

# TRIAD

NEWSLETTER NO. 1

**Scottish Ship Management Limited**

MARCH 1976

## GENERAL PURPOSE MANNING SYSTEM REVIEW SEMINAR

### INTRODUCTION

This is a condensed report of the four day Seminar held in the Company offices in Glasgow during November, 1975. It contains the concensus of opinion touching the main aspects of the System and indicating action taken as a result of the discussions.

### PURPOSE

To review the Company General Purpose Manning System by joint consultation with the representative group and to identify the strengths and weaknesses and thereafter to make such adjustments as seem necessary.

### IN ATTENDANCE

Mr. D. Brown	2nd Engineer
Mr. R. Cathcart	Catering Officer
Mr. A. Clarke	Chief Petty Officer
Mr. D. Craig	Petty Officer
Mr. R. Durbin	Chief Engineer
Mr. P. Dyson	Chief Officer
Capt. A. Fraser	Master
Mr. E. Kellie	Chief Engineer
Mr. C. MacCrae	2nd Engineer
Mr. J. McDonald	Catering Officer
Capt. J. MacKay	Master
Mr. R. Rafter	Petty Officer
Mr. T. Walker	Chief Officer

Mr. D. Border	Catering Superintendent
Mr. H. Clark	Personnel & Administration Manager
Capt. P. Cooney	Marine Superintendent
Mr. J. Fulton	Operations Manager
Mr. J. Lazaras	Chief Superintendent Engineer
Capt. R. Love	Chief Marine Superintendent

### OVERALL ASSESSMENT

- . The original aims and objectives were commendable and should be retained.
- . The system had proved to be sound and there was no need to change the basic concept.
- . There was, however, a need to revise certain procedures within the System and to up-date the Guide Lines.
- . The Company should consider convening a meeting with a representative group of G.P. Ratings.
- . It should be a matter of constant priority that everything is done to ensure the success of the System.
- . There should be a periodic review every three to four years.

### EFFICIENCY

- . The main stimulus of high efficiency rests with the senior personnel on board and particularly the members of the Management Committee who play a vital role in determining the most effective use of resources including the allocation and control of work.
- . The co-operation with Officers and Ratings working together was necessary to make the System successful.
- . Ships manned by a majority of contract personnel tended to be more efficient.
- . The recent introduction of certain types of modern equipment was improving efficiency.
- . Ratings' hours of work were discussed and it was agreed that the effective use of overtime hours was essential to the upkeep of the ship.
- . In order to maximise man-power, rota systems through deck and engine room should be operated on all G.P. ships involving all Ratings except those in the Catering Department.
- . The Company to consider the possibility of putting an additional typewriter on board each ship.

**ACTION** An additional typewriter will be put on board the Govan Newbuildings.

- . Benefit could be derived from circulating information to ships, by class, relative to faults encountered and remedies prescribed.

## MANNING

- . The presence of an extra person, preferably an Engineer, would help in avoiding breakdowns and subsequent repairs, giving time for more regular checks to be carried out and generally maintaining the ship more adequately.
- ACTION It has been agreed that an extra Engineer Officer will be carried on board U.M.S. vessels during 1976 by way of an experiment.
- . The importance of ensuring a high quality of catering service was highlighted. It was felt that this aspect was vital to the success of a voyage.
- . The level of certification of Deck Officers sometimes fell below that which was desired to meet Company standards. It was agreed that this was an industry problem which in turn had a bearing on the Company.
- . The Company should consider the appointment of a roving Rating to move from ship to ship, e.g. carpenter type.
- ACTION After deliberation by the Company, it has been decided that this was not a practical proposition.
- . The importance of the Company keeping a regular contact with families of seafarers at home was highlighted.
- ACTION The Personnel Department have indicated that this is done within the context of the present staffing arrangements.
- . The Company to consider increasing the number of G.P. Boys.
- ACTION The objective of having one G.P. Boy on each ship has been approved and has been implemented on most G.P. ships
- . A greater degree of commitment to the G.P. System of manning from the industry, the unions, the company and the seafarers was essential to ensure its continued success.

## COMMUNICATIONS

- . Management Meetings should continue to be used as an important means of ensuring that information is spread effectively throughout the ship.
- . Management Meetings to be held once per week.
- . In addition to the official Management Committee Meetings, it was general practice that informal daily meetings were held by Senior Officers.
- . The minutes of Management Meetings should be placed on ships' notice boards.
- . That the C.P.O. should be a member of the Management Committee.
- ACTION This has been agreed.

. The C.P.O. will, in the majority of cases, liaise closely with and receive his instructions from the Chief Engineer.

. The major problem which could lead to departmental demarcation was the conflict of personalities. Otherwise, providing communications were good, there appeared to be general satisfaction at the level of departmental co-operation.

