	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>54.0 DAILY WORK PLANNER</p> <p>ON THE JOB TRAINING</p>	<p>OJT : 054 Page : 1 of 6 Date : 07-Nov-25 Rev : 10.1 Appr : DPA</p>
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VESSEL: _____


DATE: _____

Details of Training: Daily Work Planner

Work Plan Meeting (Refer to HSE Manual 4.11 Daily Risk Planner):

- The purpose of daily work plan meeting is to ensure all activities are planned in advance, management team aboard and office is aware of the activities, permits/ lock-out tag-out/ risk assessments/ PPE/ crew skill/ spares required/ inter-departmental conflicting jobs/ necessary onboard & office authorizations as applicable/ rest hours/ ship schedule etc. are discussed and are taken into account prior commencing the work.
- Daily work plan meetings are to be conducted daily between the hours of 1700 and 1800 hours (the meeting will be no more than the allocated time for dinner for CNO for UMS Ships) or between the hours of 2000 and 2100 hours (Manned/UMS Ships), deviations permitted to accommodate rest hours and ship's schedule, attendees to include Master, CEO, CNO, 2EO, EEO, Bosun.
- Pre-populate the Daily work planner before the meeting.
- The "Daily Work Plan" document must be exhibited in a public domain and clearly available to the full complement before the working day.
- The minutes of meeting with regard to jobs planned and work permits/RA/PPE requirement are captured in the Daily work planner Form 3.4.11. Following criteria is to be met and recorded:
 - A full and concise list of work for each individual of the complement on board.
 - Appointed personnel have the skill and experience to undertake the nominated work and complete to a proficient standard. Indicate name and rank of the appointed person.
 - Ensure the application of Work Permits and Risk Assessments to each particular job where relevant.
 - Avoid simultaneous operations and thus enhancement of a "Safe Working Culture"
 - Verify that prior to the commencement of any job, there will be on-site, detailed tool box talks between the Head of Department and the appointed person to complete the task. All safety and professional considerations to be discussed and implemented.
 - There should be a follow up meeting by HOD's in the morning prior to commencing work in case there has been any change in schedules weather etc.
 - The SMT shall also assess to verify that there are no jobs that clash or make other routine tasks unsafe. The SMT should also verify and reallocate resources as applicable.
 - Should any emergency or unscheduled jobs be required to be completed, these jobs should be discussed, Permit/RA/Authorizations as applicable complied prior commencing the job and inputted onto the Form 3.4.11 on following day.
 - Content of the Defect book/list may also be discussed at the same time.

Refer attached Daily Work Planner (Form 3.4.11) duly filled as an example.

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Requirements and personal responsibilities to include but not limited to the following;

- Risk Assessment for each particular job that entails a risk must be applicable, available and understood by all personnel involved with the task.
- Work Permits for each particular job that entails a risk to the individual, must be applicable, available and understood by all personnel involved with the task.
- Reference made to the Company criteria for PPE to be worn for the task involved.

Refer to HSE Manual 4.26. RISK MANAGEMENT for Risk Assessment as below.

3.1 Standard Fleet Risk Assessments.

The Standard Fleet Risk Assessments are held on file in CFM. These are updated periodically from the Office, based in feedback from the Fleet. Risk Assessments are required to be used in the following instances:

- Maintenance or Failure of Critical Equipment
- Failure of Safety Equipment
- UKC policy
- Hot-work not being completed in a designated area.
- Vessel entering a High-Risk area (as designated by the ISPS Code)
- Contravention of the HSEQ Management Manual
- Any operation onboard the vessel not covered by the HSEQ Management Manual.


Refer to our HSE Manual.4.11.12. LOCK OUT /TAG OUT SYSTEM

Accidents often occur when someone “thought” that the machine, valve or electricity was safely isolated, or when someone turns on the power or machine not knowing that maintenance is being carried out on the system.

‘Lockout Tagout’ is a set of practices and procedures to safeguard workers from unexpected start-up of machinery and equipment, or stored energy being unexpectedly released. By having good practices and procedures regarding Lockout and Tagout during maintenance, hazardous energy sources like electrical, mechanical, hydraulic, pneumatic, thermal and other hazardous sources can be isolated in a safe way.

