



# Terms of Reference

Human Element in Shipping Committee

1. **AIMS AND OBJECTIVES**

INTERTANKO’s Human Element Committee’s aim is to foster the interests of INTERTANKO members in the role of the human element in the adoption of industry best practices for the safe operation of tankers; in the adherence to strict compliance with operational and environmental regulations and practices; and in its contribution to the achievement of the long-term goals of INTERTANKO:

* To promote compliance with rules and regulations as well as the availability and utilization of personnel with the highest quality marine skills and competencies.
* To lead the continuous improvement of the Tanker Industry’s performance in striving to achieve the goals of: Zero fatalities, Zero pollution, Zero detentions.

To this end the Committee will undertake work in the following areas with a view to achieving the goals of INTERTANKO and its members as set out above:

* 1. Identification and review of existing and ongoing industry initiatives, projects and efforts related to the role of the human element in shipping, participation, as appropriate, in such programs.
	2. Development of measures that attract and retain people with the highest quality marine skills and competencies.
	3. Development of measures that advance the role of the human element to enhance safe, secure and environmentally sound tanker transportation.
		1. Review of the relevant findings from casualty analyses, including root causes and corrective actions.
		2. Review of “safety” and “compliance” cultures, onboard and ashore including differences regionally and/or nationally, and areas of shortcomings and failings.
		3. Review of the working environment onboard.
		4. Review of the role of fatigue in relation to human errors, in conjunction with the requirements and recommendations of STW code and ILO 180.
		5. Review of communication difficulties experienced - both written and spoken.
		6. Review of the ergonomics of machinery, outfit and equipment, - including the suitability of these - and when appropriate suggest options for the greater harmonization of systems and controls.
	4. Development of appropriate training and education measures for marine personnel, afloat and ashore.
		1. Review of the experience levels and competencies of seafarers, their associated training, and the verification of same, and the revalidation process of certificates of competency.
	5. Development of measures that ensure consistent operational manning levels on tankers.
	6. Monitor and assess new and existing regulatory and industry developments in training and manning requirements.
	7. Committee members may be selected to represent INTERTANKO on external bodies. Representation should reflect the position adopted by the association. Members making such external representation should provide a report on any meetings attended to the Committee.
	8. Promotion and protection of the welfare and interests of seafarers.

The Committee may decide to establish sub-committees and/or ad-hoc working groups to assist it with its work. In undertaking its work, the Committee shall be encouraged to liaise with other INTERTANKO Committees whenever appropriate.

Through its work, the Committee will, inter alia:

* Provide useful, consistent and coherent (best practice) guidance for Members to effectively incorporate human element factors into their organizations, including best practices for tanker operations.
* Establish a forum for Members to convey and share their experience on human elements with a focus on minimizing the negative consequences of human errors.
* Provide information on emerging legislation and regulations related to manning and training.
* Propose improvements in training and/or education, when considered beneficial.
* Continuously monitor and assess where high risk areas associated with the human element and, in particular human error, are found in order to determine whether and how human element solutions can be applied.
1. **MEMBERSHIP**
	1. The Committee is composed of a maximum of 25 members at any one time, including the Committee Chair and up to three Vice Chairs.
	2. The Chair, Vice Chairs and the other members of the Committee shall normally be elected for a period of two years and may serve for no more than three terms of two years each.
	3. Committee members are elected by the Committee and approved by the INTERTANKO Council. Elections and re-elections are held when the two-year tenure has been completed or when a Committee member steps down. Re-election is also necessary if a Committee member changes employment between Members / Member Groups.
	4. Membership of the Committee is based on the expertise/ qualification of the individual and position within the Member/ Member Group of companies. Committee members should have experience and expertise which will contribute to the aims and objectives of the Committee. The aim is to achieve overall diversity and a balance of representation by region, trade type and fleet. Membership on the Committee rests with the individual, not the company the individual works for. Re-election is required should the individual change companies. Any term served will count against the maximum tenure.
	5. The Committee Chair is elected by the Committee and approved by the Council. The term of office is two years, which may be extended for two further two-year periods. These periods are in addition to any time served as a Committee member.
	6. Up to three Vice Chairs may be elected by the Committee and approved by the Council. The Vice Chairs’ term of office is two years which may be extended for two further two-year periods. At any one time, one Vice Chair may also be elected or remain Vice Chair provided that he/ she may not hold office for a period of longer than eight consecutive years at a time. These periods are not in addition to any time served as a Committee member.
2. **MEETINGS**
	1. The Committee will typically meet at least twice a year.
	2. Committee members shall endeavour to attend all Committee meetings but in any event shall attend a minimum of one meeting per year. Members shall make every effort towards active contribution to the work of the Committee and actively participate in the discussions. Should a Committee member not be able to attend, the member is encouraged to submit written comments. Repeated non-attendance may result in a review of Committee membership. Committee members who have not attended nor engaged in at least 50% of meetings during any two-year tenure will not be proposed for re-election unless extenuating circumstances apply.
	3. The Chair may invite guests to the meetings, including to participate in working and/or correspondence groups that the Committee establishes from time to time.
	4. As required, specific Working Groups and/or Correspondence Groups may be established to deal with and promote particular issues from the Committee’s work.
	5. The travel expenses of the Committee’s members should be paid for by the Member company.
3. **CONDUCT OF MEETINGS**

Committee meetings shall be conducted in accordance with INTERTANKO’s Anti-Trust Guidelines.

1. **TERMS OF REFERENCE**

The Terms of Reference of Committee and any revisions thereto shall be approved by the Council.

1. **SECRETARIAL WORK**

The INTERTANKO Secretariat will provide secretarial and administrative tasks for the Committee.

1. **REPORTING**

The Committee will report to INTERTANKO’s Council through its Chair, as required.