

JOB DESCRIPTIONS**1. EQUIVALENT RANKS**

The following ranks are to be considered equivalent:

Second Engineer	-	1 st Assistant Engineer
Third Engineer	-	2 nd Assistant Engineer
Fourth Engineer	-	3 rd Assistant Engineer
Fifth Engineer	-	4 th Assistant Engineer

2. MASTER

The Master is responsible to the Company for:

- ◆ The overall command of the vessel.
- ◆ The safety of the crew, the ship, and her cargo and the environment.
- ◆ The implementation of the Company's Policies as contained in the Fleet general Instructions, Company manuals and other official Company Instructions on all matters of safety, and environmental protection.
- ◆ The onboard discipline of all Officers and Crew, and appraisal of the same.
- ◆ The safe navigation of the vessel.
- ◆ Advising the Chief Engineer and Chief Officer of the relevant voyage details.
- ◆ Ensuring that the voyage orders are fully understood and complied with.
- ◆ Providing the Company and Charterers with accurate information regarding the cargo operations.
- ◆ Advising the Company when instructions cannot be complied with or he is unsure of the intended instruction.
 - ◆ The supervision of all cargo and ballast space preparation including cleaning requirements.
 - ◆ Approving / verifying and signing the Chief Officer's cargo plan.
 - ◆ Checking and signing as applicable of all cargo papers and documentation.
 - ◆ Advising the Company of any operational problems with respect to cargo operations like short loading, contamination, excessive ROB etc.
- ◆ The checking and monitoring of any cargo / ballast plan prepared by the Chief Officer.
- ◆ The communications with the Owners, the Company, the Charterer's and any other party.
- ◆ The compliance with any statutory, local, or international regulations which affects the ship.
- ◆ The maintenance of the ship's and crew certification required for trading.
- ◆ The maintenance of the ship and her equipment.
- ◆ The maintenance of all Company and other records which, are required to be maintained or submitted.
- ◆ The reporting of any accident or damage affecting the ship, her crew or her cargo to the Company and other Parties as found necessary.
- ◆ The proper accounting and safe keeping of the Company Funds.
- ◆ The account of crew wages on monthly basis and at the time of sign off.
- ◆ The execution of the Charter of the vessel in a professional and competent manner.
- ◆ The checking of bunkers and stores prior to commencing a voyage to ensure that sufficient are on board.
- ◆ Overall in charge of Training ship staff. He is assisted by Chief Officer and Chief Engineer in training of deck and engine cadets respectively.
- ◆ The safeguard of the Owner's and the Company's interests at all times.
- ◆ SSO tasks should the C/O be unable to perform duties for whatever reason.
- ◆ The assurance that the provision inventory submitted on monthly basis are correct.
- ◆ The undertaking of any other duties or instruction as required by the Company.
- ◆ Designated Medical Administrator on vessel, responsible for taking appropriate actions when there
 - ✓ is a medical case. Including the administration of medical care and communications of such
 - ✓ incidents with shore based advisors. This responsibility can be designated to another suitably
 - ✓ qualified officer onboard the vessel should the Master chose to do so.

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3. CHIEF OFFICER

The Chief Officer is responsible to the Master for:

