

DON'T CURE PREVENT

ISSUE 28 SEPTEMBER 2025



**CORRECTIVE ACTION PLAN (CAP)
& CLOSE OUT REPORT FOR RIGHTSHIP**



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CASE STUDY - RESPONSE TO 'LOTO' FINDING

During an **official RightShip inspection onboard**, the following finding, among others, was raised;

Finding (RISQ 3.1 - 4.8): 'No Lock Out Tag Out (LOTO) equipment available onboard. Crew reported using a paper notice on the breaker for electrical isolation.'

The Company submitted the following to RightShip in response to the finding;

Root Cause Analysis: LOTO equipment not available onboard.

Corrective Actions:

- 🕒 Company will arrange to supply LOTO equipment to the vessel.

Preventive Actions:

- 🕒 Safety awareness about electrical isolation will be raised during the next Safety Committee meeting.



As RightShip rejected the initial response, the Company engaged **Prevention at Sea** to assist in the preparation of a **structured Corrective Action Plan and Close-out Report**.

PAS in cooperation with the Company prepared the resubmission below, in line with RightShip's required methodology. This included **Immediate Correction, Root Cause Analysis, Corrective and Preventive Actions, and Supporting Evidence**, which was accepted by RightShip without further comments.

Immediate Correction: Maintenance tasks suspended. Interim system introduced with seal tags and log sheets under Chief Engineer's supervision. Posters displayed; Risk assessment completed.

Root Cause Analysis (Organizational): SMS LOTO procedure delayed due to incorrect estimation of time and resources.

Corrective Actions:

- 🕒 Interim instructions added to Safety Committee meetings.
- 🕒 Superintendents tasked to verify crew familiarization and proper record keeping.
- 🕒 A complete LOTO kit has been supplied to the vessel.
- 🕒 Official SMS LOTO procedure is scheduled for release within 2 months.

Preventive Actions:

- 🕒 SMS LOTO procedure distributed fleetwide.
- 🕒 Training records maintained; New joiners briefed during office induction.
- 🕒 LOTO hardware supplied to all vessels, verified by superintendents.
- 🕒 Internal audits to confirm compliance.

Supportive Evidence: Interim log sheets, updated SMS procedure, fleet circular, LOTO hardware delivery receipts, training attendance records, internal audit reports verifying implementation.





WHY THIS CORRECTIVE ACTION PLAN IS STRONG ?

This response demonstrates the full methodology expected by *RightShip*;

- ✓ Immediate control of the unsafe condition and actions with evidence.
- ✓ Proper identification of the root cause as Organizational (delayed SMS LOTO release).
- ✓ Clear assignment of responsibilities and deadlines, covering both corrective measures and SMS amendments.
- ✓ Fleetwide Preventive measures (procedure issue, training, and hardware), not only on the
- ✓ Submission of a comprehensive evidence package to verify implementation.
- ✓ Superintendent verification of implementation through checks and evidence review leading to

This evidence-based response comprehensively addresses all aspects and demonstrates a structured approach to prevent recurrence, both onboard and across the fleet.



CORRECTIVE ACTION PLAN (CAP) & CLOSE OUT REPORT – PROPOSED STRUCTURE



IMMEDIATE CORRECTION

Immediately Control the unsafe condition to protect onboard personnel, the vessel, and the environment, and record the action with supporting evidence (logbook, photo, permit) until permanent corrective measures are implemented.

ROOT CAUSE ANALYSIS (RCA)

Analyze why the condition occurred (not only what failed) using methods such as the 5 Whys. Classify the causes as Physical, Human or Organizational, and clearly demonstrate the link between immediate cause, underlying factors, and root cause.



CORRECTIVE ACTION

Implement a permanent fix for the finding onboard (e.g. repair, replacement, calibration, record correction), ensure the action is verifiable, and complete it within the established timeframe.

PREVENTIVE ACTION

Apply system-level measures (e.g. SMS amendments, procedure updates, fleet circulars, training, audit checklists) directly linked to the root cause and extend them fleetwide where necessary.



SUPPORTIVE EVIDENCE

Provide verifiable evidence for each stage of the Corrective Action Plan (e.g. service report, updated SMS, training record, circular copy, audit report).



REFERENCE SOURCES

- **RightShip – An introduction to Root Cause Analysis**
- **ISO 9001**



CORRECTIVE ACTION PLANS (CAP) AS DRIVERS OF CONTINUOUS IMPROVEMENT

- ✓ A CAP is not only intended to close a finding, but also to prevent its recurrence.
- ✓ Robust CAPs extend preventive measures across the fleet, not just the affected vessel.
- ✓ CAP outcomes should be systematically reviewed to identify recurring Physical, Human, or Organizational causes.
- ✓ These trends highlight areas where the SMS, training, or supervision may require reinforcement.
- ✓ Well-implemented CAPs reduce repetition of findings, support smoother inspections, and strengthen charterer confidence

REMEMBER:

RightShip assesses the quality of the response, not only the repair. When responses lack structure, findings remain open or increase in severity.

We support companies in preparing Corrective Action Plans and Close-out Reports that are structured, evidence-based and aligned with RightShip's methodology, building confidence in continuous compliance across the fleet.

 **PREVENTION AT SEA**

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**FOR MORE INFORMATION,
PLEASE DO NOT HESITATE TO CONTACT US.**



Prevention at Sea Ltd

5 Artemidos Avenue, 6th Floor,
Artemidos Tower, 6020
Larnaca - Cyprus

Tel: +357 24819800

Fax: +357 24819881



PREVESEA Ltd

91 Akti Miaouli Str., 3rd Floor
Piraeus 18538
Athens - Greece

Tel: +30 210 64 37 637



sales@preventionatsea.com



www.preventionatsea.com