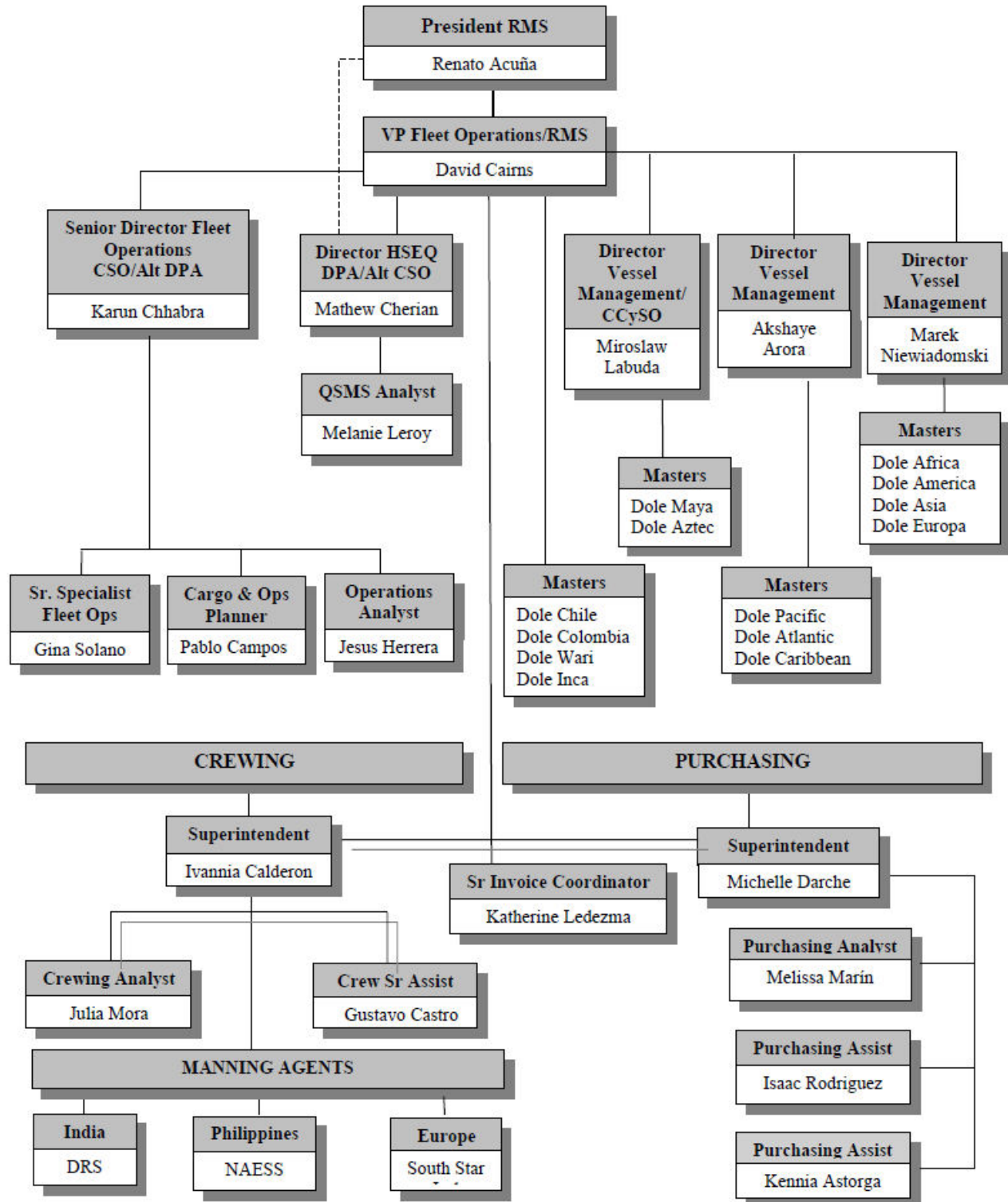


## *COMPANY RESPONSIBILITIES AND AUTHORITY*

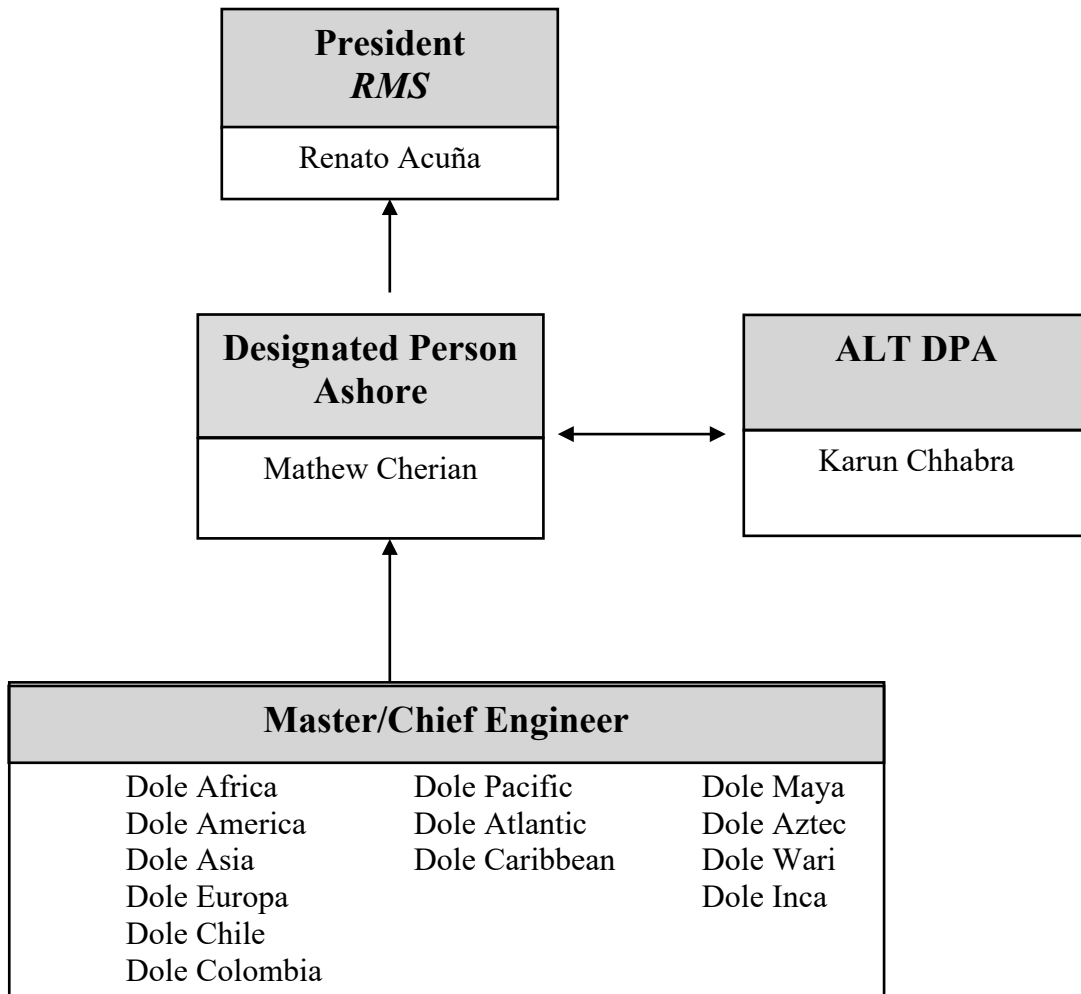
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### 3.1 RMS Organization Chart, Vessel Management and Operations



