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COMPANY REPRESENTATIVE RESPONSIBILITIES AND AUTHORITY

1. SCOPE

This procedure defines the key responsibilities, authority of shore-based personnel within the Company.

2. CODES

ISM	3.2; 4; 5.1
ISO 9001/2008	5.5.1; 5.5.2

The responsibilities contained within the following pages should be read in addition to those listed in job descriptions.

3. MANAGING DIRECTOR

Responsible to

President of Fairmont Shipping Ltd.

Responsible for

The performance of the Company, Safety Performance¹, Technical Department, Crewing Department, Training Department, Financial Budget² and Marine & Technical projects.

The safe, environmentally friendly and cost-effective management of managed and owned ships through the GM-Marine, GM-Crewing, GM-Technical and Head of Procurement.

Communicates with

Customers; fellow Senior Management; Heads of other Departments; media (non-contracted); ship owners and ship managers; governmental and maritime authorities; shipyards; shipbrokers and industrial bodies.

Authority to

- a. Enter into contracts;
- b. Incur budgeted operational expenditure;
- c. Change organisation structure;

¹ W 08 / 2024

² W 08 / 2024

- d. Authorise credit to Customers, write off bad debts;
- e. Engage, terminate and promote staff;
- f. Establish and amend policies;
- g. Establish departmental strategic plans and budgets.

Authority Limits

As per the Group Policy Manual. Upper monetary authorisation limit automatically set in Mespas.³

4. GM-MARINE

Responsible to

Managing Director

Responsible for

The performance of the Company, Navigational, Cargo and Safety portfolios⁴.

The safe, environmentally friendly and cost-effective management of managed and owned ships through the DPA's⁵.

Communicates with

Customers; fellow Executives; Heads of other Departments; Ships Masters and Senior Officers; ship owners and ship managers; governmental and maritime authorities; shipyards; shipbrokers and industrial bodies.

Authority to

- a. Enter into contracts;
- b. Incur budgeted operational expenditure;
- c. Change organisation structure for the Company;
- d. Engage, terminate and promote staff;
- e. Delay, recall or prevent ships from sailing in the interest of safety and expediency⁶;
- f. To amend the SMS;
- g. Recommend⁷ departmental strategic plans and budgets;
- h. Arrange salvage or emergency services as required;

³ W 03 / 2024

⁴ W 08 / 2025

⁵ W 08 / 2025

⁶ W 08 / 2025

⁷ W 08 / 2025

Authority Limits

As per the Group Policy Manual. Upper monetary authorisation limit automatically set in Mespas.⁸

5. GM-TECHNICAL⁹

Responsible to

Managing Director¹⁰

Responsible for

The performance of the Technical Management.

The safe, environmentally friendly and cost-effective management of managed and owned ships through the Senior Technical Superintendents and Ship Managers.

Communicates with

Customers; fellow Executives; Heads of other Departments; Ships Masters and Senior Officers; ship owners and ship managers; governmental and maritime authorities; shipyards; shipbrokers and industrial bodies.

Authority to


- a. Incur budgeted operational expenditure;
- b. Establish and amend procedures;
- c. Establish departmental strategic plans.
- d. Arrange salvage or emergency services as required;
- e. Negotiate and enter into contracts;
- f. Incur budgeted capital (delegated) and operational expenditure; dispose of assets as per the budget (delegated); establish and control capital project budgets;
- g. Engage services of consultants and experts;
- h. Accept or reject crews provided by the Company Crewing Department;
- i. Recommend adoption or amendments to policies.

Authority Limits

⁸ W 03 / 2025

⁹ W 34 / 2025

¹⁰ W 08 / 2025

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As per the Group Policy Manual. Upper monetary authorisation limit automatically set in Mespas¹¹.

6. SENIOR SUPERINTENDENT

Responsible to

GM-Technical¹²

Responsible for

Managing all activities aimed at keeping managed and owned ships safe, environmentally friendly, efficient and fully operational while meeting Customers service requirements, Maintaining ships within statutory body requirements; Operating vessels within budget constraints, and providing an operating budget.

Implementation of the Quality, Health, Safety and Environment Management policies, procedures and instructions.

Communicates with

Customers; ship's Master and Senior Officers; Classification Societies and Flag State Authorities; Port Authorities; ship repair contractors; suppliers; consultants; ship brokers; ship owners; ship managers; GM-Marine, Designated Person Ashore, GM-Crewing and fellow Department Heads.