- ◆ Deputising for the Master in his absence or if he is unable to perform his duties through accident or illness.
- ◆ Compiling his independent written cargo Standing Orders. These shall be reviewed and acknowledged by the Master, discussed with and signed by the junior officers.
- ◆ Securing the vessel for sea
- ◆ Maintaining a navigation watch as required.
- ◆ Carrying out duties of the Ship's Safety Officer to ensure that a safe working environment exists on board and maintenance and recordkeeping of all Life Saving equipment and Fire fighting equipment onboard the vessel is kept up to date.
- ◆ Overall responsibility as SSO (Ship Security Officer).
- ◆ The supervision of the mooring and anchoring operations as directed by the Master.
- ◆ The adoption of safe working practices on board the ship.
- ◆ The overall maintenance of all Safety Equipment on board, the assistance of other officers and crewmembers is to be utilised as required.
- ◆ The preparation of all cargo related plans and paperwork, and the efficient execution of all cargo and ballast loading and discharging operations.
- ◆ The organisation of the deck ratings allocated to deck duties.
- ◆ The maintenance of the condition of the ship's fabric and general cleanliness.
- ◆ In consultation with the Chief Engineer, the maintenance of the deck equipment in a proper and seaworthy condition. The overall responsibility remains with the Chief Engineer.
- ◆ Preparing detailed Cargo and Ballast Plans, using company form prior arrival at each port. This will be approved and signed by the Master and discussed with and signed by all Deck Officers and ratings forming part of the cargo watch.
- ◆ The control and operation of all cargo equipment.
- ◆ The checking of the cargo system including cargo line up to ensure that the intended plan will be followed.
- ◆ The commencement of all cargo and ballast operations.
- ◆ The monitoring of the vessel's stability and stresses throughout the cargo and ballast operations to ensure that they remain within acceptable limits.
- ◆ Maintaining cargo records as required by the Company and International regulations.
- ◆ The checking of empty compartments, which are not fitted with fixed tank gauging system,(eg: Cofferdams, Void spaces, Chain lockers, bilges etc) on a daily basis and recording the sounding in the Deck Log Book.
- ◆ Ensuring that empty tanks and void spaces surrounding cargo spaces, which contain flammable cargoes or gases (if not fitted with a fixed gas detection system), are tested for gas on a daily basis and the result recorded in the Deck Log Book.
- ◆ Ensuring all pollution prevention equipment is readily available for use in emergency.
- ◆ Directly in charge of deck cadet training onboard
- ◆ Any other duties assigned to him by the Master.

The Chief Officer is to, as the opportunity arises, understudy the Master.

4. SECOND OFFICER

The Second Officer is responsible to the Master for:

- ◆ Maintaining a navigational watch at sea
- ◆ The planning of voyages including preparation of all charts and publications required.
- ◆ The correction and upkeep of the Navigational Charts, Nautical and Reference Publications including electronic / digital edition such as Chartco, ENC, ADP etc.
- ◆ The monitoring and reporting of defects to navigational equipment.
- ◆ The supervision of the mooring of the vessel as directed by the Master.
- ◆ Upkeep of the medical locker to the appropriate flag state requirements.

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- ◆ If suitably qualified, administering the medical welfare of the ship's complement
- ◆ *The management and communication of safety initiatives and being the onboard 'Champion' for 'Partners in Safety'.*
- ◆ Any other duties assigned to him by the Master.

Responsible to the Chief Officer for:

- ◆ Maintaining a cargo watch in port, including the operation of cargo related systems as required.
- ◆ The maintenance of ship's breathing and resuscitation equipment
- ◆ Any other duties assigned to him by the Chief Officer, including duties to enhance the safety & security of the vessel whether at sea or in port.
- ◆ Verify that the cargo line and valve set up is correct prior commencement of operations.
- ◆ Cargo Operations as instructed by the Chief Officer.
- ◆ Ensuring that a proper deck and security watch is maintained and that the vessel remains securely moored at all times.
- ◆ Ensuring all LSA/FFA (Lifesaving apparatus and Fire Fighting apparatus) is readily available and ready for use in an emergency
- ◆ Monitoring compliance with the agreed load/ discharge plans throughout the cargo operations with special reference to stability/ stress. Any deviation if noted to be immediately notified to the chief officer.
- ◆ Maintaining records of all occurrences in a sequential order in the port log. (This may be in a normal register book).
- ◆ Maintaining cargo records as required by company.

The Second Officer is to, as the opportunity arises, understudy the Chief Officer.

5. THIRD OFFICER

The Third Officer is responsible to the Master for:

- ◆ Maintaining a navigational watch at sea
- ◆ Assisting the 2nd Officer with the correction of the Nautical Publications.
- ◆ The supervision of the mooring operations as directed by the Master.

