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CHIEF NAVIGATING OFFICER

Responsible to: Master

1. RESPONSIBLE FOR

- 1.1. The safe and environmentally friendly management and operation of his department.
- 1.2. Implementing the SMS in respect of his department.
- 1.3. Motivating his staff in observance of the SMS.
- 1.4. Performing the duties of the designated Safety Officer as assigned to him by the Master. He will also perform the duties of the Ships Security Officer
- 1.5. Understudying the Master and for temporarily assuming command of the vessel when the Master is incapacitated through illness or fatigue.
- 1.6. Deputising for the Master when necessary.
- 1.7. All cargo operations, ensuring cargo is properly planned, loaded, stowed, segregated and secure, and that hazardous cargo regulations and precautions are complied with (inclusive of procedures listed in IMSBC CODE¹). Ensuring that cargo hold washing operations are safe, pollution free and supervised correctly.
- 1.8. Implementing pollution prevention control procedures and oil spill contingency plans for all cargo / bunker operations, deck operations and operations associated with his department.
- 1.9. The safe management and disposal of cargo residues².
- 1.10. Maintenance of all safety gear, cargo gear, deck gear and the preservation of steelwork (inclusive of tanks and cargo spaces). Assisting the Chief Engineer Officer with structural and mechanical repairs of the deck / cargo areas.
- 1.11. Maintaining records of inspections of [cranes](#), [accommodation](#), [winches](#)³, cargo holds, ballast tanks, void spaces, and of maintenance of structure and coatings.
- 1.12. Maintaining the watertight integrity of the vessel except for the engine room spaces for which the Chief Engineer Officer is responsible.

¹ W 49 / 2021

² W 49 / 2021

³ W 26 / 2024

- 1.13. Ensuring safe working practices are followed and that procedures and checklists are implemented correctly, with particular attention to procedures for the “entry into enclosed spaces” and “hot work permits”.
- 1.14. Ensuring safe access to and from the ship.
- 1.15. Conducting training programmes and induction for all crewmembers.
- 1.16. Checking and monitoring the vessels stability and stress conditions, ensuring that they are always safely within limits and are acceptable to the Master.
- 1.17. The safe ballasting and deballasting of the vessel [via the BWT plant⁴](#), and the safe exchange of ballast at sea and / or the chemical dosing of ballast as required the authorities. Accurate records are to be kept in the required format.
- 1.18. Ensuring the vessel is adequately stored with deck stores and safety equipment and has adequate quantity of domestic fresh water on board.
- 1.19. Assisting the Master with implementing the garbage management plan.
- 1.20. Reporting accidents, near misses and non-conformances to the Master and into [CFM⁵](#).
- 1.21. The safekeeping and control of logbooks, inspection and maintenance records, and documentation in respect of his department. These are to be filed as per the company filing system requirements.
- 1.22. Ensuring all [navigational⁶](#) planned maintenance, and maintenance records are accurately recorded in [CFM⁷](#).
- 1.23. Safe navigation when keeping a bridge watch. [This includes understanding the operation of the ship specific equipment, including the GMDSS equipment, and also knowing the limitation of the equipment.⁸](#)
- 1.24. [Taking charge in overseeing the checking the condition of the pilot ladder and associated equipment before use and overseeing the safe rigging of the ladder. They will oversee the physical embarkation and disembarkation of the pilot.⁹](#)
- 1.25. Other duties as assigned by the Master.

⁴ W 26 / 2024


⁵ W 03 / 2024

⁶ W 26 / 2024

⁷ W 03 / 2024

⁸ W 26 / 2024

⁹ W 26 / 2024

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>4.6. DECK OFFICER RESPONSIBILITY AND AUTHORITY</p> <p>FLEET PROCEDURE MANUAL</p>	<p>Sect : 4.6 Page : 4 of 12 Date : 6-Aug-25 Rev : 10.2 Appr : DPA</p>
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1.26. Pollution prevention procedures and oil spill contingency plans are established and implemented, and that his staff understands them. He is ultimately responsible for the accuracy of the statutory logbooks such as the garbage record book, [ballast records](#), [crew working hour records etc.](#)¹⁰

2. COMMUNICATES WITH

Ship Managers; DPA; CSO; [Marine Superintendent](#)¹¹, Master; Chief Engineer Officer; fellow Officers; Terminal Cargo Loading Master; Stevedores; Surveyors; Suppliers and Contractors.