Authority to

- a. Delay, recall or prevent ships from sailing in the interest of safety and expediency;
- b. Arrange salvage or emergency services as required;
- c. Negotiate and enter into contracts;
- d. Incur budgeted capital (delegated) and operational expenditure; dispose of assets as per the budget (delegated); authorise credit to Customers; write off bad debts; establish and control capital project budgets;
- e. Engage services of consultants and experts;
- f. Recommend adoption or amendments to policies.

Authority Limits

¹¹ W 03 / 2025

¹² W 08 / 2024

	<p style="text-align: center;"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p style="text-align: center;">4.1 COMPANY REPRESENTATIVE RESPONSIBILITIES AND AUTHORITIES</p> <p style="text-align: center;"><i>FLEET PROCEDURES MANUAL</i></p>	<p>Sect : 4.1 Page : 9 of 25 Date : 12-May-26 Rev : 10.3 Appr : DPA</p>
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As per the Group Policy Manual. Upper monetary authorisation limit automatically set in Mespas.¹³

7. SHIP MANAGER

Responsible to

GM-Technical¹⁴

Responsible for

Managing all activities aimed at keeping managed and owned ships safe, environmentally friendly, efficient and fully operational while meeting Customers service requirements, Maintaining ships within statutory body requirements; Operating vessels within budget constraints, and providing an operating budget.

Implementation of the Quality, Health, Safety and Environment Management policies, procedures and instructions.

Communicates with

Customers; ship's Master and Senior Officers; Classification Societies and Flag State Authorities; Port Authorities; ship repair contractors; suppliers; consultants; ship brokers; ship owners; ship managers; GM-Marine, Designated Person Ashore, GM-Crewing and fellow Department Heads.

Authority to

- a. Incur budgeted capital (delegated) and operational expenditure; dispose of assets as per the budget (delegated); authorise credit to Customers; write off bad debts; establish and control capital project budgets;
- b. Engage services of consultants and experts;
- c. Recommend adoption or amendments to policies.

Authority Limits

As per the Group Policy Manual. Upper monetary authorisation limit automatically set in Mespas.¹⁵

8. JUNIOR SHIP MANAGER

¹³ W 03 / 2025

¹⁴ W 08 / 2025

¹⁵ W 03 / 2025

Responsible to

GM-Technical¹⁶

Responsible for

Managing all activities aimed at keeping managed and owned ships safe, environmentally friendly, efficient and fully operational while meeting Customers service requirements, maintaining ships within statutory body requirements; Operating vessels within budget constraints, and providing an operating budget.

Implementation of the Quality, Health, Safety and Environment Management policies, procedures and instructions.

Communicates with

Customers; ship's Master and Senior Officers; Classification Societies and Flag State Authorities; Port Authorities; ship repair contractors; suppliers; consultants; ship brokers; ship owners; ship managers; GM-Marine, Designated Person Ashore, GM-Crewing and fellow Department Heads.

Authority to

- a. Incur budgeted capital (delegated) and operational expenditure; dispose of assets as per the budget (delegated); authorise credit to Customers; write off bad debts; establish and control capital project budgets;
- b. Engage services of consultants and experts;
- c. Recommend adoption or amendments to policies.

Authority Limits

As per the Group Policy Manual. Upper monetary authorisation limit automatically set in Mespas.¹⁷

9. ELECTRICAL SUPERINTENDENT

Responsible to

GM-Technical¹⁸

Responsible for

¹⁶ W 08 / 2025

¹⁷ W 03 / 2025

¹⁸ W 08 / 2025

The duties and responsibilities of the Electrical Superintendent include but are not limited to:

- a. The Electrical Superintendent is responsible for attending vessels to address electrical, automation, and electronic issues, whether reported by the Chief Engineers, identified by shore-based personnel, or discovered during inspections.
- b. Provides advice and support to the Chief Engineer regarding the rectification of defects and the ordering of necessary vessel supplies.
- c. Is tasked with training Engineer Officers and Electricians onboard, including instruction on the use of MESPAS.
- d. Following each vessel visit, the Electrical Superintendent must prepare a comprehensive report detailing the actions taken and providing feedback on the performance of the Engineers and Electricians.
- e. Performs remote troubleshooting and provides assistance to vessel crews, Superintendents, and Ship Managers.
- f. Oversees the electrical aspects of equipment upgrades, modifications, and retrofits.
- g. Undertakes any technical ad hoc tasks as assigned by the GM-Technical.