### 3.1.1 Designated Person Flow Chart



### 3.2 **Company Organization and Administration**

Chart 3.1 shows the organization of the staff of **RMS** responsible for the Management and Operations of the fleet, the Job Functions of whom are to be found on following pages. Chart 3.1.1 shows the link between Masters, through the Designated Person to Senior Management of the company.

Every communication from ships regarding management issues shall **ALWAYS** be sent directly to the DVM responsible for ships with copies to the office's Vessel Mailbox and to the others concerned such as Operations, Crewing, Purchasing or Accounting personnel.

**Accident and Incident reports are to be sent to:**

- **DVM responsible for the vessel,**
- **copied to DPA, Alt DPA and the QSMS Analyst, who will ensure that copies are received by other concerned RMS Management and entered in the QSMS database.**

**The group Email ID to be used for QSMS related Matters is LA-DTP QSMS Vessels [Vessel.QSMS@dole.com](mailto:Vessel.QSMS@dole.com).**

**This group ID Consist of:**

- All DVM's
- DPA
- QSMS Analyst
- Crewing Superintendent
- Vessel Mailbox

All routine / technical related issues from ships should be addressed to the responsible DVM and Vessel Mailbox.

All communications related to Crewing should be copied to **LA-DTP Crewing [vessel.crewing@dole.com](mailto:vessel.crewing@dole.com)**

**This group ID Consist of:**

- All DVM's
- DPA
- Crewing Superintendent
- Crewing Analyst
- Crewing Assistant
- Vessel Mailbox

All communications related Schedule, ETAs, Bunkers, Cargo issues/damage, Stevedore Damage, Operations, M&R, Container Damage, delays and breakdowns should **ALWAYS** be addressed to [Vessel.Operations@dole.com](mailto:Vessel.Operations@dole.com), and copied to concerned DVM.

**This group ID Consist of:**

- Sr.DFO
- Sr. Specialist Fleet Operations
- Vessel mailbox

Detailed communication instructions regarding routine (daily) Operational matters, Voyage Reporting, M&R, etc. are to be found in the Ship's Instructions Manual.

### **3.3      *RMS Staff – Job Functions***

#### **3.3.1      *Function: Head of Department***

Title: VP Fleet Operations ***RMS***

Reports to: President ***RMS***

- Responsible for the overall operation of RMS fleet and the management of the company's owned and bareboat ships.
- Secures and assigns the resources required to efficiently run the fleet.
- Coordinates budget preparation and monitors cost and performance against budget
- Develops/Implements company/departments policies.
- Coordinate and oversee insurance matters related to P&I, Hull & Machinery claims.
- Represents RMS in the corporate Risk Management Group.
- Direct and oversee the management of the RMS fleet – owned and bareboat chartered.
- Coordinate preparation of budget for the entire fleet and monitor performance against budget
- Evaluate and direct projects to enhance capabilities of owned ships.
- Oversee the QSMS and ISPS system compliance. In addition, all functions of Director Vessel Management perform, as required when directly managing ships.
- Supervise container M & R budgets and projects

#### **3.3.2      *Function: Fleet Operations – Senior Director***

Title: Senior Director Fleet Operations

Reports to: Vice President Fleet Operations

- Present and monitor the annual Vessel Operations budget.
- Responsible for overseeing the day-to-day operation, commercial utilization, and service schedules of the fleet of refrigerated ships and refrigerated container ships, both owned, bareboat and time-chartered vessels.
- Instruct Masters as required and monitors service performance of ships in the fleet.
- Oversee the Vessel Operations Information System (VOIS)
- Prepare and oversee annual bunker contracts and purchases, monitor fuel consumption, quality and/or quantity claims.
- Contract and administer bunker fuel analysis and monitor fuel analysis reports for any deviations from contracted specifications.
- Arrange charter fixtures as required. Liaises with charter brokers, and chartered vessel owners.
- Oversee stevedore damage claims processes, disputes, and recoveries.
- Coordinate and administer port agency and port operator contracts and agreements, disbursements, and accounts.
- Monitor port operations assisted by Cargo and Operations Planner, analyze turnarounds, optimize vessel schedules to logistics and cargo volume requirements at load and discharge ports.
- Follow up on container M & R issues with vessels, monitor reefer control, and participate in reefer management projects.
- Follow up and support insurance matters related to P&I, Hull & Machinery
- Performs functions of Alt DPA in support of the DPA in matters related with HSEQ as required.

### **3.3.3      *Function: Vessel Management Director***

Title: Director Vessel Management

Reports to: Vice President Fleet Operations

- Responsible for the efficient and safe management of a group of ships.
- Ensure ships are properly maintained, crewed, and stored.
- Ensure ships comply with International, National, Flag State, Class and Company rules and regulations.
- Monitors functioning of the QSMS on board managed vessels, participate in exercises to review and improve the system in coordination with Dir. HSEQ
- Prepares operating expense budgets and is responsible for financial and operational performance.
- Selects dry-docks and supervises the work in dry-dock.
- Assists and cooperates with other DVMs in the resolution of any technical or electrical issue which may arise.
- Responsible, from time to time, for other matters which may be assigned such as radio communications, CA equipment, inspections of third-party vessels and projects.
- Responsible for New Builds and Special Projects
- Oversees resolution of insurance claims.

