



Subject Area no. 6: Masters' reviews & company evaluation

Principle: The company periodically reviews the adequacy and appropriateness of the SMS and drive systematic improvement in efficiency.

Level	Expectations	Targets	Suggested objective evidence
Basic	<p>The company has a procedure for reviewing the safety management system and reporting its deficiencies to the shore management.</p> <p>The company has a process for addressing deficiencies raised in master's reviews and providing feedback.</p> <p>The company has a procedure for management reviews.</p> <p>The company has a procedure for initiating corrective actions identified during either master's review or management review.</p>	<p>The master's review is carried out at least once every 12 months and submitted to shore management.</p> <p>The company provides feedback on master's reviews received.</p> <p>Management reviews are carried out at planned intervals, not exceeding one year. The results of the review are circulated to all departments and vessels.</p> <p>The company addresses deficiencies raised.</p>	<p>Evidence of procedures.</p> <p>Records of master's reviews being received.</p> <p>Records of feedback on master's reviews</p> <p>Evidence of procedure for management review</p> <p>Records of management review meetings</p> <p>Records of management reviews being circulated.</p> <p>Records of corrective actions from master's reviews and management reviews.</p>



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Intermediate	<p>A master's review is carried out by every master who serves aboard during the year.</p> <p>Management reviews take place more frequently than the prescribed once per year.</p> <p>The management review includes a review of available health and safety data to identify trends.</p> <p>Corrective actions from master's & management reviews are closed out within the prescribed time frame</p>	<p>Every master carries out and submits a review each year.</p> <p>The company provides a set form for the master's SMS review.</p> <p>The company plans and carries out more than one management review each year.</p> <p>Management evaluation includes, as a minimum: -</p> <ul style="list-style-type: none"> □ Analysis of fatality, injury, illness and near miss incident statistics □ Records of unsafe acts or behaviours □ Review of safety committee reports and recommendations. 	<p>Evidence of procedures.</p> <p>Records of master's reviews being received.</p> <p>Evidence of forms.</p> <p>Records of feedback on master's reviews</p> <p>Evidence of procedure for management review</p> <p>Records of management review meetings including a review of HSSE data.</p> <p>Records of management reviews being circulated.</p> <p>Records of corrective actions from master's reviews and management reviews.</p>



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Advanced	<p>The company specifies the period from joining that the master carries out a review.</p> <p>The company requires the master to discuss the SMS review with crew members.</p> <p>Management review meetings are planned and held quarterly. Additional management review meetings are held, as necessary.</p> <p>Management review includes the effectiveness of the cyber security plan.</p> <p>Management review includes analysis of investigations into severe incidents.</p>	<p>Every master carries out and submits a review within a set period of joining. The master discusses the review with crew members, particularly those responsible for the areas covered in the review.</p> <p>Quarterly management review meetings are planned and held. Management review meetings review each department's performance.</p> <p>Additional management review meetings are held when circumstances require.</p>	<p>Evidence of procedures.</p> <p>Records of master's reviews being received.</p> <p>Evidence of procedure for management review</p> <p>Records of management review meetings including a review of HSSE data.</p> <p>Records of management reviews being circulated.</p> <p>Records of corrective actions from master's reviews and management reviews.</p>



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Excellence	The management review includes staffing levels on board and ashore, feedback on training and familiarisation, review of the PTW process, safety culture improvement programme, effectiveness of the environmental management, effectiveness of corrective and preventive actions for serious incidents	The management review includes staffing levels on board and ashore, feedback on training and familiarisation, review of the PTW process, safety culture improvement programme, effectiveness of the environmental management, effectiveness of corrective and preventive actions for serious incidents	Evidence of procedures. Records of master's reviews being received. Evidence of procedure for management review Records of management review meetings including a review of HSSE data. Records of management reviews being circulated. Records of corrective actions from master's reviews and management reviews.