3. AUTHORITY TO

1.27. Immediately stop or cause to be stopped any work (inclusive of cargo work) that he deems to be unsafe or a potential pollution hazard.

1.28. On the approval of the Ship Manager to assume command of the vessel if the Master is incapacitated. In an emergency may assume command immediately and advise the Ship Manager as soon as possible thereafter.

1.29. Act as delegated by the Master.

¹⁰ W 26 / 2024

¹¹ W 26 / 2024

SECOND NAVIGATING OFFICER(S)

Responsible to: Master in an emergency situation affecting safety or pollution and for navigation watchkeeping duties.

Chief Navigating Officer the day-to-day safety organisation, ship management and administration issues.

1. RESPONSIBLE FOR

(Note: responsibilities may vary according to the requirements of each vessel and the Master will delegate accordingly)

- 1.1. Preparing a Voyage [Passage](#)¹² Plan, ensuring that it meets the Masters requirements.
- 1.2. Ensuring that the most recent editions of all necessary navigation publications and charts (paper and / or electronic) are on board for the intended voyage with the latter corrected up to date.
- 1.3. Ensuring that all bridge equipment operates to makers' specifications and maintaining records of all inspections, tests and maintenance performed.
- 1.4. The duties of Medical Officer as delegated by the Master and the administration and upkeep of the medical locker [and medical treatment records](#)¹³.
- 1.5. Taking charge of a navigational watch, ensuring the safe navigation of the vessel and strict observance of the Masters standing orders. [This includes understanding the operation of the ship specific equipment, including the GMDSS equipment, and also knowing the limitation of the equipment.](#)¹⁴
- 1.6. [Taking charge in overseeing the checking the condition of the pilot ladder and associated equipment before use and overseeing the safe rigging of the ladder. They will oversee the physical embarkation and disembarkation of the pilot.](#)¹⁵
- 1.7. Taking charge of a cargo watch and checking that the cargo is properly loaded / discharged, stowed, segregated, and secure, and that hazardous cargo precautions are implemented. Strict observance of the Chief Navigating Officer's loading / discharge plan and standing instructions (and procedures contained in IMSBC CODE¹⁶).
- 1.8. Taking all necessary precautions while on watch to prevent pollution and strict observance of the pollution prevention control procedures and oil spill contingency plans.

¹² [W 26 / 2024](#)

¹³ [W 26 / 2024](#)

¹⁴ [W 26 / 2024](#)

¹⁵ [W 26 / 2024](#)

¹⁶ [W 49 / 2021](#)

- 1.9. Monitoring the work environment while on watch and ensuring it is always safe and that all safety precautions, procedures and checks are observed, with particular care in regard to procedures for “entry into enclosed spaces” and “hot work permits”.
- 1.10. Ensuring all delegated planned maintenance, and maintenance records, HSE and procurement requirements are accurately recorded in [CFM and Mespas](#)¹⁷.
- 1.11. Taking charge of mooring / unmooring operations as required by the Master.
- 1.12. Reporting accidents, near misses and non-conformances to the Master.
- 1.13. The following responsibilities may be delegated by the Master or shared with the Third Navigating Officer .
- 1.13.1. To assist the Chief Navigating Officer with training and induction of crewmembers.
- 1.13.2. To assist the Chief Navigating Officer with the maintenance of the safety equipment.
- 1.13.3. Ensuring that the GMDSS station, and associated equipment is fully operational at all times, and that proper radio accounts and maintenance/ [testing](#)¹⁸ records are kept.
- 1.13.4. Assisting with the implementation of the garbage management plan.
- 1.13.5. Test the [fresh](#)¹⁹ water [as per routines mentioned in CFM](#)²⁰. The result must be recorded in the Deck Logbook.
- 1.13.6. Assist the Master and Chief Navigating Officer with record keeping and document control.
- 1.13.7. [Test the Vessel Drinking water as per the test schedule to ensure that the drinking water remains acceptable for consumption.](#)²¹
- 1.13.8. All duties as delegated by the Master.

¹⁷ W 03 / 2024

¹⁸ W 26 / 2024

¹⁹ W 26 / 2024

²⁰ W 03 / 2024

²¹ W 26 / 2024

2. COMMUNICATES WITH:

Master; Chief Navigating Officer; fellow Officers; Terminal Cargo Loading Master; Stevedores; Surveyors.