### **3.3.4      *Function: Vessel Management – HSEQ, QSMS, Fleet Operations***

Title: Director HSEQ & Fleet Operations

Reports to VP Fleet Operations (HSEQ) & Sr. Director Fleet Operations (Operations)

- Responsible for development and review of the **QSMS and ISPS plans/manuals** and compliance, and its management within RMS fleet in conjunction with DVM(s) and Masters.
- **Authorized approver** for changes and amendments to the Company SMS.
- Manage and **schedule Internal/External SMS audits** in cooperation with the vessel DVMs.
- Conduct Internal **ISM/ISPS Audits** on fleet vessels, assisted by the Deputy DPA as required.
- Monitor **Flag State and PSC inspections**, deficiency tracking and closures.
- Liaise and **communicate with Flag State** in matters of PSC reports, Annual Flag State inspection reports, and submit all necessary reports and track closures.
- Assess, analyze, and track **Accident/Incident/Near Miss reports** from vessels, and ensure timely corrective measures are implemented by DVMs.
- Track and respond to **master's Reviews**. Prepare and distribute the **Annual Management Review**.
- Coordinate **Annual Tabletop exercise/drills** in accordance with Emergency Response Plan
- Prepare, implement, and follow up **on-board training** and continuous improvement programs.
- Oversee MLC 2006 requirements and compliance on board and in the office.
- Perform the function of the Designated Person Ashore (refer Ch.4), and Alt. CSO
- Perform necessary functions and support fleet operations as necessary.
- Responsible for reporting to shore-based authorities regarding California Cold Ironing, IMO DCS, EU ETS, EU FO Consumption and VGP annual reporting.

### **3.3.5      *Function: Vessel Management – Electrical Superintendent***

Title: Electrical Superintendent

Reports to: Vice President Fleet Operations

***This position is/may be amalgamated with the position of DVM.***

- Fleet electrical/electronic resources and repair management
- Oversee machinery and cargo gear control systems.
- Arrange/review electrical/electronic maintenance requirements and recommend upgrades as required.
- Fleet IT solutions, software, and upgrade management
- Technical guidance to ship staff for troubleshooting control, electrical and electronic issues
- Electronic navigation and communications systems repair and service management
- Assist with Controlled Atmosphere installations, repair, and service, as required.
- Inspection visits on vessels.

### **3.3.6      *Company Cyber security Officer (CCySO) role***

Reports to: Vice President Fleet Operations

***This position is/may be amalgamated with the position of DVM.***

- Is responsible for all security aspects of cyber-enabled systems on the ship, including the IT, OT, and communications systems.
- Identify roles and responsibilities for cyber risk management, assess onboard risks and vulnerable assets to be secured.
- Protect assets through cyber barriers.
- Detect vulnerabilities, threats, and events in a timely manner.
- Respond and plan to increase resilience against incidents.
- Maintain awareness of legal and regulatory changes that could affect the cyber security of ship assets and where necessary, adjust policies, processes, and procedures to comply with those changes.

### **3.3.7      *Function: Vessel Management – Technical Superintendent***

Title: Technical Superintendent

Reports to: Director Vessel Management

- Responsible for the efficient and safe management of a group of ships.
- Ensure ships are properly maintained, crewed, and stored.
- Maintains compliance with International, National, Flag State, Class and Company rules and regulations.
- Monitors functioning of the QSMS on board managed vessels, participate in exercises to review and improve the system in coordination with Dir. HSEQ
- Assists and cooperates with other DVMs in the resolution of any technical issue which may arise.



### **3.3.8      *Function: Head of Crewing Department***

Title: Crewing Superintendent

Reports to: Vice President Fleet Operations

- Responsible for the crewing of the ships.
- Coordinates with DVM the appointment of new Masters.
- Coordinates with DVM and master's the appointment of Senior Officers, Junior Officers and Ratings.
- Maintains contact with crewing agencies/ Representative Office.
- Maintains records and ensures all crew members are properly documented.
- Overseas travel arrangements of crew to and from the ship.
- Maintains crew accounts and approves/authorizes Allotments and MPO's
- Maintains relief schedule.
- Maintains crew records for personal injuries.
- Maintains Vendor payments related to crewing.

### **3.3.9      *Function: Head of Purchasing Department***

Title: Purchasing Superintendent

Reports to: Vice President Fleet Operations

- Responsible for the purchase of stores and spare parts for ships.
- Receives in-coming requisitions from the ships.
- Acting upon DVM's instructions, arranges all purchases.
- Follow up with the delivery of purchases.
- Arrange payments to vendors.
- Follows up discrepancies reported by the ship.

### **3.3.10    *Function: Company Security Officer***

Title: CSO

Reports to: Vice President Fleet Operations

- Company Security Officer (CSO) under the ISPS Code
- Responsible for shipboard security audits as necessary.
- Assist with Review/New Requirements under ISPS; undertake revision of SSA/SSP.
- Liaise with Flag State as required for security related issues.
- Review and audit port security in respect of own vessel's ports of call and monitor for security administration changes.
- Coordinate and liaise security processes with Company's Regional Security Director for shore-based logistics chain.
- Advise vessels with relevant security updates and PFSO changes.
- Liaise with Logistics Compliance Dept in respect of C-TPAT compliance.
- Undertake annual security drills with vessels and ports as required.

### **3.3.11    *Function: Analyst HSEQ Documents***

Title: QSMS Analyst

Reports to: Director HSEQ

- Responsible for administering documentation connected with the company's Quality and Safety Management System.
- Prepares and distributes all revisions/amendments to the QSMS manuals.
- Maintain QSMS and ISPS databases with manuals, accident/incidents reports, audit reports and master's Reviews, etc.
- Prepare Internal/External Audit Schedules in coordination with vessel master's under supervision of Director HSEQ.
- Track and close Audits, Flag State, PSC inspections in the database.
- Maintains the records required under the ISM / ISPS Code.
- Prepare QSMS staff meetings and reports.
- Assists as required during Drills and OERP simulations & situations.

### **3.3.12    *Function: Specialist Vessels Operations***

Title: Sr. Specialist Fleet Operations

Reports to: Senior Director Fleet operations

- Manage and Control Vessel Port Charges (VPC) and Miscellaneous Voyage Expenses (MVE)
- Negotiate, and place spot bunker stems as required on timely basis.
- Day to day co-ordination with vessels on fuel supplies and contracted and spot bunker suppliers.
- Manage and follow up Stevedore Damage claims toward settlement.
- Administer and supervise Vessel Operation Information System (VOIS)
- Control charter vessel accounts reconciliation
- Prepare and assist with data for voyage estimation & performance analysis.
- Participate in Reefer container M & R and Energy Efficiency Projects
- Prepare vessel operations, GA budget, and coordinate costs with vessel management.
- Generate quarterly fleet bunker consumption reports for analysis and management review.
- Generate quarterly fleet schedule performance reports for management review.
- Back up Operations Analyst during his/her absence.

### **3.3.13    *Function: Cargo and Operation Planner***

Title: Cargo and Operation Planner

Reports to: Senior Director Fleet operations

- Responsible for stowage planning on all container vessel services toward optimizing vessel turnarounds, minimizing unnecessary moves and restows and avoiding over stows, in coordination with load port Ops teams.
- Monitoring stowage plans and space allocations on reefer vessel services to Europe as prepared by Masters.