Communicates with

Customers; ship's Master and Senior Officers; marine superintendents; GM-Technical; ship managers; senior superintendents; Designated Person Ashore, purchasing department and purchasing officers.

Authority to

The Electrical Superintendent has the authority as directed by the GM-Technical to act in accordance with his/her responsibilities to ensure efficient management of his/her assigned categories.

Authority Limits

As per the Group Policy Manual. Upper monetary authorisation limit automatically set in Mespas.¹⁹

10. TECHNICAL ASSISTANT

Responsible to

¹⁹ W 03 / 2025

GM-Technical

Responsible for

The duties and responsibilities of the Technical Assistant include but are not limited to:

- a. Provide general secretarial and administrative support to Technical Department;
- b. Support the technical team in the daily operations of vessels;
- c. Responsible for the document control and their housekeeping as per company requirements
- d. Maintain filing system - filing for all technical papers received from the vessels in their respective files (electronic filing included);
- e. Assist Superintendents and Ship Managers in compiling Vessels Inspection Reports and presentation materials;
- f. Responsible for collecting and documenting all technical information from the ships, Class, Flag State;
- g. Co-ordinate and make arrangements for documents to be delivered to and from vessels;
- h. Liaising with Class, Flag State office for collecting and delivering documents;
- i. Co-ordinate meetings and schedule appointments;
- j. Other ad-hoc duties as required by the GM-Technical / Superintendents;
- k. Compiling and monitoring vessel details and equipment records;
- l. Distribution of Service Letters, Bulletins, etc. to the vessels;
- m. Ensure, after review by the superintendent, that relevant documents received such as drawings, manuals and technical information are properly stored and maintained;
- n. Under the supervision of the Superintendents / Ship Managers, arrange Class Surveys and attendances.
- o. Under the supervision of the Superintendents / Ship Managers, arrange hull cleanings, etc and attendances.
- p. Under the supervision of the Superintendents / Ship Managers, check in MESPAS if new defects, short inventory/out of stock items, PMS Job Postponement Requests and inform TS as applicable.
- q. Maintain and verifying the vessels certification records in MESPAS and inform the GM-Technical of any coming due within one month.

Communicates with

Customers; ship's Master and Senior Officers; class societies; ships agent; marine superintendent; ship managers; senior superintendents; Designated Person Ashore, crewing department and purchasing officers.

Authority to

The Technical Assistants has the authority as directed by the GM-Technical to act in accordance with his/her responsibilities to ensure efficient management of his/her assigned categories.

Authority Limits

As per the Group Policy Manual. Upper monetary authorisation limit automatically set in Mespas.²⁰

11. PMS OFFICER

Responsible to

GM-Technical

Responsible for

The duties and responsibilities of the Purchasing Officer include but are not limited to:

- a. Implementation and configuration of existing and new general features (direct communication with MESPAS administration)
- b. Integration and support of interaction with accounting system (direct communication with Accounts)
- c. Investigates faults when required and actions/proposes remedial action as required.
- d. Training and support of office and shipboard users, including attending vessels/seminars as/when required.
- e. Equipment database implementation and control, ensuring consistency across the managed Fleet and in particular, any sister vessels under management.
- f. Administration of maintenance intervals
- g. Review of daily reports along with Superintendents / Ship Managers
- h. Communication with vessels
- i. Reporting to Technical and the Company's management, including vessel PMS audits as and when required.
- j. This to include providing statistics regarding the standard of on board implementation and produces records for the use of the Company Management.
- k. Spare part database implementation and control (handling of requests from vessels)
- l. Technical support of Purchasing Officers

- m. Including providing statistics regarding the implementation and produces records/recommendations for improvement for the use of the Company Management.
- n. Report configuration
- o. Regular review (for MRV and DCS only)
- p. Certificate system maintenance and report generation
- q. Familiarise staff with reporting engines and tools available and underused.
- r. Monitoring, identifying and resolving conflict issues and incorrect data entries.
- s. Ensuring the task, and hence defect management system, are implemented and maintained by the Superintendents / Ship Managers.

Communicates with

Customers; ship's Master and Senior Officers; class societies; marine superintendents; ship managers; senior superintendents; Designated Person Ashore, crewing department and purchasing officers.