3. AUTHORITY TO

Temporarily stop or cause to be stopped any work (inclusive of cargo work) that he deems to be unsafe or a potential pollution or ignition hazard and to report it immediately to the Chief Navigating Officer or Master.

THIRD NAVIGATING OFFICER

Responsible to: Master in an emergency situation affecting safety or pollution and for navigation watchkeeping duties.

Chief Navigating Officer the day-to-day safety organisation, ship management and administration issues.

1. RESPONSIBLE FOR

(Note: responsibilities may vary according to the requirements of each vessel and the Master will delegate accordingly)


- 1.1. Assisting the Chief Navigating Officer with the maintenance of the safety equipment.
- 1.2. Taking charge of a navigational watch, ensuring the safe navigation of the vessel and strict observance of the Master's standing orders. [This includes understanding the operation of the ship specific equipment, including the GMDSS equipment, and also knowing the limitation of the equipment.](#)²²
- 1.3. Taking charge in overseeing the checking the condition of the pilot ladder and associated equipment before use and overseeing the safe rigging of the ladder. They will oversee the physical embarkation and disembarkation of the pilot.²³
- 1.4. Taking charge of a cargo watch, and checking the cargo is properly loaded / discharged, stowed, segregated, and secure, and that hazardous cargo precautions are implemented. Strict observance of the Chief Navigating Officer loading / discharge plan and standing instructions (and procedures contained in IMSBC CODE²⁴).
- 1.5. Taking all necessary precautions while on watch to prevent pollution and strict observance of the pollution prevention control procedures and oil spill contingency plans.
- 1.6. Monitoring the work environment while on watch and ensuring it is always safe and that all safety precautions, procedures and checks are observed, with particular attention to procedures for the "entry into enclosed spaces" and "hot work permits".
- 1.7. Ensuring all delegated planned maintenance, maintenance records, HSE and procurement requirements are accurately recorded in [CFM and Mespas](#)²⁵.
- 1.8. Carry out Safety equipment checks, and maintenance as designated by the Master, ensuring the records are correctly entered into CFM and Mespas as required, and any defects are brought to the Masters attention.

²² W 26 / 2024

²³ W 26 / 2024

²⁴ W 49 / 2021

²⁵ W 03 / 2024

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>4.6. DECK OFFICER RESPONSIBILITY AND AUTHORITY</p> <p>FLEET PROCEDURE MANUAL</p>	<p>Sect : 4.6 Page : 9 of 12 Date : 6-Aug-25 Rev : 10.2 Appr : DPA</p>
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1.9. Taking charge of mooring / unmooring operations as required by the Master.

1.10. Reporting accidents, near misses and non-conformances to the Master

1.11. The following responsibilities may be delegated by the Master or shared with the Second Navigating Officer(s):

1.11.1. To assist the Chief Navigating Officer with training and induction of crewmembers.

1.11.2. Ensuring that the GMDSS station, and associated equipment is fully operational at all times, and that proper radio accounts are kept, statutory log entries are made, and maintenance records are kept.

1.11.3. Assisting with the implementation of the garbage management plan.

1.11.4. Assist the Master and Chief Navigating Officer with record keeping and document control.

1.11.5. All duties as delegated by the Master.

2. COMMUNICATES WITH

Master; Chief Navigating Officer; fellow Officers; Terminal Cargo Loading Master; Stevedores; Surveyors.

3. AUTHORITY TO

Temporarily stop or cause to be stopped any work (inclusive of cargo work) that he deems to be unsafe or a potential pollution hazard and to report it immediately to the Chief Navigating Officer or Master.

JUNIOR NAVIGATING OFFICER (JNO)²⁶

A certificated deck officer who is assigned duties under the supervision of CNO/2NO/3NO to prepare him/herself for independent Navigational and Cargo Watch Keeping duties and responsibilities. JNO may not be assigned an independent watch keeping duties unless office approval has been granted. Office approval will be granted based on the performance as reported by Master.

The maximum tenure onboard in the rank of JNO is 3 months during which JNO is required to demonstrate himself capable of keeping navigational, cargo watches and maintaining the LSA & FFA independently. Master is required to report his performance to office on monthly basis.