- Liaise with Logistics on space allocations, and with Equipment on empty returns.
- Collaborate with terminals in Costa Rica for operational planning.
- Liaise and coordinate with Compliance for proper cargo declarations as required.
- Liaise with Vessel Purchasing to coordinate in-transit movement of Vessel Spares, ensuring documentation is in order to present to Compliance for proper declarations and follow up with custom brokers, port agents and/or terminal ops to ensure a smooth transfer of vessel spares.
- Monitor cargo operations for vessel and port downtimes, generate NOPs and notices of liabilities to terminals or charter vessels, as necessary.
- Support Sr. Specialist Vessel Operations with monitoring of Stevedore Damages and issue notices of liability as necessary and follow up to closure of claims.
- Communicate with Latin, North American and European load and discharge port terminals toward monitoring operations for schedule compliance.
- Keep Sr. Dir. Fleet Operations advised and updated with operational issues.

### **3.3.14    *Function: Operations Analyst***

Title: Operations Analyst

Reports to: Senior Director Fleet operations

- Responsible for proper update and upkeep of VOIS database.
- Follow up with BP team to resolve issues and updates with VOIS application.
- Coordinate and address VOIS issues with vessel Masters.
- Monitor VOIS reports from vessels for anomalies and deviations impacting voyage costs and operational efficiency.
- Alert Sr. Director Fleet Operations with any observed deviations in vessel reports related to bunker consumptions, voyage performance and reported anomalies.
- Retrieve data from VOIS and SharePoint as requested by Sr. Specialist Vessel Operations or Sr. Dir. Fleet Operations for analysis and management reports
- Assist Cargo & Operations Planner with coordination of movement of ship's spares in-transit.
- Back up Sr. Specialist Vessel Operations in his/her absence.

### **3.3.15    *Function: Analysts, Assistant and Co-Ordinator***

Title: Crewing and Purchasing Analysts/Assistants/Co-Ordinator's

Reports to: Superintendent Crewing/Purchasing

- Supports respective department superintendents in day-to-day administrative functions.
- Responsible for co-ordination with vendors and service providers related to their area of work.
- Compile and present Budget information
- Maintain accounting information and co-ordinate with accounts payable and receivable.
- Track invoices and payment to vendors
- Follow up on claims due from vendors.

### 3.4 **Staff Meeting**

Meetings of the senior members of the staff concerned with the Management and Operation of the fleet should be held whenever convenient to the participants and whenever pressing issues need to be discussed. Meetings should ideally be held at intervals of four weeks, but when participants are travelling it may be extended up to intervals of two months.

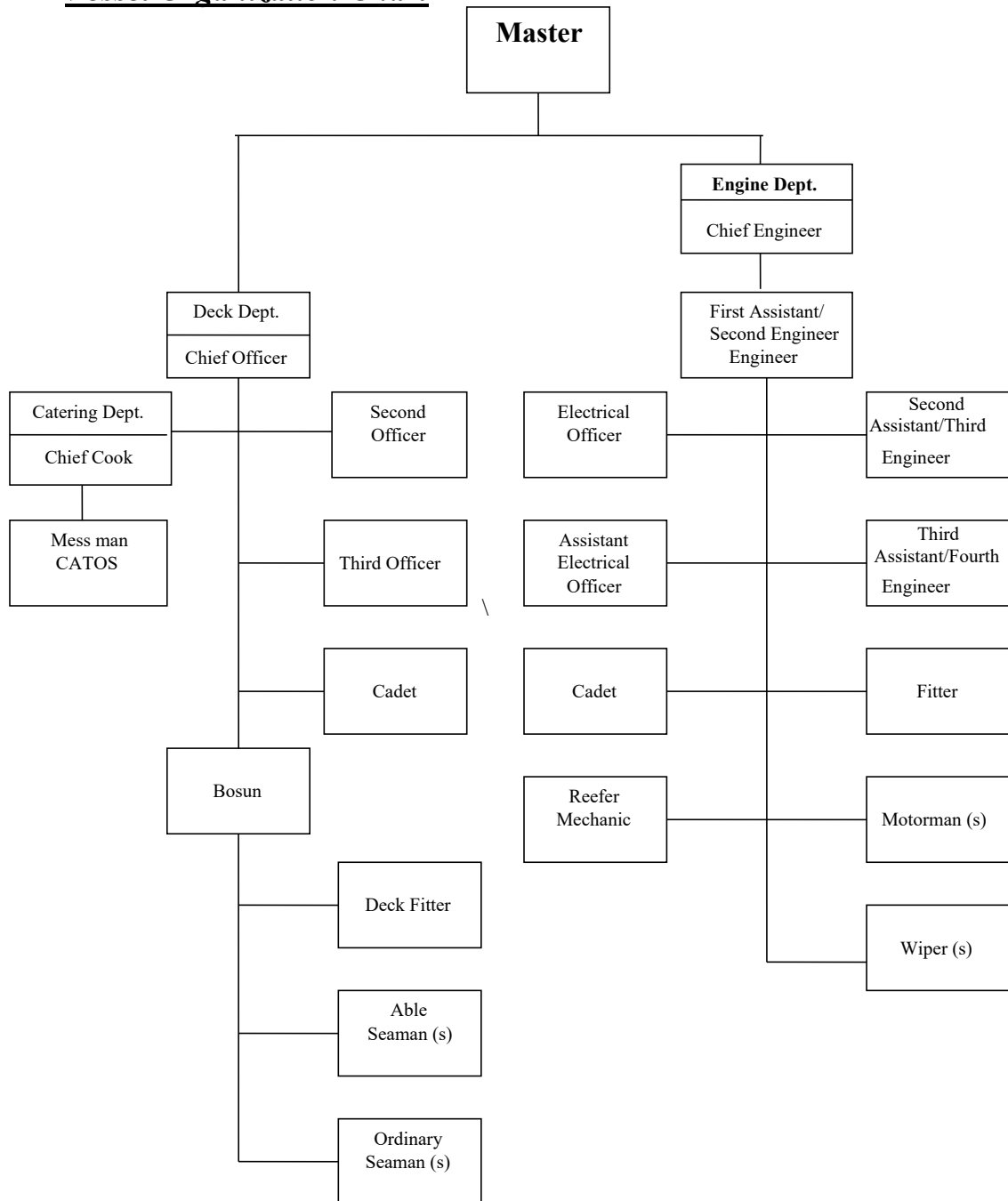
Participants will include the Head of the Department, Senior Director Fleet operations, DVM, DHSEQ/DPA, Crewing Superintendent, Purchasing Superintendent (as required), Electrical Superintendent, QSMS Analyst and the CSO (if security issues are on the agenda).

