

THE ROYAL INSTITUTION OF NAVAL ARCHITECTS

SAFETY COMMITTEE

A Standing Committee of the Council

CONSTITUTION AND TERMS OF REFERENCE

Scope

The Royal Institution of Naval Architects (RINA) Safety Committee considers any aspect of safety management within the profession of naval architecture including regulatory requirements, risk assessment and human factors etc., encompassing all stages of the life cycle of a vessel or marine system including design, construction, operation and maintenance through to disposal.

Membership

1. The Committee shall comprise members of the Institution with special interest, expertise or experience in maritime safety matters. The Chairman and Vice-Chairman shall be proposed by a majority vote of the committee and approved by Council. Invitations to join the committee will be made by the Chairman with the approval of a majority vote by the committee.
2. Ex-officio members, who may or may not be members of the Institution, may also be appointed to provide additional expertise and guidance and to represent other organisations associated with maritime safety. Ex-officio members shall not be voting members of the Safety Committee.
3. The Chairmen of the RINA International Maritime Organisation (IMO) Committee, the RINA Small Craft Committee and the High Speed Craft Committee shall be members of the Safety Committee. This will ensure that safety issues relevant to all the RINA technical committees are shared and coordinated by the Safety Committee.
5. No maximum number of committee members is specified. The Chairman shall ensure that the membership remains manageable and does not impose an unreasonable burden on the RINA Secretariat.
6. Committee members are encouraged to attend meetings in person if convenient but may also contribute by telephone conference or by other means of correspondence.
7. In the absence of the Chairman or Vice-Chairman, meetings may be chaired by a voting member elected by those attending the meeting. A quorum at a meeting shall be three voting members of the committee.
8. The Chairman shall be an ex-officio member of Council and when necessary may be represented at Council meetings by the Vice-Chairman.
9. The Director of Professional Affairs will act as Secretary to the Safety Committee.

Terms of Reference

1. To provide a forum for the exchange of technical information between naval architects relating to safety in all sectors of the marine industry.
2. To support the work of the RINA IMO Committee and to forward appropriate learned papers prepared by the RINA Safety Committee for promotion by the RINA IMO Committee.
3. To maintain a watching brief on matters affecting marine safety, to form a view on priorities for the attention of the Safety Committee and to publish an appropriate programme of work.

4. To make recommendations to Council when new RINA safety policy is considered necessary and to advise on its formulation.
5. To report to and advise Council, other RINA committees and members on matters relating to marine safety.
6. To encourage research, design and development work which contributes to improvements in marine safety.
7. To provide experts as required to external bodies that address matters of marine safety.
8. To speak and/or publish public statements and to direct observations and recommendations to external authorities where appropriate on behalf of the Institution, subject to approval of the Chairman of Council, on matters relating to marine safety.
9. To propose subjects and papers for conferences concerning marine safety, to assist in their organisation and to review and/or contribute to discussion at such conferences.
10. To ensure the dissemination of ship safety information and guidance to RINA members, and to encourage input and views of members for consideration by the Safety Committee.
11. To produce guidance for RINA members on professional conduct, safety management tools and techniques including periodic review and amendments as necessary to the RINA document "Guidance on the Safety Role of Naval Architects".
12. The Chairman of the Safety Committee shall produce an Annual Report to Council.

Revised **January 2014**