The following are some typical sources of energy that may need to be controlled:

- Electricity (primary energy source for many machines and motors)
- Hydraulic (e.g. pressurized fluids in hoses/pipes)
- Mechanical (e.g. gravity systems, or spring energy)
- Pneumatic (e.g. pressurized air in hoses/pipes)
- Thermal (e.g. pressurized steam in hoses/pipes)

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The above has been read and understood :

CO: _____

2O: _____

3O: _____


X2O / X3O _____

JNO _____

D/C _____

Verified by: Master _____


Feedback:

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VESSEL : _____ **DATE:** _____
VOYAGE : _____


Vessel Location : (Port Name/ Destination)	
Vessel Operation : (@Sea/Anchor/STS/Loading/Discharging)	
Weather Forecast:	Master's task
Sea Condition:	Master's task
Near Misses Observed & Drills / Safety Familiarization Scheduled:	<ul style="list-style-type: none"> • Near collision while turning to port to cross a westbound lane to join eastbound lane TSS. • Fire Drill, Abandon ship drill • Donning of immersion suit & fireman's suit
DECK DEPARTMENT / JOBS PLANNED	WORK PERMITS / RA / PPE REQUIREMENTS
Master (Name): <ul style="list-style-type: none"> • Routine admin/reporting & correspondence • Rounds and inspections • Arrival anchorage 	<ul style="list-style-type: none"> • PPE to be worn as per PPE matrix • Risk Assessment(RA): deep water anchoring and obtain office approval
CNO (Name): <ul style="list-style-type: none"> • Tool box talk with deck Crew and giving job orders • Supervise works on deck • Inspection WBT • Bridge watch 	<ul style="list-style-type: none"> • PPE to be worn as per PPE matrix • Discuss with deck crew RA/Permits/PPE pertaining to the jobs planned. • Check work is being carried out safely in accordance with the plan. • RA: WBT inspection • Permit to work(PTW): Enclose space entry
2NO (Name 12-04): <ul style="list-style-type: none"> • Bridge watch • Passage Planning • Nav-warnings / T&P's updates • Magnetic compass inspection 	<ul style="list-style-type: none"> • RA: Use of ECDIS as a Primary means of navigation/ Crossing safety contour
XNO (Name 04-08):	
3NO (Name 08-12): <ul style="list-style-type: none"> • Bridge Watch • Paint on rescue boat cradle • Pyrotechnics inspection 	<ul style="list-style-type: none"> • PPE to be worn as per PPE matrix • RA: Chip/paint
JNO (Name & Watch):	
D/Cadet (Name & Watch):	
P/Man (Name & Watch):	

A tool box talk must be held by Department Head prior to work commencing and all personnel must ensure the Work Permit and Risk Assessment has been reviewed and understood. Verification of work progress to be carried out by Department Head. NB for Hot work outside the designated area and Work on Critical Equipment permission must be granted by Shore Management

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Bosun (Name & Watch): <ul style="list-style-type: none"> Chip/paint port side a deck accommodation Denjet windlass Assist CNO WBT inspection 	<ul style="list-style-type: none"> PPE to be worn as per PPE matrix Risk Assessment – chip/paint Risk Assessment – using Denjet PPE pertaining to Denjet use Risk Assessment – WBT inspection PTW – Enclose space
AB 1(Name & Watch): <ul style="list-style-type: none"> Cleaning accommodation Greasing crane wires 	<ul style="list-style-type: none"> PPE to be worn as per PPE matrix Risk assessment: Greasing wires PTW – Working aloft Use of safety harness and fall arrestor
AB 2 (Name & Watch):	
OS 1 (Name & Watch):	
OS 2 (Name & Watch):	
OS 3 (Name & Watch):	
ENGINE DEPARTMENT / JOBS PLANNED	WORK PERMITS / RA / PPE REQUIREMENTS
CEO (Name): <ul style="list-style-type: none"> Routine rounds in Engine Room, admin work & reporting; Mespas update ER Tool box meeting Monitor jobs for ER & Deck 	<ul style="list-style-type: none"> PPE to be worn as per PPE matrix Check work is being carried out safely in accordance with the plan. PPE to be worn as per PPE matrix Discuss with engine crew RA/Permits/PPE pertaining to the jobs planned RA: Boiler cooling water test
2EO (Name): <ul style="list-style-type: none"> Tool box talk with Engine Crew and giving job orders. Boiler and cooling water test Update CSM report for M/E maintenance/update Mespas 	<ul style="list-style-type: none"> PPE to be worn as per PPE matrix PTW: Isolation of machinery, critical equipment, obtain office approval RA: Critical equipment (emergency air compressor) maintenance PPE to be worn as per PPE matrix Check work is being carried out safely in accordance with the plan.
3EO (Name): <ul style="list-style-type: none"> Emergency air compressor AE 2 Lube oil priming pump spring replacement on pressure regulating valve 	<ul style="list-style-type: none"> PPE to be worn as per PPE matrix Discuss with engine crew RA/Permits/PPE pertaining to the jobs planned PTW: Isolation of machinery RA: LO Priming pump maintenance RA: Boiler cooling water test
4EO (Name):	
EEO (Name):	