The Third Officer is responsible to the Chief Officer for:

- ◆ Maintaining a cargo watch in port, including the operation of cargo related systems as required.
- ◆ The maintenance of the ship's lifesaving and fire fighting equipment, outside the machinery space. (Where more than one third officer is carried these duties may be distributed between each officer, at the discretion of the Master).
- ◆ Any other duties assigned to him by the Chief Officer, including duties to enhance the safety & security of the vessel whether at sea or in port.
- ◆ Verify that the cargo line and valve set up is correct prior commencement of operations.
- ◆ Cargo Operations as instructed by the Chief Officer.
- ◆ Ensuring that a proper deck and security watch is maintained and that the vessel remains securely moored at all times.
- ◆ Ensuring all LSA/FFA (Lifesaving apparatus and Fire Fighting apparatus) is readily available and ready for use in an emergency
- ◆ Monitoring compliance with the agreed load/ discharge plans throughout the cargo operations with special reference to stability/ stress. Any deviation if noted to be immediately notified to the chief officer.
- ◆ Maintaining records of all occurrences in a sequential order in the port log. (This may be in a normal register book).
- ◆ Maintaining cargo records as required by company.

The Third Officer is to, as the opportunity arises, understudy the Second Officer.

JOB DESCRIPTIONS**6. JUNIOR DECK OFFICER**

The Junior Deck Officer is responsible to the Master for:

- ◆ Maintaining navigational watch at sea
- ◆ Assisting the 3rd Officer with the maintenance of LSA/ FFA.
- ◆ Assisting 3rd Officer in maintaining on board training records.
- ◆ The supervision of the mooring operations as directed by the Master.

The Junior Deck Officer is responsible to the Chief Officer for:

- ◆ Maintaining cargo watch in port, including the operation of cargo related systems as required.
- ◆ Verify that the cargo line and valve set up is correct prior commencement of operations.
- ◆ Cargo Operations as instructed by the Chief Officer.
- ◆ Ensuring that a proper deck and security watch is maintained and that the vessel remains securely moored at all times.
- ◆ Monitoring compliance with the agreed load/ discharge plans throughout the cargo operations with special reference to stability/ stress. Any deviation if noted to be immediately notified to the chief officer.
- ◆ Maintaining records of all occurrences in a sequential order in the port log. (This may be in a normal register book).
- ◆ Maintaining cargo records as required by company.
- ◆ Any other duties assigned to him by the Chief Officer, including duties to enhance the safety & security of the vessel whether at sea or in port.

Guidance notes for the Master:

- ◆ The Junior Deck Officer is a fully certified Officer holding all certificates as reqd by STCW (as amended) as well as the Marine MAN Certification Matrix (Appendix 8).
- ◆ The Master or his Deputy must ensure that the Junior Deck Officer has been properly familiarized with the vessel's navigational equipment, cargo / ballast systems or any other equipment onboard that he may be required to operate prior to carrying out the same independently.

7. DECK CADET

The Cadet/Trainee is responsible to the Chief Officer for:

- ◆ Carrying out the laid down training programme as determined by the training authority
- ◆ Assisting as required in the ship's operation.
- ◆ Maintaining his accommodation in a clean condition.
- ◆ Any other duties assigned to him by the Master or Chief Officer, including duties to enhance the safety & security of the vessel whether at sea or in port.

The Cadet/Trainee Officer is to take every opportunity to understudy the other officers and crew on board to increase his knowledge and understanding of the ship.

8. BOSUN

The Bosun /Chief Petty Officer, as senior deck rating is responsible to the Chief Officer for:

- ◆ Organising the deck ratings to carry out the requirements of the Chief Officer.
- ◆ The control and distribution of all deck stores and paint.
- ◆ Assisting with the preparation for stores indents.
- ◆ Assisting in the mooring and anchoring of the vessel.
- ◆ The initial discipline all deck ratings.
- ◆ Attending on board Ship management meetings as required.
- ◆ Any other duties assigned to him by the Master or Chief Officer, including duties to enhance the safety & security of the vessel whether at sea or in port.