He is responsible to Master in an emergency affecting safety or pollution and for navigation watchkeeping duties, and to Chief Navigating Officer for the day-to-day safety organisation, ship management and administration issues.

1. DUTIES AND RESPONSIBILITIES

- Familiarize with duties and responsibilities of 3NO.
- Routine Navigational and Cargo watches with 3NO for 8 hrs a day without any interference to OOW. Watches may be rotated with 2NO or CNO if required by Master.
- Observe company and master's standing orders for bridge watch keeping.
- To read and understand master's night orders.
- Familiarize with the Nautical Manual, ADP/eNP/Regs4ship, ENC corrections to ECDIS and other bridge publications.
- Familiarize with Colregs and observe their practical application while on bridge.
- Familiarization with the operation of the bridge equipment and operate the equipment without disturbing the safety settings as set by OOW.
- Complete the ship specific ECDIS familiarization training on board and obtain Familiarization Certificate.
- Familiarization with the operation, maintenance, record keeping, testing [and operating](#)²⁷ of the GMDSS equipment, and entries required in GMDSS logbook.
- Familiarize with Chief Navigating Officer's standing orders, cargo loading /discharging plan and ballast/de-ballast sequence.
- Assist 3NO in cargo watch keeping duties, checking cargo is properly loaded/discharged, stowed, segregated, secured or trimmed. [Understands how](#)²⁸ hazardous cargo precautions are implemented. [Understands Ballast/de-ballast operations, and ensures they are in accordance with the CNO's plan](#)²⁹.

²⁶ W 04 / 2021

²⁷ W 26 / 2024

²⁸ W 26 / 2024

²⁹ W 26 / 2024

- Familiarize with the loading computer for the calculation of the stability, draughts, BM/SF. Monitor ship's stability, draughts, BM/SF during intermediate stage of cargo being loaded/discharged using loading computer.
- Taking all necessary precautions while on watch to prevent pollution and strict observance of the pollution prevention control procedures and oil spill contingency plans.
- Familiarise and understand the dangers and safety requirement when working or giving instructions to work at height.
- Familiarise and understand the dangers and safety requirements when entering or instructing someone to enter an enclosed space.
- Familiarise and understand the dangers and safety requirements when being an officer at mooring stations, and the responsibility to ensure the crews safety.
- Familiarise and understand the dangers and safety requirements when being an officer overseeing the correct rigging of the pilot ladder and overseeing the embarkation and disembarkation of the pilot.
- Monitoring the work environment while on watch and report to Master/CNO/OOW if any unsafe practices or procedures are being observed, with particular attention to procedures for the "entry into enclosed spaces" and "hot work permits".
- Familiarize with the relevant MARPOL regulations e.g. E/R bilge/garbage/sewage discharge regulations, ECA boundaries and fuel requirement
- Watch and report any damage caused to ship and its fittings or to cargo by stevedores.
- Watch and report any disruption to cargo operation which may be due to ship or shore equipment failure or due to rain / adverse weather condition.
- Read and understand the characteristics of the cargo being carried, hold cleanliness requirement, stability criteria and precautions to be observed. Refer to relevant publications on board for the cargo e.g., IMSBC Code, International Grain Code, Code of safe practices for timber deck cargoes, SMS etc.
- Assist 3NO in maintenance of LSA and FFA. Familiarize with their operation, maintenance interval, record keeping and updating the PMS in [Mespas³⁰](#).
- Familiarize with SOLAS for the maintenance and other requirement pertaining to LSA & FFA on board.
- Ensure all delegated maintenance is carried out diligently and recorded in [Mespas³¹](#) as required.
- Attend mooring / unmooring / anchoring stations as required by Master.
- Reporting accidents, near misses and non-conformances to the Master
- Familiarise with the port specific requirement and regulations.
- Familiarize with the company SMS, Circulars, On Job Trainings and Flag circulars

³⁰ W 03 / 2024

³¹ W 03 / 2024

- Assisting with the implementation of the garbage management plan.
- Assist Master and CNO in preparing the vessel for PSC inspections
- Assist Master and CNO with record keeping and document control.
- Familiarize with Sharepoint and assist in filing of documents in Sharepoint
- Undergo the title applicable to the rank as per Karko training matrix
- All duties and responsibilities as delegated by the Master.
- Mentor the ratings as required.