



## International Association of Independent Tanker Owners

**- FOR SAFE TRANSPORT, CLEANER SEAS AND FREE COMPETITION -**

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**Terms of Reference**

**Human Element Committee**

**1. Aims/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:

1.1 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.

1.2 Development of measures that attract and retain people with the highest quality marine skills and competencies.

1.3 Development of measures that advance the role of the human element to enhance safe, secure and environmentally sound tanker transportation.

1.3.1 Review of the relevant findings from casualty analyses, including root causes and corrective actions.

1.3.2 Review of “safety” and “compliance” cultures, onboard and ashore including differences regionally and/or nationally, and areas of shortcomings and failings.

1.3.3 Review of the working environment onboard.

1.3.4 Review of the role of fatigue in relation to human errors, in conjunction with the requirements and recommendations of STW code and ILO 180.

1.3.5 Review of communication difficulties experienced - both written and spoken.

1.3.6 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.

1.4 Development of appropriate training and education measures for marine personnel, afloat and ashore.

1.4.1 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.

1.5 Development of measures that ensure consistent operational manning levels on tankers.

1.6 Monitor and assess new and existing regulatory and industry developments in training and manning requirements.

1.7 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

1.8 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.

**2. Membership**

2.1 Membership of the Committee (and any sub-committees/working groups) shall be open to Members of the Association and by invitation to others who are able to contribute usefully to the work of the Committee.

2.2 The Committee will normally comprise a maximum of 25 members.

2.3 Each Committee Member is expected to be actively involved in the activities of the Committee.

2.4. The Committee members’ term is two years which can be extended for another two years, unless other reasons apply and are approved by the Executive Committee. Examples of when other reasons apply could include when it is difficult to get new members to join a Committee or the member has specific expertise that would be valuable in the resolution of an important issue under discussion by the Committee.

2.5. The Committee’s composition will be periodically reviewed by its Chairman and the Secretariat so as to continue to reflect the balance of expertise and representation required, which will contribute to the aims and objectives of the Committee and its work program items. The make-up of the committee should generally reflect the geographical representation of the wider Membership.

2.6. Membership on the Committee is based on the appropriate expertise/qualifications of the individual; therefore, Membership on a committee rests with the individual, not the company that the individual works for. There should be no more than one individual from a single company.

**3. Chairman**

3.1 The Chairman’s term of office is two-years which can be extended for another two years, unless other reasons apply which are approved by the Executive Committee.

3.2 The Committee will nominate at least one Vice Chairman from its membership for election by the Council. The Vice Chairman’s term of office should not exceed two years unless by invitation.

1. **Meetings**

4.1 The Committee will typically meet at least twice a year.

4.2 Members should attend committee meetings and actively participate in the committee discussions. Two consecutive non-attendances will result in the Chairman reminding the member of their duty to attend. Further consecutive non-attendance may result in removal from the committee. A committee member may, on occasion, be represented by an alternate from his company.

4.3 INTERTANKO’s Chairman and Managing Director may attend the meetings.

4.4 The Chairman may invite observers to the meetings.

**5. Travel Expenses**

The travel expenses of the Committee’s membership shall be paid for by the member company.

**6. Terms of Reference**

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

**7. Secretarial**

The INTERTANKO Secretariat shall undertake the secretarial and administrative tasks for the Committee.

**8. Reporting**

The Human Element Committee will report to INTERTANKO’s Council.