The meetings will be conducted on the following agenda:

- Approval of the Minutes from the previous meeting.
- Matters arising from the Minutes of the previous meeting.
- Internal Audits (if any) – Closing of Deficiencies.
- External Audits (if any) – Closing of Deficiencies.
- Master's Reviews received since previous meeting.
- Port/Flag State Inspections – Closing of Deficiencies.
- Report on shipboard inspections.
- Accident/Incident Reports received since previous meeting.
- Status of open Accident Reports.
- Any other business.
- Class conditions.

Minutes of the Meeting will be recorded by the QSMS Analyst.

### 3.5 Vessel Organization Chart



### **3.6      Responsibilities and duties – Deck Officer**

#### **3.6.1      *Job functions and responsibilities.***

The job functions and responsibilities on board are described in this sub-chapter.

**The Master has complete authority to change or alter any job function that he deems necessary for better operation of the vessel and for matters related to Safety.**

#### **3.6.2      *Chief Officer's Responsibility and Job function***

***Directing: Second Officer, Third Officer, Deck Cadet, and Deck/Saloon Crew***

##### **3.6.2.1      General**

The Chief Officer is the master's deputy or second-in-command and shall understudy the Master in all aspects of his responsibilities.

In case of death or incapacity of the Master he shall take over command of the vessel, till such time, as he is suitably relieved.

He shall be responsible to the Master for all aspects of ship operation, which are described here and shall keep him fully informed about all matters pertaining to safety, security, cargo, stress and stability, stevedores, defects, and non-conformities.

At Sea, the Chief Officer shall usually keep the 0400-0800/1600-2000 navigational watches.

The watches may be adjusted by the Master to ensure that the officers are suitably rested, and to take account of differing manning arrangements.

##### **3.6.2.2      Cargo and Ballast**

Chief Officer is the designated cargo officer and responsible for safe planning, loading, stowage, care, and discharge of cargo.

He shall supervise and direct the cargo operations ensuring that the stress and stability of the vessel are always within limits. He shall keep Master fully informed with all aspects of cargo care.

**He shall be responsible for ensuring and maintaining:**

- Cargo is loaded, stowed, and secured, discharged-shifted as per the plan with adequate Positive stability for all conditions.
- Cargo is cared for during passage with respect to monitoring its settings and parameters Including ventilation and cooling system. Securing checks, especially during the onset of heavy weather etc., as required.
- Cargo is discharged safely as per the plan. Issuing relevant standing / night orders.
- Records for cargo and ballast operations are maintained as per company procedures.
- Records of cargo parameters, soundings of ballast tank and other spaces are maintained as per company procedures.
- Prior loading of any hazardous cargo, same is discussed with Master

**Chief Officer is the appointed Ballast Water Management officer and the Bio-fouling Management Plan officer on board** and responsible for Ensuring:

- Ballasting and de-ballasting operations are conducted as planned.
- Proper ballast distribution always to achieve adequate draft and trim, keeping stress and stability within limits.
- Records of all ballast operations are maintained as per Ballast Water Management Plan.
- Records are maintained in the Sediment Removal Record book as per the Bio-fouling plan.
- Procedures listed in the Bio-fouling Plan are carried out.

**3.6.2.3      Safety and Security**

Chief Officer shall be responsible for:

- Carrying out the duties of a Safety Officer, if designated by the Master.
- Securing decks for proceeding to sea, allowing for the possibility of heavy weather.
- Ensuring that the hatches, side-doors and all openings, which could permit the ingress of water into the hull, are effectively closed.
- Carrying out procedures as laid in the company's SMS (RA, permit to work etc.)
- Preparations on deck for arrival into a port or congested water
- As per the instructions from Ship Security Officer – SSO (Master), supervises Pre- Arrival & Post Departure Drug/Contraband and Stowaway searches in co-ordination with other Department heads.

**3.6.2.4      Environment Protection**

The Chief Officer shall be responsible for:

- Maintenance of Oil spills response equipment.
- Garbage Management as per Garbage Management Plan.
- Tasks pertaining to VGP Compliance and upkeep of records.
- Chief Officer shall assist the Master and the Chief Engineer in pursuing the objectives and targets assigned for the ship on environmental aspects.

**3.6.2.5**

**3.6.2.6      Maintenance**

Chief Officer shall be responsible for:

- Maintenance of LSA/FFA and safety equipment on deck and guiding Third officers in planning and carrying out the maintenance.
- Maintenance of the hull, decks, cargo spaces, accommodation, tanks and void spaces.
- Identification and maintenance of all critical equipment on deck.
- Maintenance of aerials and riggings for electronic equipment on the bridge.
- Condition, operation, maintenance, and availability of all deck equipment including gangways, mooring machinery, cranes etc.

- Condition, operation, maintenance, and availability of all cargo equipment including hatch covers, lifting gear etc.
- Maintenance and repair work are performed on deck and catering department.
- Ensuring compliance with the deck planned maintenance program and records.
- Upkeep and maintenance of all deck stores

He shall closely liaise with the Chief Engineer for repairs of any mechanical, hydraulic, or electrical equipment or steel repairs and assist with manpower where necessary.

#### **3.6.2.7 Personnel Management**

Chief Officer is the head of deck department. He oversees training the Deck Cadet.

He shall be responsible for:

- Ensuring compliance with safety and environment protection procedures by deck and shore personnel.
- Ensuring that a proper cargo / port watch is maintained by the duty officer under his supervision.
- The allocation of daily work of the deck crew and catering department.
- Assignment of jobs beyond scheduled working hours.
- Preparing appraisal reports for deck and catering crew.
- Advising Master on performance of deck officers including appraisal reports.

#### **3.6.2.8 Training and Drills**

Chief Officer shall be responsible for:

- Training of Deck Cadets, trainee seamen and trainees in catering department.
- Planning and execution of safety training and emergency drill schedules.
- Safety familiarization of new joiners including supernumeraries.
- Job familiarization of deck and catering staff.
- Cargo familiarization of junior deck officers.
- Encouraging and guiding junior officers to learn and use the PMS relevant to their responsibilities.

#### **3.6.2.9 Administration and Record Keeping**

The Chief Officer shall be responsible for:

- The proper upkeep of the deck logbook and all reports concerning cargo, deck maintenance, and deck related Company reports.
- Inventory and consumption records of deck stores, spares, and paints.
- Prepare requisitions for deck stores, spares and paints and scrutinize requisitions from other deck officer's prior submission to the Master.
- Receiving and signing for deck stores, spares, and paints and to ensure that the quality and quantity of items delivered conform to the order.
- Keep track of the WRH of the Deck Crew and cadets and ensure compliance.



### **3.6.3     *Chief Officer's Standing Orders and Night Order***

The Chief Officer must write his Standing and Night Orders. These are instructions to the Deck Officers during their night cargo/deck watches.

