

Guidance to SIRE 2.0 Key Points

Ref: 014



5.7.4 Work planning procedure (NEW) / TMSA 9A.1.4

5.7.4. Were the Master, officers and ratings familiar with the company work planning procedures and were records available to demonstrate that onboard work planning meetings had been conducted and documented in accordance with the procedures?

Short Question Text

Work planning procedure

Vessel Types

Oil, Chemical, LPG, LNG

ROVIQ Sequence

Documentation, Interview - Rating, Cargo Control Room, Engine Control Room

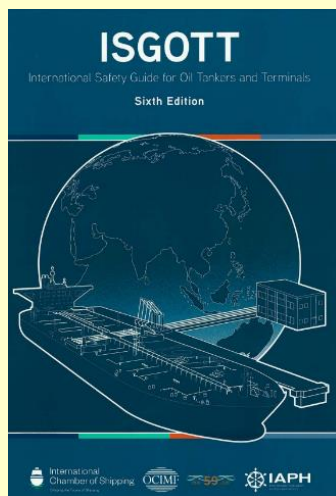
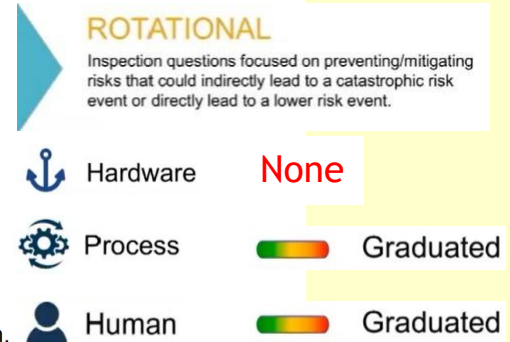
Publications

IMO: ISM Code

OCIMF/ICS: International Safety Guide for Oil Tankers and Terminals. Sixth Edition.

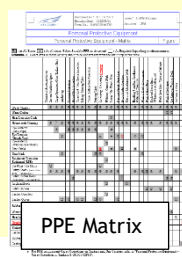
Objective

To ensure that all onboard work activities are planned to agree the scope of work and specific safety requirements applicable to each task, and to avoid operational, departmental or rest hour conflicts.



Please refer "ISGOTT" for more information.

- Risk assessments.
- Work permits.
- Isolation and tagging requirements.
- The need for safety briefings, toolbox talks and correct procedures.



Potential Grounds for a Negative Observation

- There was no company procedure which defined the requirements for documented work planning meetings.
- Work planning meetings were not being held at the frequency defined by the company procedure.
- Work planning meeting records had not been approved onboard in accordance with the company procedures.
- The outcome from work planning meetings was not being recorded in the format defined by the company procedure.
- The detail included in the work planning meeting records was not enough to understand what a job entailed.
- Work planning meeting tasks required permits, risk assessments or detailed work plans to be used but these were not available.
- Reviewed work planning records did not reflect the actual activities of the vessel during the period of review.
- Work planning meeting tasks required shore management approval but there was no evidence that approval had been provided.
- The accompanying officer was unfamiliar with the company work planning procedure or the documentation of the outcome of work planning meetings.
- An interviewed rating was unfamiliar with the location or content of the current work planning meeting record.

