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## MASTERS RESPONSIBILITY AND AUTHORITY

**Responsible to:** Ship Manager.

**The Master has overriding authority to make decisions regarding the safety of the crew, the vessel and the environment.**


The Master is the Company's representative on board the vessel and has the overriding authority and the responsibility to take whatever action is considered necessary with respect to safety, security and pollution prevention and to request the Company's assistance as may be necessary.

The Master has direct access to the Chief Executive of the Company on important matters concerning safety, security and environmental protection; however, this is normally through the Designated Person Ashore / Company Security Officer.

### 1. RESPONSIBLE FOR

#### 1.1. General

- 1.1.1. Economic and effective management of his ship, protecting the Customers investment in capital assets and human resources,
- 1.1.2. Ensuring his ship is operated safely, efficiently and economically to a high standard,
- 1.1.3. Ensuring the operation of his ship meets all charter party conditions, including optimal voyage planning and the optimum utilisation of cargo space.
- 1.1.4. Maintaining an economical and effective level of bunkers and practising efficient fuel management.
- 1.1.5. Ensuring that the ship is always seaworthy properly manned and equipped; that all statutory and class certificates are valid; ensuring all applicable legislation and class requirements are adhered to.
- 1.1.6. Verifying that his officers are holding appropriate valid STCW and Flag Administration certificates and ensuring they are not fatigued and are fit for duty.
- 1.1.7. Ensuring a satisfactory standard of victualing on board and maintaining victualing purchases within budget. Where the victualing supply is controlled by an external vendor, that quality and quantity is acceptable.

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>4.4. MASTER RESPONSIBILITY AND AUTHORITY</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 4.4  Page : 3 of 6  Date : 6-Aug-25  Rev : 10.2  Appr : DPA</p>
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- 1.1.8. Ensure the implementation of **CFM and Mespas<sup>1</sup>** and ensure records are updated and accurate.

## 1.2. Safety Management System (SMS):

- 1.2.1. Implementing the company Safety Management System.
- 1.2.2. Motivating the crew in the observation of Company Policies.
- 1.2.3. Issuing appropriate orders and instructions in a clear and simple manner in respect of safety and environmental protection aboard.
- 1.2.4. Verifying that the SMS is being observed and ensuring that the procedures and check lists for Special and Critical Shipboard Operations are implemented and observed.
- 1.2.5. Review of the SMS and reporting its deficiencies to shore management as per the Masters Review Schedule. This includes the formation of a Shipboard Management Team (SMT) which is effective and complies with the guidelines as laid down by the company.
- 1.2.6. Ensuring that watertight integrity of the vessel is maintained that the vessel condition is always within stress limitations and that adequate stability is preserved.
- 1.2.7. Ensuring safe working practices are followed and that procedures and checklists are established and utilised.
- 1.2.8. Ensuring pollution and prevention procedures and oil spill contingency plans are in place and followed.
- 1.2.9. The control and issue of controlled substances (medicines). This is including documenting medication brought by crew members (normally chronic medication).
- 1.2.10. Issuing standing orders on joining a vessel. Instituting a bridge "Night Order Book" for use at sea at night
- 1.2.11. Ensuring a schedule of fire, emergency, security exercises and boat drills are maintained for all shipboard emergencies and that exercises and drills are scheduled and performed at regular intervals at least to Flag State, ISM / ISPS, MLC and SOLAS requirements.
- 1.2.12. Ensuring that Safety Officers and Ship Security Officers are appointed in writing and that they are issued with work instructions detailing duties and responsibilities.