The orders include instructions to the duty Officer for calling out the Chief Officer prior to the final completion of cargo work, or calculation of final stability, draft checks, up righting of the vessel, inter-changing of equipment/container, damage reports and preparing the vessel for the voyage. The Departure Condition must be reviewed by him after being handed in by the mates. See chapter 7.

### **3.6.4    RESPONSIBILITIES OF SECOND OFFICER**

#### ***Report to Master and chief officer***

#### **3.6.4.1    General**

Second Officer shall be the officer in charge of Navigational duties under the supervision and directions of Master.

He shall understudy Chief Officer for cargo operations and all aspects of Chief Officer's responsibilities. In the absence of the Chief Officer, he shall be able to represent the Chief Officer with respect to cargo operations.

He shall be responsible to the Master for all aspects of his responsibilities described here. At Sea, Second Officer shall keep 12-4 navigational watch, or as decided by the Master.

#### **3.6.4.2    Navigation and GMDSS**

Second Officer shall be responsible for:

- Forward maneuvering stations.
- Passage planning under Master's instructions and guidance.
- Advising Master about ENC/charts and publications required for the voyage.
- Inventory, correction & update of all ENCs/charts and nautical publications/ADCs including ENC License Renewal on board.
- Requisition of all ENCs/charts and publications.
- Planned maintenance and records of bridge equipment, including inventory of their spare parts.
- Maintenance and upkeep of all reports and records concerning navigation.
- Maintaining ship's clocks.
- GMDSS equipment tests and records.
- Filing AMVER and weather reports.
- Formatting RMS Voyage and Log Abstracts.

### **3.6.4.3     Medical**

The Second Officer shall be responsible for:

- The maintenance of the medical locker according to the flag state regulations. In absence of any guidelines **British medical scales** to be complied with.
- Maintenance and upkeep of Ship's Hospital and First Aid Stations.
- Assisting the Master in dispensing medicines, providing first aid on board and maintaining the medical log.
- Random D&A Swab testing of crew members as per instructions from Master.

### **3.6.4.4     Cargo and Ballast**

The Second Officer shall be responsible for:

- Keeping Cargo and Deck watches as well as assisting the Chief Officer in all cargo and ballast operations.
- Familiar with operation of all the Deck Machinery.
- Maintaining all Portable Gas Detectors and Analyzers.
- See also 3.6.1
- See also 6.8.6 (Duty/Responsibility assigned).

### **3.6.4.5     Administration and Record Keeping**

The Second Officer shall be responsible for:

- Maintenance and inventory of all stationaries on board.
- Preparing monthly radio accounts.
- The preparation of port papers in consultation with the Master.
- Maintain inventory of bonded stores & preparing monthly Slop Chest account.
- Ensuring that personnel working under him complies with safety and environment protection procedures.

## **3.6.5    RESPONSIBILITIES OF THIRD OFFICER**

*Report to chief officer*

### **3.6.5.1.   General**

Third Officer shall understudy Chief Officer for cargo operations and Second Officer for Navigational duties.

He shall be responsible to the Master for all aspects of his responsibilities described here.

At Sea, Third Officer shall keep 8-12 & 2000-2400 navigational watches, or as decided by the Master.

#### **3.6.5.2     Safety Equipment**

The Third Officer shall be responsible for:

- Aft maneuvering stations.
- The inspection and maintenance of all safety, lifesaving, and firefighting equipment on deck, under the supervision of the Chief Officer and in accordance with all rules and regulations.
- Maintaining LSA and FFA maintenance records up to date and keeping Master and Chief Officer informed of any shore inspection or equipment due for service.
- Maintenance & upkeep of muster lists, Cabin Muster Cards as well as LSA and FFA training manuals.

#### **3.6.5.3     Navigation**

Third Officer shall be responsible for:

- Maintenance, stowage and labelling of all flags, signaling apparatus and shapes.
- Correction of list of lights and Radio Signals.
- Assisting Second Officer in the correction and maintenance of ENC's/charts and nautical publications.
- Assisting Second Officer with maintenance and upkeep of all meteorological instruments and reports.
- Operating of the GMDSS Console.

#### **3.6.5.4     Cargo and Ballast**

The Third Officer shall be responsible for:

- Keeping Cargo and Deck watches as well as assisting the Chief Officer in all cargo and ballast operations.
- Familiar with operation of all the Deck Machinery.
- Care and control of Cargo.
- See also 3.6.1

#### **3.6.5.5     Administration and Record Keeping**

The Third Officer shall be responsible for:

- Preparing schedule of training and drills under Chief Officer's guidance and maintain a record of all drills and training sessions.
- Initial Safety familiarization of the ship for all newly joined crew members. Upkeep of all familiarization record.
- Carrying out CBT Training and Videotel Safety Training for all crew members as per company's requirement.

- Assisting the Master with verification and upkeep of Employment contract, STCW & company required certification, medical records etc. of the new joiners.
- Ensuring that personnel working under him complies with safety and environment protection procedures.
- Reviewing and renewing notices and procedures posted on the bridge and the accommodation (excluding machinery space).

### **3.6.6 RESPONSIBILITIES OF DECK/ENGINE CADET/TRAINEE MARINE ENGINEER**

- To uphold the objectives / Policies of the company and put the same into practice during the execution of the tasks assigned and to work diligently and conduct themselves in a professional manner. Learn and cultivate “Profession Oriented” skills for self and professional improvement.
- To be professionally trained in the art of being a Seaman and a professional Mariner leading towards the achievement of professional qualifications and Goals.
- To progressively learn the trade along with the guidelines and task functions as outlined in the cadets training record book, and to complete the various training modules in the correct time allotted.
- To understudy and assist other Officers / Engineer on Deck and in the Engine Room and Other departments as nominated by the Master or Chief Officer (Deck Cadet) / Ch. Engineer or 1st Assistance Engineer (Engine Cadet) from time to time.
- To carry out specific tasks as ordered by the Master or Chief Officer / Ch. Engineer 1st Assistance Engineer or another Officers / Engineer under whom he is delegated to learn / practice the task.

## **3.7 Responsibilities and Duties - Engineer Officers**

### **3.7.1 Chief Engineer**

***Directing: First Assistant Engineer, Second Assistant Engineer, Third Assistant Engineer, Electrical Officer and Reefer Engineer.***

The Chief Engineer is the head of the Engine Department and is the Master’s technical advisor. He is to fully assist the Master in the implementation and maintenance of the QSMS. He must at all times keep the Master fully informed of all situations within his department which may affect the ship’s operational capabilities. In addition, he must seek and obtain the Master’s approval before carrying out any work, which could affect the vessel’s operation, performance and safety. He is also responsible for the operational standards and maintenance of all technical installations on board and is to ensure that all relevant rules and regulations are complied with. He is to be fully conversant with the vessel’s SOPEP and is to conduct regular drills as per MARPOL 73/78, following procedures as per company, Flag State, and port requirements.

