

Quality, Health, Safety, and Environmental Objectives and Targets for Calendar Year 2020

Code: Q = Quality H = Health S = Safety E = Environment

Category	Objective	Target	Assurance	Responsible
S	Improve compliance with CIW policy and procedures for third party contractors working for the maintenance department	Reduce non-conformities/findings during routine job checks	Complete a contractor orientation for third party contractors working for the maintenance department	QHSE/ Maintenance Dept.
QHSE	Ensure the control of work (CoW) documents completed by field personnel are done completely and accurately	Improve the quality of HSE documentation	Conduct training on how to properly complete CoW documents with Yard Foreman and Yard Coordinators	QHSE Dept.
Q	Ensure lease agreements between customers and CIW are followed	Ensure customers are not working outside of the scope of the lease agreement, and CIW property leased to customers is not compromised	1. Develop an Annual Lease Agreement Audit in the Checklist Module 2. Managers to complete Annual Lease Audit for all Clients/Customers	QHSE/ Operations Dept.
E	Reduce paper consumption	Decrease the amount of paper forms that are used to complete audits, and checklist	Convert paper forms to electronic forms in the Checklist Module of UniSea	QHSE Dept.
QHSE	Improve incident investigations and report writing	Eliminate gaps in incident investigation and report writing	1. ECO Training Center to develop an incident investigation course 2. QHSE Department to participate in training 3. QHSE Department to conduct training with Yard Foreman and Yard Coordinators	QHSE Dept.
Q	Prevent payroll errors for hourly employees	Ensure the hourly payroll is accurate	Conduct monthly payroll audits	HR Dept.

References

TYPE	TITLE	NUMBER
QADocument	Objectives and Targets	CIW/QHSEMS/4/1981