JOB DESCRIPTIONS**9. PUMPMAN**

The Pumpman is responsible to the Chief Officer for:

- ◆ The operation of the cargo /t pumps under the supervision of the OOW
- ◆ The regular checking of the cargo / ballast pumps during their operation
- ◆ Assisting as required during all cargo and tank cleaning operations
- ◆ Daily soundings of all compartments as required.
- ◆ Any other duties as required by the Chief Officer

The Pumpman is responsible to the Chief Engineer for:

- ◆ The care and maintenance of all cargo and ballast pumps only under Chief Engineer's supervision.
- ◆ The regular lubrication of all cargo / ballast pumps during their operation
- ◆ The general maintenance of deck equipment as required.
- ◆ Any other duties as required by the Chief Engineer, including duties to enhance the safety & security of the vessel whether at sea or in port.

ABLE SEAMAN (AB)

The AB is responsible to the Master and OOW for:

- ◆ The keeping of an efficient bridge lookout during the hours of darkness, reduced visibility and at any other time as required.
- ◆ The steering of the ship as directed by the OOW or Master.
- ◆ General Bridge cleaning and maintenance duties.
- ◆ The keeping of a deck watch & security watch in port.
- ◆ The tending of moorings and gangway as required.
- ◆ Assisting with cargo operations as directed by the Chief Officer or OOW.
- ◆ The general maintenance of the ship and its equipment and fittings.
- ◆ The maintenance of his accommodation in a clean and tidy condition.
- ◆ Assisting with the mooring and anchoring of the ship
- ◆ Any other duties as required by the Master or OOW, including duties to enhance the safety & security of the vessel whether at sea or in port.

10. ORDINARY SEAMAN (OS)

The OS is responsible to the Master and OOW for:

- ◆ The keeping of an efficient bridge lookout during the hours of darkness, reduced visibility and at any other time as required.
- ◆ The steering of the ship as directed by the OOW or Master.
- ◆ General Bridge cleaning and maintenance duties.
- ◆ The keeping of a deck watch and security watch in port.
- ◆ The tending of moorings and gangway as required.
- ◆ Assisting with cargo operations as directed by the Chief Officer or OOW.
- ◆ The general maintenance of the ship and its equipment and fittings.
- ◆ The maintenance of his accommodation in a clean and tidy condition.
- ◆ Assisting with the mooring and anchoring of the ship.
- ◆ Any other duties as required by the Master or OOW, including duties to enhance the safety & security of the vessel whether at sea or in port.

JOB DESCRIPTIONS**11. TRAINEE DECK HAND**

The Trainee Deck Hand is responsible to the Master and OOW for:

- ◆ Understudying the AB during a bridge lookout.
- ◆ Understudy the AB during the steering of the ship.
- ◆ General Bridge cleaning and maintenance duties.
- ◆ Understudying the AB during the keeping of a deck watch in port.
- ◆ The tending of moorings and gangway as required.
- ◆ Assisting with cargo operations as directed by the Chief Officer or OOW.
- ◆ The general maintenance of the ship and its equipment and fittings.
- ◆ The maintenance of his accommodation in a clean and tidy condition.
- ◆ Assisting with the mooring and anchoring of the ship.
- ◆ Any other duties as required by the Master or OOW, including duties to enhance the safety & security of the vessel whether at sea or in port.

12. COOK

The Cook is responsible to the Master for:

- ◆ The preparation, cooking and service of food to the Ship's crew.
 - Submitting correct Provision inventory, based on physically checking the items, to the Master on a monthly basis or as requested.
 - Preparation of inventories for all catering and cabin stores.
- ◆ Preparing of indents for provisions and cabin stores.
- ◆ Ensuring there is no overstocking of provisions that may lead to expired provisions on board or any wastage of food.
- ◆ Maintaining the galley and stores areas in a clean & tidy condition.
- ◆ Any other duties as required by the Master, including duties to enhance the safety & security of the vessel whether at sea or in port.

13. MESSMAN

The Steward is responsible to the Cook and Master for:

- ◆ Assisting the Cook in the preparation of food/meals.
- ◆ Serving of meals to officers and crew as necessary.
- ◆ Cleanliness of cutlery & crockery.
- ◆ General cleanliness of accommodation, including alleyways, cabins and public rooms.
- ◆ Assisting with storing of the vessel.
- ◆ Any other duties as required by the Cook and Master, including duties to enhance the safety & security of the vessel whether at sea or in port.