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	<p style="text-align: center;"><i>HEALTH,</i></p> <p style="text-align: center;">Daily Work Planner</p> <p style="text-align: center;">Reporting Forms Manual</p>	<p>Page 3 of 3 Form : 3.4.11 Date: 01-Feb-24 Rev: 10.0 App by: Error! Unknown document property name.BMM</p>
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<ul style="list-style-type: none"> • Update Electrical Inventory. • Repair Galley Range Hot Plate. • Renewing of bearings of a motor, and checking/cleaning of rotor and stator 	<ul style="list-style-type: none"> • PPE to be worn as per PPE matrix • RA: Electrical work • PTW: Electrical Isolation • PTW: Electrical Isolation • Lock out / tag out system to be used
E/Cadet (Name):	
Fitter (Name): <ul style="list-style-type: none"> • Clean & arrange workshop, welding bench & lathe machine. • Fabricate covers for LT cooler covers in E/R workshop 	<ul style="list-style-type: none"> • PPE to be worn as per PPE matrix
Oiler (Name): <ul style="list-style-type: none"> • Cleaning, painting and housekeeping in designated area in engine room. 	<ul style="list-style-type: none"> • PPE to be worn as per PPE matrix • RA: Cleaning, Painting in engine room
Wiper 1 (Name): <ul style="list-style-type: none"> • To removed gratings on ER Bottom deck to clean and paint 	<ul style="list-style-type: none"> • PPE to be worn as per PPE matrix • RA: Cleaning, Painting in engine room • To cordon off opening upon removal of gratings
Wiper 2 (Name):	
HOTEL / GALLEY	WORK PERMITS / RA / PPE REQUIREMENTS
Cook (Name): <ul style="list-style-type: none"> • Meals preparation • Cleaning of galley & cooking equipment (especially drain Channels), dry provision stores, Refrigeration Chambers. • Clean/arrange stores. • Garbage Management 	<ul style="list-style-type: none"> • PPE to be worn as per PPE matrix • Ensure all food products are checked for due dates and prioritized for consumption. • Winter Clothes when entering refrigerator chambers • Risk assessment: Galley operation
Mess Man (Name): <ul style="list-style-type: none"> • Cleaning of Galley, provision stores, lockers and cabins (cabins as per roster). • Washing utensils • Garbage Management 	<ul style="list-style-type: none"> • PPE to be worn as per PPE matrix • Winter Clothes when entering refrigerator chambers • Risk assessment: Galley operation
UNSCHEDULED JOBS / UNPLANNED MAINTENANCE. (Please review against Scheduled Jobs to ensure no clashes exist)	WORK PERMITS / RA / PPE REQUIREMENTS / PERSONNEL INVOLVED
Engine: <ul style="list-style-type: none"> • Cleaning of FO Auto filters Deck: <ul style="list-style-type: none"> • Hosing down a section of main deck 	<ul style="list-style-type: none"> • RA: Maintenance of ME & AE FO, LO Auto & by-pass filter • Check vessel is outside the port limit and Particularly Sensitive Sea Areas (PSSA) as relevant

A tool box talk must be held by Department Head prior to work commencing and all personnel must ensure the Work Permit and Risk Assessment has been reviewed and understood. Verification of work progress to be carried out by Department Head. NB for Hot work outside the designated area and Work on Critical Equipment permission must be granted by Shore Management

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