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<sup>1</sup> W 03 / 2023

- 1.2.13. Ensuring Health, Safety and Environmental Committee representatives are elected by ballot by all members of the ship's complement and recorded in the official logbook.
- 1.2.14. Ensuring the Health, Safety and Environment Committee is established and that meetings are held monthly. The HSE Committee members must understand the company requirements as per HSE Committee format. (See HSE Chapter 4.1)
- 1.2.15. Ensuring the emergency steering, fire pump, generator and boat motors are tested regularly.
- 1.2.16. Ensuring that cargo is properly stowed, segregated and secure before sailing, and that it is monitored / tended on passage and that hazardous cargo precautions are observed.
- 1.2.17. Planning the voyage, ensuring the ship is adequately stored and bunkered for the intended voyage, that the vessel is seaworthy at all times, that the safety of navigation is maintained, that port entries and departures are pre-planned, and the actions of the pilots are closely monitored.
- 1.2.18. Oversee the application of on-board training and ensure on board familiarisation and training is imparted to all joining crew.
- 1.2.19. Verifying that charts and publications are being corrected.
- 1.2.20. Ensuring that the Drug and Alcohol Policy is observed.
- 1.2.21. Reporting on the competence and ability of his Officers and Ratings.
- 1.2.22. Ensuring the requirements of the Ship Security Plan are implemented and that the vessel's security is always preserved.
- 1.2.23. Ensuring all accidents and near misses, and security incidents are reported and investigated by the Health, Safety and Environmental Committee, and captured in [CFM<sup>2</sup>](#).
- 1.2.24. Ensuring all non-conformances are, reported, captured in [CFM<sup>3</sup>](#) and that corrective and preventive action is implemented as required.
- 1.2.25. The safekeeping and control of documentation and electronic filing on board, ensuring that information is disseminated and that the records are maintained to ensure there is proof of fulfilling of his responsibilities.

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<sup>2</sup> W 03 / 2023

<sup>3</sup> W 03 / 2023

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>4.4. MASTER RESPONSIBILITY AND AUTHORITY</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 4.4  Page : 5 of 6  Date : 6-Aug-25  Rev : 10.2  Appr : DPA</p>
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1.2.26. Implementing the company Cyber Security Policy and Procedures. Motivating the crew in the observation of these policy and procedures. Ensuring cyber security training as required by company is conducted with the crew. The malfunction or failure of any IT and OT equipment is immediately reported to office.<sup>4</sup>

### 1.3. Communicates with:

**CHARTERERS**; Chief Executive Officer (direct access on important matters concerning safety, and environment protection); [Marine Director, Fleet Managers<sup>5</sup>](#), Ship Managers; Designated Person Ashore; Company Security Officer, Crewing Manager; [Marine Superintendent<sup>6</sup>](#); fellow Masters; suppliers and contractors; Charterers, Flag State surveyors; Classification surveyors; Cargo surveyors; Port Authorities; Customs Authorities; Immigration Authorities; Port Health Authorities; Agents.

## 2. AUTHORITY TO

### 2.1. General

2.1.1. Act as Agent for the Owners.

2.1.2. Act as required by the Merchant Shipping Act, Flag State Authorities, local regulations and the International Maritime Organisation.

2.1.3. Aid other vessels in distress.

2.1.4. [Request Masters Cash<sup>7</sup>](#).

2.1.5. Purchase victuals as per company contracts.

2.1.6. Discipline crewmembers as required.

2.1.7. Take action necessary to prevent any costly delay to cargo work or passage.


2.1.8. Implement repairs in foreign ports only when delegated by the Ship Manager.

<sup>4</sup> W 50 / 2020

<sup>5</sup> W 26 / 2024

<sup>6</sup> W 26 / 2024

<sup>7</sup> W 26 / 2024

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>4.4. MASTER RESPONSIBILITY AND AUTHORITY</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 4.4  Page : 6 of 6  Date : 6-Aug-25  Rev : 10.2  Appr : DPA</p>
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### 3. SAFETY AND ENVIRONMENTAL

- 3.1. In matters of safety and pollution prevention, has the overriding authority to take whatever action is considered necessary in the interest of safeguarding passengers, crew, ship, cargo and environment.
- 3.2. Enter into a salvage agreement when the safety of the ship, its crew and the environment are at stake.
- 3.3. Perform whatever acts are ordinarily necessary for the safe, secure and proper prosecution of the voyage.
- 3.4. Authorise and implementing emergency repairs when the safety of the ship is jeopardised.
- 3.5. Refusing any cargo, he considers hazardous to his vessel and crew.

### 4. SECURITY

**The Master has the overriding authority and responsibility to make decisions regarding the security of the ship and to request the assistance of the Company or of any Contracting Government or any other party as may be necessary.**