14. TRAINEE MESSMAN

The junior catering rating is responsible to the Cook and Master for:

- ◆ Carrying out the laid down training programme as determined by the training authority.
- ◆ Assisting with the preparation and serving of food.
- ◆ Assisting with the cleanliness of accommodation, including cabins, alleyways, public rooms and galley.
- ◆ Any other duties as required by the Master and Cook, including duties to enhance the safety & security of the vessel whether at sea or in port.

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15. CHIEF ENGINEER OFFICER

The Chief Engineer is responsible to the Master for:

- ◆ The engine department and the safety of the crew, machinery and environment directly within its control.
- ◆ Maintenance of vessel structure and all machinery onboard including all deck machinery
- ◆ The implementation of the company's policies as contained within the Fleet General Instructions, company manuals and other official company instructions on all machinery related matters of operation, safety and environmental protection.
- ◆ The onboard discipline of all the engine department officers and crew and the appraisal of same.
- ◆ The safe operation of the vessel's machinery and technical plant.
- ◆ The monitoring of the performance of the main propulsion and auxiliary machinery.
- ◆ The accurate monitoring and control of the vessel's fuel and lubricating oil consumption, and the status of fuel and lubricating oil bunker quantities.
- ◆ The bunkering of fuel and lubricating oils and other fluids as appropriate.
- ◆ The maintenance of the main propulsion, auxiliary machinery, cargo handling and deck machinery.
- ◆ The compliance with statutory and classification survey requirements, with regard to machinery and relevant spaces.
- ◆ The accurate entry of all operational machinery parameters by the watch keepers / duty engineers in the engine room log.
- ◆ The reporting of any accident or damage to the vessel's machinery or technical plant.
- ◆ The safeguarding of the owners' and company's interests at all times.
- ◆ The monitoring and recording of all operational records under the vessel's Planned Maintenance System.
- ◆ Directly in charge on engine cadet training onboard. He is assisted by 2nd Engineer.
- ◆ Any other duties as required by the Master and the Company.

16. SECOND ENGINEER OFFICER

The 2nd Engineer is responsible to the Chief Engineer for:

- ◆ Maintaining an Engine Room watch/UMS Duty Engineer as required.
- ◆ Deputising for the Chief Engineer in his absence or if he is unable to perform his duties through accident or illness.
- ◆ Preparation of the main propulsion and other engine room plant for sea.
- ◆ The day-to-day operation of the main propulsion and other engine room plant.
- ◆ The organisation and supervision of the engine room watch keepers/UMS duty engineers.
- ◆ The organisation and supervision of all engine department staff.
- ◆ The adoption of safe working practices on board.
- ◆ The protection of the environment.
- ◆ Assist C/E in monitoring PMS machinery items and plan jobs to ensure timely execution of said duties.
- ◆ The maintenance of the main propulsion and auxiliary, cargo handling and deck machinery.
- ◆ The maintenance of the machinery spaces, internal steelwork surfaces and general cleanliness.
- ◆ Any other duties as required by the Chief Engineer and Master.

The 2nd Engineer is, as the opportunity arises, to understudy the Chief Engineer.

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17. THIRD ENGINEER OFFICER

The 3rd Engineer is responsible to the Chief Engineer for:

- ◆ Maintaining an engine room watch / UMS Duty Engineer as required.
- ◆ Assist 2/E in job planning based on PMS
- ◆ The maintenance of all plant with particular attention to the main propulsion, auxiliary engines and boilers.
- ◆ The adoption of safe working practices.
- ◆ Any other duties as required by the Chief Engineer and Master, including duties to enhance the safety & security of the vessel whether at sea or in port.

