li>• Webcasts</li> </ul>	<p>Agenda is documented and should include a HSSE component.</p> <p>Visit report is documented and action items are closed out.</p> <p>Evidence of HSSE communications</p>



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Level	Expectations	Targets	Suggested objective evidence
<b>Intermediate</b>	Scheduled visits by office staff to vessels.	<p>There is a schedule of visits.</p> <p>Minimum number of visits by shore staff to be two per year.</p> <p>There is a guideline for office visit to vessels that includes HSSE matters.</p> <p>Shore staff visiting the vessels should lead by example and promote the concept of HSSE excellence.</p>	<p>Schedule of visit.</p> <p>Guidelines for visit i.e. agenda, checklist, aid memoire, etc.</p> <p>Documented evidence with feedback and follow up (emails, checklist, etc.)</p>
<b>Advanced</b>	Scheduled visits by relevant heads of departments of the company.	<p>There is a schedule for heads of department visits.</p> <p>There is a guideline for heads of department visits to vessels that includes HSSE matters.</p>	<p>Schedule of visit.</p> <p>Guidelines for visit i.e. agenda, checklist, aid memoire, etc.</p> <p>Documented evidence with feedback and follow up (emails, checklist, etc.)</p>



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Level	Expectations	Targets	Suggested objective evidence
<b>Excellence</b>	Vessel visits are promoted by senior management	<p>Vessel visits form part of managers' HSSE objectives.</p> <p>There are specific HSSE activities required, such as workshops, audits, meetings, inspections or training.</p> <p>Visits by shore personnel should be carried out on passage as well as in port.</p> <p>Findings and feedback from vessel visits are communicated to the rest of the fleet to ensure that all vessels are on track of achieving HSSE Excellence.</p>	<p>Schedule of visit.</p> <p>Guidelines for visit i.e. agenda, checklist, aid memoire, etc.</p> <p>Analysis of the visits results</p> <p>Documented evidence with feedback and follow up (emails, checklist, etc.)</p>