Authority to

The PMS Officer have the authority as directed by the GM-Technical to act in accordance with his/her responsibilities to ensure efficient management of his/her assigned categories.

Authority Limits

As per the Group Policy Manual. Upper monetary authorisation limit automatically set in Mespas.²¹

12. GM-CREWING

Responsible to

Managing Director²²

Responsible for

- a. Leading the Crewing and Training strategy for the Fleet.
- b. Implementing the Crewing and Training strategy to fulfil the Crewing and Training requirements within the Fleet
- c. Leading the planning and scheduling of crew of the Fleet

²¹ W 03 / 2024

²² W 08 / 2024

- d. Overseeing seafarer recruitment for the Fleet, identifying and attracting the right people at the right time
- e. Overseeing appraisal and review processes to ensure quality crew are retained, trained and promoted
- f. Ensuring that a pipeline of talent for the future is created and maintained, through learning and development
- g. Overseeing the appointed Crewing Agents to ensure quality and consistency in recruitment, selection and assessment
- h. Managing the Crewing and Training Budgets and expenditure for fleets

Communicates with

Customers; Ship Manager; Designated Person Ashore; GM-Marine the ships Master, and Officers; Flag State Authorities; International Maritime Organisation Authorities; ILO and ITF representatives; management of other Ship owners; management of Crewing Agents; Union Representatives.

Authority to

- a. Recruit, promote, demote and dismiss ships personnel in terms of approved Company policy.
- b. Adjust staffing complement of the Crewing and Training department in accordance with operational needs and budget constraints.
- c. Negotiate with Unions, ITF, crewing and training suppliers and conclude agreements in accordance with Company policy.
- d. Represent the Company on shipping industry working groups and committees.
- e. Authorise Crewing and Training Expenditure with the company approved limits
- f. Authorise air flights and accommodation for crew travel, and for crew medicals, where required.

13. DESIGNATED PERSON ASHORE

The Designated Person Ashore is also appointed as the Management Representative in terms of ISM²³, and Quality and Environmental Management Systems.

Responsible to

GM-Marine with access to the Managing Director²⁴.

Responsible for

²³ W 08 / 2024

²⁴ W 08 / 2025

- a. Developing, implementing, and maintaining, the documented SMS.
- b. Monitoring and verifying the proper operation of the SMS within the Company and on each ship.
- c. Maintaining International Safety Management (ISM) Certification for the Company and the fleet
- d. Providing specialist advice to ensure the desired standard of management is attained and maintained;
- e. Auditing of the SMS, with special emphasis on safety and environmental protection and the correctness of shipboard operations,
- f. Monitoring the performance of the on-board Ship Safety Organisations and environment protection control;
- g. Safety and pollution prevention awareness and its promotion on board ships;
- h. Providing safety liaison and monitoring between management and the fleet;
- i. Assisting Ship Managers with compliance with regulations and policy, drafting of policies and recommendations on Marine activities and Maritime Legislation, safety of Navigation and Marine Environmental Protection; and the investigation of new technology/techniques in the Safety Industry.
- j. To maintain navigation procedures manual.

Communicates with

Customers; Managing Director (direct access on important quality safety and environmental issues); GM-Marine, DPA, Ship Managers, Ships Masters and Officers, GM-Crewing, Head of Procurement and other Departmental Heads; Flag State Authorities; Classification Societies; management of other Ship-owners; staff of the Department of Labour; consultants; inspection and accreditation authorities.

Authority for

- a. Conducting random safety inspections of managed/owned vessels;
- b. Addressing deviations in the Safety Organisation directly with the Master;
- c. Initiating accident and incident investigations;
- d. Order cessation of unsafe work operations;
- e. Initiating through the responsible Manager changes to the safety organisation brought about by new legislation.
- f. To amend the SMS;
- g. Conduct audits of the company and of managed/owned vessels with regard to the, SMS.
- h. Conduct ship inspections of owned/managed vessels.

- i. Delay, recall or prevent ships from sailing in the interest of safety and expediency;
- j. Arrange salvage or emergency services as required;

Authority limits

As per the job description.