His job responsibilities are:

- Operation and Maintenance of all machinery on board the vessel.
- Supervision, guidance, and evaluation of all Engine Room personnel.
- Overall charge of all bunker and fuel transfer operations.

- Implementation and control of the Vessel Planned Maintenance System.
- Operation and control of the cargo refrigeration plant.
- Operation and control of the accommodation air-conditioning and domestic refrigeration plants.
- Correct operation of and repairs to loaded Reefer Containers.
- Correct operation and maintenance of all safety devices in the Engine Room.
- Correct operation and maintenance of the Engine Room Fixed Fire Fighting installation.
- Reporting of machinery maintenance and performance.
- Keep track of the WRH of the Engineers and ensure compliance

### **3.7.2     *Chief Engineer's Standing Orders and Night Orders***

The Chief Engineer is required to write down Standing Orders and Night Orders. These should include instructions for being called to the Engine Room at a reasonable time prior to getting underway.

### **3.7.3     *The Chief Engineer's Authority to define department functions.***

The Chief Engineer is at liberty to change/alter job functions and responsibilities of Engine personnel to suit the vessel for better operation(s)/ Safety purposes.

### **3.7.4     *Bunker Fuel***

The Master and the Chief Engineer are to jointly determine fuel requirements for the voyage allowing for safety margins and optimum vessel speed.

The Chief Engineer is responsible to the Master for quantity measurements, suitability of oil bunkered, and the consumption of bunkered fuel. The Chief Engineer is to use his discretion for maximum quantity in Bunker tanks; however, the maximum allowable quantity must never exceed 90% of the volume of the tank. Bunker tanks should, as far as possible, always be fully consumed and residues kept to a minimum. The tanks should be frequently sounded to maintain accurate records of the quantity remaining on board. Bunker samples should be retained on board for two months after the fuel from which the sample taken has been consumed.

### **3.7.5     *Report on Machinery and Boiler Conditions***

As soon as possible after joining a ship, the Chief Engineer is to make a thorough inspection of all machinery spaces and ascertain condition of all equipment and piping's.

Full details of any defects discovered after such inspection are to be sent to the appropriate DVM within one month of joining.

### **3.7.6      *Succession to Authority (see also chapter 7.5.3)***

In the Case of absence or disability of the Chief Engineer, his duties and authority shall normally rest upon the Assistant Engineers on board in the following order:

- First Assistant Engineer
- Second Assistant Engineer
- Third Assistant Engineer

### **3.7.7      *Cost Control***

Chief Engineer is responsible for ensuring that efficient use is made of vessels spare parts and engine stores and that on-board stocks and requisitions are controlled.

### **3.7.8      *Transfer of Responsibility***

The off-signing Chief Engineer shall complete the transfer of responsibility report. He has to be very concise when filling in this form.

The Chief Engineer, in keeping with good seamanlike practice, shall leave for his relief an itemized and brief descriptive statement regarding various shipboard items of equipment, bunker, cargo details and general ship business. His Hand-Over Report should include details of the vessel's performance, trade, equipment status, cargo status (if any), personnel and any recent or present problems. These reports shall be dispatched to the DVM.

The relieving Chief Engineer and the Chief Engineer being relieved must have all bunker and lubricating oil tanks sounded and agree upon the quantities remaining as specified in the ***RMS*** Transfer of Responsibility report. The incumbent Chief Engineer will be held responsible for any deficiencies subsequently reported.

### **3.7.9      *First Assistant Engineer/Second Engineer***

***Reports to: Chief Engineer***

***Directing: Second Assistant Engineer, Third Assistant Engineer, and Engine Crew.***

The First Assistant Engineer is in charge of the daily operation of the engine department, under the direction of the Chief Engineer. And he is to keep him informed on the operation of all the technical matters.

He is also the Safety Officer of the Engine Room.

His responsibilities cover:

- Supervision of Engine Room jobs being handled by Engine Crew.
- Normally keeping an Engine watch from 0400-0800 and 1600-2000 hrs.
- Operation and maintenance of all machinery and equipment in the Engine Room.
- Operation and maintenance of all machinery outside of the Engine Room.
- The supervision and allocation of welding and oxy-acetylene equipment all departments.

- Carrying out procedures as laid in the company's SMS (RA, permit to work etc.)
- Keep track of the WRH of the Engine Ratings and ensure compliance.
- Training of the Engineering Cadet.
- Evaluations of Engine crew and Engine Cadet
- All bunker and oil transfer operations.
- Garbage Management.
- Maintenance of the Engine Room and related Safety Equipment.
- Liaison and co-operating with the Chief Officer for inter-departmental jobs.
- Assisting the Chief Engineer for Reefer cargo care and the repair of loaded Reefer containers. See also 3.7.2.
- Ensure efficient use of spare part-store and manpower.

### **3.7.10 Second Assistant Engineer/Third Engineer**

***Reports to: Chief Engineer and First Assistant Engineer***

The Second Assistant Engineer is responsible for:

- Fully assisting the First assistant Engineer in the Engine Room.
  - Normally keeping the engine watch during hours 0000-0400 and 1200-1600 hrs.
  - Maintenance of the generators.
  - Regular testing of Safety/Emergency machinery as per instructions from the Chief Engineer.
  - Assisting the Chief Engineer and 1<sup>st</sup> Assistant Engineer during bunkering and oil transfer operations.
- See also 3.7.2

### **3.7.11 Third Assistant Engineer/Fourth Engineer**

***Reports to: First Assistant Engineer***

The Third Assistant Engineer is responsible for:

- Keeping the Engine Room watch from 0800-1200 and 2000-2400 hrs.
- Assisting the First Assistant Engineer for all jobs delegated by him.
- Tank calibration and soundings.
- Assisting the Second Assistant Engineer with regular testing of Safety/Emergency machinery. See also 3.7.2.

### **3.7.12 Electrical Officer**

***Reports to: Chief Engineer***

***Directing: Assistant Electrician***

The Electrical Officer is responsible for:

- All electrical and electronic systems on the vessel.
- Repairs to loaded Reefer Containers.
- Assisting the Chief Engineer and First Assistant Engineer with any machinery work and operations in the Engine Room.

- Supervision of the Assistant Electrician.
- In charge of the Emergency lighting and all emergency sources of power.
- In charge of all maintenance on the Ship's Cargo Cranes/Gantries.

### **3.7.13 Assistant Electrician/Trainee Electrical Officer**

#### ***Reports to Electrical Officer***

The Assistant Electrician is under the direct supervision and instruction of the Electrical Officer. His status indicates that he is being trained towards becoming a certified Electrical Officer in the future.