. That the Welfare Committee be disbanded and replaced by a Social Committee.

**ACTION**

It has been agreed that the Welfare Committee will be disbanded as it was previously constituted and that a Social Committee consisting of those Officers who are particularly interested in this aspect of shipboard life be invited by the Master to form a Shipboard Committee.

It was further agreed that there should be two Bar Committees, one for Officers and one for Ratings. The Master to ensure that suitable persons are appointed.

. The social activities and interaction on board were reckoned to be satisfactory.

. The Company should continue to make every effort to ensure that all G.P. Ratings received a copy of the G.P. Agreement booklet.

. The general communications between the office and the ship was reckoned to be satisfactory.

. It was indicated that there would be a revision of the MFO/MTM system of communications and that Masters should ensure that all Officers read MFOs and initial accordingly.

. That Masters should be fully aware of any "arrangements" made between the office and the individual seafarers.

**TRAINING**

. Men should be trained in the use of new equipment either on board or ashore.

**ACTION**

A number of men have been sent on electric and gas welding courses and paint spray equipment operation courses and more are planned.

. It was felt that in-company development sessions for Officers could be helpful covering, for example, the operation of the General Purpose Manning System.

. It was agreed that training was necessary for Ratings particularly in familiarisation in the engine room. Such training to be done on board ship.

. Further manning in Ratings ranks would be best met by the recruitment and training of young men coming into the industry.

- . It should not be mandatory that Catering Ratings be taught bridge watch-keeping duties.
- ACTION This has been agreed.
- . A firm directive should be sent to all ships insisting that Cadets are given time and training on the bridge.
- ACTION A Personnel Circular on this subject has been issued.
- . G.P.l. Ratings who are suitable for promotion to C.P.O. should be identified. Those selected for promotion should receive preparatory training.

### SAFETY

- . The use of posters was commended.
- . The Committees to constantly look for better ways of putting safety measures across.
- . The wearing of "flip-flops" was deplored and it was felt that the Company should take a line on this aspect.
- ACTION The Company agreed with this. Furthermore, ships are now supplied on request both at home and abroad with safety shoes which are sold at 50% of cost.
- . There was uncertainty as to what safety gear should be on board ship.
- ACTION A list has been produced which reads as follows:-
  - Industrial shoes
  - Ear muffs
  - Eye goggles
  - Hard hats
  - Industrial Face Masks
  - Safety harness
  - Anti-dermititus cream
  - Working gloves
- . A reference was made to noise levels in the engine room of certain ships and the need to ensure the acceptability of such.
- ACTION The Technical Department has subsequently advised that the decibel level is within D.T.I. specifications and that there is an obligation on personnel to wear the ear protection which is supplied. Constant attention is given to the provision of the most effective equipment.
- . Safety Committees should be introduced on Conventional ships.
- ACTION This will be followed up by the Company.

### DEPARTMENTAL PROBLEMS

- . Over use of duty mess.
  - . Dirty foot marks in alley ways.
  - . Responsibility for topping up oil levels.
- ACTION This matter to be decided by the Ship Management Committee.
- . Ballasting.
- ACTION Information regarding the responsibility for this item is included in the new General Purpose Manning System booklet.

### FACILITIES

- . Fit toilets in Ratings' two after cabins in Haugesund class ships, these being the only cabins in this class not so fitted.
- ACTION This programme is now in hand and will be completed by May 1976.
- . The adequacy of accommodation to be examined if trainees, boys, or additional engineers were to be carried.
  - . Accommodation on S.S.M. ships was reckoned to be very good.
  - . The Catering Officer should have an office in addition to his room particularly for work being carried out when the ship is in port.
- ACTION The intention is that newbuildings will be so designed.

### GUIDE LINES

- . That the title of the document be changed from G.P. Guide Lines to General Purpose Manning System.
  - . The objectives and membership of Safety Committees to be specified in a separate section of the G.P.M.S. booklet.
  - . The wording of the responsibility of various Officers to be altered to bring in line with existing practice.
  - . The examples of agenda and minutes of meetings to be updated.
  - . Under the heading "Operational Assignments", a reference to be made to non U.M.S. operation.
  - . Various alterations to be made to wording and layout of the contents of the document.
- ACTION All items in this section have been accepted and implemented in the new booklet.

CONCLUSION

The Seminar was extremely useful in providing the Company with good information upon which it can act. As a result, the General Purpose Manning System has been improved and a revised document will be issued soon after the publication of this report.

The Company are keen to ensure the success of the System and would encourage all members of the Company to read this condensed report with interest and subsequently to contribute whatever ideas present themselves either to the Management Committee on board or directly with the office.

The successful running of this System cannot be over emphasised and the Company looks to all of its people to show a high degree of co-operation and commitment in ensuring the future.

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