14. MARINE SUPERINTENDENT

Responsible to

GM-Marine, DPA²⁵

Responsible for

- a. Reporting to DPA on day-to-day safety matters of vessels
- b. Implementing company Policies and documented SMS
- c. Monitoring and verifying the proper operation of the SMS on each ship
- d. Promoting safety and pollution prevention awareness on board ships
- e. Maintaining Navigation procedures manual and providing specialist advice to ensure the desired navigation standard of vessel is attained and maintained
- f. Ensuring vessel library is up to date as per company requirements
- g. Auditing vessels as directed by DPA and closing of audit findings in Mespas²⁶
- h. Investigating and closing near miss reports, accidents, nonconformities in Mespas²⁷
- i. Maintaining HSEQ Management System as directed by HSEQ Manager
- j. Preparing Risk assessments for various shipboard operations and uploading in Mespas²⁸ and reviewing risk assessments carried out by vessels
- k. Maintaining medical register of vessels as per flag state requirements
- l. Monitoring Karko training records from vessels
- m. Monitors Work and Rest hours to ensure compliance²⁹
- n. Provides guidance to vessels on Safety, hold cleaning, Cargo stowage and carriage, liaising with the charterers of the vessel.³⁰ Providing guidance to vessels on ballast water exchange, fuel sulphur requirements, garbage regulations, local requirements etc

²⁵ W 08 / 2024


²⁶ W 03 / 2024

²⁷ W 03 / 2024

²⁸ W 03 / 2024

²⁹ W 08 / 2024

³⁰ W 08 / 2024

	<p style="text-align: center;">HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p style="text-align: center;">4.1 COMPANY REPRESENTATIVE RESPONSIBILITIES AND AUTHORITIES</p> <p style="text-align: center;">FLEET PROCEDURES MANUAL</p>	<p>Sect : 4.1 Page : 18 of 25 Date : 12-May-26 Rev : 10.3 Appr : DPA</p>
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- o. Monitoring and providing regulatory requirements for vessels calling US ports as instructed by the DPA.

Communicates with

Master and all officers, GM-Marine, DPA, GM-Technical, Senior Superintendent Ship Manager, GM-Crewing, Head of Procurement, Navigational equipment and Chart Supply services.³¹

Authority to

- a. Ensure vessels are equipped with latest charts and publications for each voyage by liaising with Master and chart service provider.
- b. Approve charts and publications requested from vessels.
- c. Control budget for charts/ publications.

15. HEAD OF PROCUREMENT³²

Responsible to

Managing Director

Responsible for

- a. The performance of all procurement and procurement logistics.
- b. Negotiates Supply contracts
- c. Managers the cost-effective procurement procedure
- d. Ensures a vendors list is managed and maintained.
- e. Ensures procurement is carried out in compliance with the Company finance controls requirements.
- f. Ensure an accurate and auditable trail is available for all transactions and that payments are made according to service agreements and undertakings

Communicates with

Customers; fellow Heads of other Departments; Ships Masters and Senior Officers; and ship managers; suppliers, industry stakeholders and the finance team.

Authority to

³¹ W 08 / 2024

³² W 08 / 2024

- a. Incur budgeted operational expenditure.
- b. Establish and amend procedures.
- c. Establish departmental strategic plans.
- d. Negotiate and enter into contracts.
- e. Recommend adoption or amendments to policies.

Authority Limits

Upper monetary authorisation limit automatically set in Mespas.


16. PURCHASING OFFICERS

Responsible to

Head of Procurement

Responsible for

- a. Daily monitoring of vessels requirements in accordance with Company requirements and KPI.
- b. Preparation and timely processing of RFQ in accordance with KPI to most appropriate suppliers.
- c. Review and prepare evaluations of the quotations received for review by the approvers.
- d. Preparation and timely processing of PO's in accordance with KPI and follow up timely delivery to the vessel or warehouse.
- e. Monitoring readiness of orders and orders in warehouse and updating the relevant records in MESPAS in accordance with KPI.
- f. Updating the purchasing records on a daily basis including goods received in warehouse;
- g. Ensuring accurate records are maintained of all given and estimated prices for all orders placed, to enable monthly forecast expenditure to be maintained;
- h. Monitoring price/delivery information, particularly for major items of spares and high value Consumables as well as local barge delivery costs at locations world-wide.
- i. Managing the airfreight / last mile delivery to vessels in consultation with the freight forwarder and TSI in the most cost effective manner.
- j. Process invoices in accordance with KPI, resolve discrepancies and handling of claims to vendors for defects/damage, shortage, missing parts to facilitate prompt payment processing.
- k. Maintaining records of suppliers performance which to be updated as necessary to record the quality and standard of service and quality of goods provided by the supplier;

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- l. Deputizing and backing up for other members of the Procurement Team as necessary;
- m. Working closely with all other company staff and senior ship staff to ensure an exchange of ideas and information for continual improvement of the Purchasing process.
- n. Participating in briefing of sea staff prior joining the vessel either in Person or via MS Teams.
- o. Respond to all communication received in accordance with KPI.
- p. Assisting the Head of Procurement commercial discussions for the supply of goods and services for the vessels when required.
- q. Any other tasks and/or responsibilities as assigned by the Head of Procurement.