### **3.7.14 Reefer Engineer**

#### ***Reports to: Chief Engineer and First Assistant Engineer***

The Reefer Engineer (*if assigned*) is responsible for the care and Maintenance of the Cargo Reefer Plant and the Cargo. He is under direct orders from the Chief Engineer and is required to carry out all jobs as instructed. See also 3.7.3.

## **3.8 Catering**

### **3.8.1 Chief Steward/Chief Cook**

#### ***Directing: Mess man/Galley boy***

The Chief Steward/Cook is a member of the shipboard safety committee and reports to the Master.

- The Master is in-charge of the catering department and will normally delegate the Chief Cook/Steward to be responsible for:
- Preparation of all regulation meals for the ship's crew and visitors as instructed by the Master.
- Ordering of provisions and catering stores and making sure that they are received as per delivery notes.
- Ensuring stocks are maintained at reasonable levels and avoiding waste. Updating inventory on a regular basis.
- Ensuring that the storage, handling, and preparation of food is maintained to the highest standards of quality and hygiene.
- Ensuring that refrigerated and dry provision rooms are maintained at the correct temperature, and that problems are reported without delay.
- Ensuring that provision room doors are kept closed and locked unless access is required.
- Maintaining the galley and other food preparation and storage areas, including galley and Pantry refrigerators, in a clean and hygienic condition.
- Check temperature settings of provision rooms as per instructions of Chief Engineer.
- Maintaining all accommodation areas, other than those used by ratings, in a clean and orderly condition.



- Ensuring that all garbage is disposed of in accordance with regulations.
- Training of Mess man in proper handling of fresh/frozen/chilled provisions for best results in hygiene and quality and to train him with various styles of cooking.

Reporting to: The Master.

### **3.8.2 Galley Boy/Mess man**

Reports to the Chief Cook

To contribute significantly to an acceptable shipboard standard of accommodation and meal service directly for officers through cabin cleaning and meal serving and indirectly to all staff through linen cleaning.

- Ensure that all cabins of officers and senior staff are cleaned.
- Prepare the officer's Dining Salon for meals, serving meals and subsequent cleaning.
- Keep track of all Dining Salon equipment requirements and any shortage/requirements brought to the notice of the Chef Cook.
- Wash all ships linen at the frequency specified.
- Control the linen and cleaning consumable stores as directed by the Chief Cook.
- Assists the Chief Cook in complying with ships Garbage Management Plan and complies with his instructions in processing handling and stowage of same
- Assist the Cook in the Galley (cooking, assist as required)

## **3.9 Deck – Engine Crew**

### **3.9.1 Deck and Engine Fitter**

The Fitter's job on board is to carry out effective repairs/Maintenance to deck and Engine machinery and equipment. He is responsible for carrying out effective repairs/maintenance onboard the vessel as required. He is to be made aware of Safe working practices, the dangers of fires and explosions, that hot work and entry into enclosed spaces requires a checklist filled out and approved by the Master. *The fitter may be assigned to assist during maneuvering on deck stations.*

Reports to: First Assistant Engineer

### **3.9.2 Boatswain**

#### ***Directs: Crew***

Essential duties and responsibilities include the following.

Other duties may be assigned.

In the absence or incapacity of Boatswain, Master may appoint one of the Seamen to carry out his responsibilities.

**The Boatswain shall be responsible for:**

- The day-to-day deck maintenance and supervision of the deck crew, under the instructions from the Chief Officer, keeping him advised of any requirements.
- Advising the crew of any special precautions required for the task.
- Assigning crew members to specific tasks, working with them as necessary.
- Overseeing work in progress and ensuring that work is done in a safe and efficient manner.
- Caring for the crew with regards to morale and welfare, in conjunction with the Chief Officer.
- Assisting with the training of deck crew on their safety duties and responsibilities.
- Supervision of storage in Boatswain's locker, Paint locker, storerooms and workshops and assisting with Inventory Management of these stores.
- An active participant in Safety Meetings.
- To be on Forward (Foc'sle) stations during Anchoring, maneuvering and canal/river transits.
- He is also assigned to receive Fresh Water and take tank soundings at frequencies specified by the Chief Officer.
- Assisting Chief Officer with collection, segregation, safe storage, and disposal of ship's Operational and Domestic Waste (Garbage).

**Reports to: Chief Officer**

**3.9.3     *Deck Ratings (AB/OS)***

Essential duties and responsibilities include the following.  
Other duties may be assigned.

**Deck Ratings shall be responsible for:**

- Undertaking tasks and working alongside the other deck crew as per instructions received from Boatswain or the Chief Officer.
- Responsible for the regular maintenance of all non-technical deck equipment on board.
- Assist with the preparation of the vessel during cargo handling, loading, discharging, securing, and cleaning.
- Reporting to Duty Officer during port watches, manning the gangway in port for security reasons, making rounds of the deck and checking the moorings.
- Reporting to watch-keeping officer at sea and maintaining a proper lookout and steering the vessel as assigned.
- Ensuring the proper use and care of deck equipment, supplies, and material.
- Assisting with supervision of storage in the Bosun's locker, paint locker, storerooms, and workshops etc.
- When necessary, they shall participate in Engine room work.

#### **3.9.4     *Engine Ratings***

Engine ratings will work under supervision of the First Assistant Engineer.

They are responsible for carrying out routine duties and regular maintenance of all mechanical equipment on board as instructed.

They shall also carry out watch duties and participate in Deck Work including port arrivals and departures, as and when required.

#### **3.9.5     *Reefer Mechanic***

Work under supervision of Chief Officer and Chief Engineer.

They are responsible for carrying out routine duties and regular maintenance of Reefer Containers on board as instructed. Including carrying out routine work, directed by Chief Engineer.

#### **3.9.6     *General Purpose (GP)***

Will work under supervision of Chief Officer and Chief Engineer/1st Asst Engineer depending on the department assigned to.

Will carry out tasks as per instructions from Chief Officer/Bosun or 1<sup>st</sup> Asst Engineer  
They will not perform watchkeeping duties.

#### **3.9.7     *Junior Officer/Junior Engineer/Addl 3rd Officer/Addl 3<sup>rd</sup> Asst Engineer/Addl 4<sup>th</sup> Engineer.***

Will work under the supervision of the Chief Officer/1<sup>st</sup> Asst Engineer.

Will carry out Tasks as per instructions from Chief officer or 1<sup>st</sup> Asst Engineer.

Will carry job functions of the 3<sup>rd</sup> Officer/3<sup>rd</sup> Engineer (as per 3.6.5/3.7.11)

Should only be given watchkeeping certificate as Officer/Engineer if he/she keeps an independent watch.