18. FOURTH ENGINEER OFFICER

The 4th Engineer is responsible *to the Chief Engineer* for:

- ◆ Maintaining an engine room watch / UMS duty engineer as required.
- ◆ The maintenance of all plant with particular attention to compressors and pumps.
- ◆ The adoption of safe working practices.
- ◆ The maintenance of all safety equipment located in engine room spaces.
- ◆ The maintenance of the ship's lifesaving and fire fighting equipment, within the machinery spaces.
- ◆ Any other duties as required by the Chief Engineer and Master, including duties to enhance the safety & security of the vessel whether at sea or in port.

19. RO-RO ENGINEER

The Ro-Ro Engineer is responsible to the Chief Engineer for:

- ◆ The maintenance of the vessels cargo equipment.
- ◆ The adoption of safe working practices.
- ◆ Any other duties as required by the Chief Engineer, including duties to enhance the safety & security of the vessel whether at sea or in port.

20. JUNIOR ENGINEER OFFICER

The Junior Engineer officer is responsible to the Chief Engineer for:

- ◆ Assisting the engine room watch keeper / UMS Duty Engineer
- ◆ The maintaining of an engine room watch / UMS duty engineer (if certified).
- ◆ Assisting in the maintenance of all plant, as instructed.
- ◆ The adoption of safe working practices.
- ◆ Any other duties as required by the Chief Engineer, including duties to enhance the safety & security of the vessel whether at sea or in port.

21. ELECTRICAL TECHNICAL OFFICER/ETO

The Electrician/ETO is responsible to the Chief Engineer for:

- ◆ The maintenance of the vessel's electrical and electronic equipment, including all motors, alternators etc.
- ◆ The adoption of safe working practices.
- ◆ Compiling inventories and requisitions for electrical stores.
- ◆ Undertaking UMS test schedules, alarm tests and testing of fire detection equipment.
- ◆ Assisting engineers during maintenance of engine room plant.
- ◆ *Any other duties assigned to him by the Master or Chief engineer.*

JOB DESCRIPTIONS**22. ENGINE CADET**

The Engineer Cadet is responsible to the 2nd Engineer for:

- ◆ Carrying out the laid down training programme as determined by the training authority.
- ◆ Assisting the engine room watch keepers / UMS duty engineers as required.
- ◆ Assisting in the maintenance of all plant, as instructed.
- ◆ The adoption of safe working practices.
- ◆ Maintaining his accommodation in a clean condition
- ◆ Any other duties as required by the Chief Engineer and 2nd Engineer, including duties to enhance the safety & security of the vessel whether at sea or in port.

The Cadet/Trainee Officer is to take every opportunity to understudy the other officers and crew on board to increase his knowledge and understanding of the ship.

23. FITTER

The Fitter is responsible to the Chief Engineer for:

- ◆ Assisting the engine room watch keeper / UMS duty engineers as required, in particular with regard to the maintenance of plant.
- ◆ Maintenance of all machinery, technical equipment, plant etc. as instructed and under the supervision of an engineer officer.
- ◆ Efficient repair work to fittings, structure which includes fabrication, welding, burning etc.
- ◆ Any other duties as required by the Chief Engineer, including duties to enhance the safety & security of the vessel whether at sea or in port.

24. OILER

The Oiler is responsible to the Chief Engineer for:

- ◆ Assisting the engine room watch keeper / UMS duty engineer as required, in particular with regard to the operation of the plant.
- ◆ Assisting with the maintenance of all machinery, technical equipment, plant etc. as instructed by an engineer officer.
- ◆ General cleaning, house keeping duties as instructed by an Engineer officer.
- ◆ The adoption of safe working practices.
- ◆ Any other duties as required by the Chief Engineer, including duties to enhance the safety & security of the vessel whether at sea or in port.

25. WIPER

The Wiper is responsible to the Chief Engineer for:

- ◆ Assisting the engine room watch keeper / UMS duty engineer as required.
- ◆ Assisting with the maintenance and lubrication of all machinery, technical equipment, plant etc. as instructed by an engineer officer.
- ◆ General cleaning, house keeping duties as instructed by an Engineer officer.
- ◆ The adoption of safe working practices.
- ◆ Any other duties as required by the Chief Engineer, including duties to enhance the safety & security of the vessel whether at sea or in port.