Communicates with

Customers; ship's Master and Senior Officers; ship repair contractors; suppliers; consultants; ships agent; marine superintendent; ship managers; Senior superintendents; Designated Person Ashore, Crewing Department and fellow Purchase Officers.

Authority to

- a. The Purchasing Officer/Catering has the authority as directed by the Head of Procurement to act in
- b. accordance with his/her responsibilities to ensure efficient management of his/her assigned categories.

Authority Limits

As per the Group Policy Manual. Upper monetary authorisation limit automatically set in Mespas.³³

17. CATERING PURCHASING OFFICERS

Responsible to

Head of Procurement

Responsible for

The duties and responsibilities of the Purchasing Officer include but are not limited to:

- a. Coordinating, assisting, and monitoring the timely purchase and delivery of goods, provisions, and bonded stores in accordance with Company requirements.
- b. Advice vessels on replenishment schedules

- c. Preparation and timely submission of request for quotations as required by and prepare the evaluations of the quotations received for review by the relevant approver.
- d. Assisting in the Head of Procurement negotiating Contract and Agreements for the supply of Provisions and bonded stores for the vessels where appropriate and required.
- e. Maintaining records of suppliers performance, amend as necessary to highlight the quality and standard of service and quality of goods provided by the supplier
- f. Maintaining purchasing records;
- g. Deputizing and backing up for other members of the Provisions Team as necessary;
- h. Liaison with contractors, suppliers and vessel as appropriate;
- i. Ensuring accurate records are kept of all given and estimated prices for all orders placed, to enable monthly forecast expenditure to be maintained;
- j. Ensuring proper accounting by liaising closely with Accounts Department;
- k. Perform invoice matching, resolve discrepancies and handling of claims to vendors for defectives, shortage, missing parts to facilitate smooth payment processing.
- l. Placing of orders and ensuring provisions/bonded stores are delivered on time and to correct location / vessel.
- m. Liaison with all other company staff to ensure a mutual exchange of ideas and information related to vendors / suppliers is maintained within the company.
- n. Calculating the month end victualling rate for each vessel handled.
- o. Preparing reports on supplier performance and supply volume as required.
- p. Participating in briefing of sea staff visiting the office prior joining the vessel.
- q. Any other tasks and/or responsibilities as assigned by the Head of Procurement.


Communicates with

Customers; ship's Master and Senior Officers; ship repair contractors; suppliers; consultants; ships agent; marine superintendent; ship managers; Senior superintendents; Designated Person Ashore, Crewing Department and fellow Purchase Officers.

Authority to

The Purchasing Officer/Catering has the authority as directed by the Head of Procurement to act in accordance with his/her responsibilities to ensure efficient management of his/her assigned categories.

Authority Limits

	<p style="text-align: center;">HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p style="text-align: center;">4.1 COMPANY REPRESENTATIVE RESPONSIBILITIES AND AUTHORITIES</p> <p style="text-align: center;">FLEET PROCEDURES MANUAL</p>	<p>Sect : 4.1 Page : 22 of 25 Date : 12-May-26 Rev : 10.3 Appr : DPA</p>
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As per the Group Policy Manual. Upper monetary authorisation limit automatically set in Mespas.³⁴

18. CREWING OFFICER


Responsible to

GM-Crewing

Responsible for

The duties and responsibilities of the Purchasing Officer include but are not limited to:

- a. The selection of Officers and Ratings as necessary;
- b. Ensuring that seafarers comply with all specified criteria for recruitment including STCW, MLC 2006, Flag States and vessel requirements;
- c. The processing of flag state documents and visas as required;
- d. Making travel arrangements for crew to join and leave the vessel, liaising with Manning Agents as necessary;
- e. Monitoring the efficiency of sea staff via the appraisal system;
- f. Scheduling of Officers and Ratings joining and leaving the vessel;
- g. Ensuring the correct administration of the vessel's mail, and crew supplies;
- h. As and when required – monitor the payroll for assigned vessels;
- i. Maintenance and monitoring of crew records and vessel correspondence;
- j. Updating crew and movement lists as required;
- k. Updating the Electronic data base/ crewing management system with all crew related records including appraisals, certificates, contracts, etc.;
- l. Checking and approving invoices/disbursements relating to crewing;
- m. Liaising with other departments as required;
- n. Monitoring Manning Agencies compliance with the mandatory, and as well as with Company and Owners requirements;
- o. Liaising closely with Manning Agencies regarding cases which result in Disability Compensation or Court Action;
- p. Liaise with all relevant parties in case of seafarers' illness/injury/hospitalisation to ensure his wellbeing and welfare.
- q. Checking and authorize Final Wage Accounts for seafarers who have signed off "P&I"

	<p style="text-align: center;">HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p style="text-align: center;">4.1 COMPANY REPRESENTATIVE RESPONSIBILITIES AND AUTHORITIES</p> <p style="text-align: center;">FLEET PROCEDURES MANUAL</p>	<p>Sect : 4.1 Page : 23 of 25 Date : 12-May-26 Rev : 10.3 Appr : DPA</p>
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- r. Calculating Sick Wage entitlement in accordance with the Crew Contract and make sure that payments are paid promptly to respective bank accounts;
- s. Checking that disbursements are analysed in accordance with the prescribed procedures in order to identify and code recoverable expenses;
- t. Ensuring that compensation is paid (where applicable) in accordance with the Crew Contract;
- u. Responsible for using company related forms as and when required and keep updated records.

Communicates with

Customers; ship's Master and Senior Officers; manning agents; ships agent; marine superintendent; ship managers; senior superintendents; Designated Person Ashore, crewing department and fellow purchase officers.

Authority to

The Crewing Officer has the authority as directed by the GM-Crewing to act in accordance with his/her responsibilities to ensure efficient management of his/her assigned categories.

Authority Limits

As per the Group Policy Manual. Upper monetary authorisation limit automatically set in Mespas.³⁵

19. TRAINING & TECHNICAL MANAGER

Responsible to

Managing Director

Responsible for

Ensures a safe, positive working environment across all vessels by monitoring ship and crew performance, providing support when needed, and ensuring compliance with safety regulations. Responsibilities include participating in inspections, audits, and emergency responses, as well as collaborating with internal teams and external partners to resolve issues and improve operations. The role also focuses on enhancing crew training and fleet standards to ensure safe, efficient vessel operations in line with regulatory requirements and the company's Safety Management System. Additionally, the Training & Technical Manager develops and delivers in-house training programs for shore-based staff, covering both mandatory and value-added topics.

Communicates with

³⁵ W 03 / 2025

Customers; Head of Departments; Ships Masters and Senior Officers; ship owners and ship managers; governmental and maritime authorities; training providers; crew agencies and industrial bodies.

Authority to

- a. Enter into contracts;
- b. Incur budgeted operational expenditure;
- c. To amend the SMS;
- d. Recommend³⁶ departmental strategic plans and budgets;

Authority Limits

As per the Group Policy Manual. Upper monetary authorisation limit automatically set in Mespas.³⁷

20. FLEET SAFETY TRAINING OFFICER

Responsible to

Training & Technical Manager

Responsible for

Ensures a safe, positive working environment across all vessels by monitoring ship and crew performance, providing support when needed, and ensuring compliance with safety regulations. Responsibilities include participating in inspections, audits, and emergency responses, as well as collaborating with internal teams and external partners to resolve issues and improve operations. The role also focuses on enhancing crew training and fleet standards to ensure safe, efficient vessel operations in line with regulatory requirements and the company's Safety Management System.

Communicates with

Customers; Head of Departments; Ships Masters and Senior Officers; ship owners and ship managers; governmental and maritime authorities; training providers; crew agencies and industrial bodies.

Authority to

³⁶ W 08 / 2025

³⁷ W 03 / 2025

- a. Enter into contracts;
- b. Incur budgeted operational expenditure;
- c. Recommend³⁸ departmental strategic plans and budgets;

Authority Limits

As per the Group Policy Manual. Upper monetary authorisation limit automatically set in Mespas.³⁹

³⁸ W 08 / 2025

³⁹ W 03 / 2025