CONTENTS

CHIEF ENGINEER OFFICER RESPONSIBILITY AND AUTHORITY

Responsible to: Master

1. RESPONSIBLE FOR

1.1. The safe efficient and environmentally friendly management and operation of the engine room and the engineering department.

1.2. Implementing the Safety Management System in respect of his department.

1.3. Motivating and training his staff in observance of the SMS and COSWP.

1.4. 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 Oil Record book Part1 and the Incinerator Logbook.

1.5. Reviewing the effectiveness of the SMS in regard to machinery spaces and his department, reporting and deficiencies and initiating necessary changes to the policy through the Master.

1.6. Implementing corrective action within his authority limits, when necessary, in terms of the SMS.

1.7. Ensuring that all machinery and equipment under his control is operated and maintained in a safe and responsible manner within budget, in accordance with sound engineering practice and manufacturer's instructions and in strict conformance with prevailing laws and regulations.

1.8. Ensuring Work Permits and Toolbox talks are filled in correctly and carried out.

1.9. Establishing and maintaining maintenance schedules in accordance with the manufacturer's instructions for plant and equipment that is essential or critical to the reliable, safe and environmentally friendly operation of the ship. These are to be controlled in Mespas[1].

1.10. Ensuring all structural, mechanical, electrical, hydraulic and pneumatic repairs and maintenance (with exception of wires and blocks) on deck are correctly done. He shall be assisted by the Chief Navigating Officer to whom he may delegate the supervision of repairs and maintenance on deck.

1.11. Ensuring that Flag and[2] Class machinery surveys are done at the appropriate times.

[1] W 03 / 2024
[2] W 26 / 2024

1.12. Ensuring safe working practices are followed and that procedures and check lists are established and utilised in respect of his department.

1.13. The inspection and test of critical items of equipment.

1.14. Submission of lube oil, fuel oil, boiler and cooling water samples and that feedback reports are acted upon correctly.

1.15. Ensuring a bunker plan is formulated before bunkers are taken, and that this plan is implemented and adhered to during the operation.

1.16. Requisition of spares through Mespas[3] and for the care of spares on-board, and for maintaining an adequate and economical level of spares stocks on-board.

1.17. Ensuring that sufficient bunkers are on-board for the intended voyage inclusive of a safety margin (planned with the Master), and that bunkers are handled economically, safely and without pollution.

1.18. Safe and pollution free management and disposal of slops on-board.

1.19. Document control and record keeping for his department. Particular attention is to be given to statutory logs such as Oil Record Book and Incinerator Log.

1.20. Ensuring that the watertight integrity of the engine room spaces is maintained.

1.21. On the job training of staff in the safe and correct operation of the plant and equipment, and familiarisation training for new staff joining.

1.22. Ensuring the Oil Water Separator is operated, sealed and maintained strictly within statutory regulations and company instructions.

1.23. Ensuring all planned maintenance, maintenance records, HSEQ and procurement requirements for which he is responsible are accurately recorded in Mespas.[4]

1.24. Ensuring the optimisation of bunker and energy utilisation aboard, thus reducing emissions.

1.25. Ensuring the vessel is prepared for a PSC Inspection at any time.

[3] W 03 / 2024
[4] W 03 / 2024

2. COMMUNICATES WITH

Master, Fleet Manager[5], Ship Manager; Marine Superintendent; Designated Person Ashore; Company Security Officer; fellow CEO's; suppliers and contractors; Flag State surveyors; Classification surveyors.

3. AUTHORITY TO

3.1. Implement and supervise repairs in foreign ports when delegated to do so by the Ship Manager.

3.2. Engage contractors to perform repair work in an emergency, provided the Ship Manager is immediately informed of such action through the Master.

3.3. Accept or reject quality of repair work performed by contractors.

3.4. Delay sailing of the vessel in an emergency affecting safety, reliability[6] and seaworthiness, but must immediately notify the Ship Manager through the Master.

3.5. Undertake temporary structural and mechanical repair/alterations essential to maintaining safety and integrity of the vessel in order to expedite the voyage, immediately advising the Master of such action.

3.6. Requisition of bunkers, lubes, spare parts and engine room stores necessary to prosecute the voyage provided same is within budget limits.

3.7. Maintain an accurate record of bunkers delivered, consumptions and ROB bunkers, to ensure accurate reporting to charterers of voyage leg consumptions. Ensure accurate reporting of consumptions of Fuel on a daily basis, ensuring IMO DCS and EU MRV compliance. [7]

3.8. Recommend hiring, termination, promotion and demotion of engine room staff to the Crewing Department through the Master.

3.9. Undertake surveys on his ship on behalf of the Classification Society provided he is licensed to do so by that Society.

3.10. Set and adjust maintenance intervals provided that where this exceeds maker's recommendations the interval is authorised by the Ship Manager.

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[5] W 26 / 2024
[6] W 26 / 2024
[7] W 26 / 2024

SECOND ENGINEER OFFICER RESPONSIBILITY AND AUTHORITY

Responsible to: Chief Engineer Officer

1. RESPONSIBLE FOR

(Note: Responsibilities may vary according to the requirements of each vessel and the Chief Engineer Officer will delegate accordingly)

1.1. The safe, efficient and environmentally friendly management and operation of his department.

1.2. Implementing the SMS and COSWP[8] in respect of his department.

1.3. Motivating and training his staff in observance of the SMS and COSWP.

1.4. Performing the duties of the designated Safety Officer if assigned to him by the Master.

1.5. Understudying the Chief Engineer Officer and for temporarily assuming control of the engine room when the Chief Engineer Officer is incapacitated through illness or fatigue.

1.6. Deputising for the Chief Engineer Officer when necessary.

1.7. Ensuring that all machinery and equipment is serviced and repaired in accordance with maker's recommendations and the maintenance schedules and kept in the best possible condition relative to safety, reliability and performance. Ensuring that machinery and equipment it is operated correctly and safely.

1.8. Ensuring that the machinery and equipment inspection programme in Mespas[9] is followed and records are entered.

1.9. Responsible for safely carrying out fuel transfers in accordance with company Technical Manual when performing the task of duty engineer.

1.10. Maintaining up to date records of machinery calibrations, wear rates, consumption of fuels and oils, and stocks of spares and stores.

1.11. Ensuring that the programme for submission of lube oil, fuel oil, boiler and cooling water samples is implemented and that feedback reports are acted upon.

1.12. Assisting the Chief Engineer Officer with identifying economic levels of spares requirements and for ensuring that spares are safely and securely stored on board and preserved to prevent deterioration.

[8] W 26 / 2024
[9] W 03 / 2024

1.13. Ensuring that the pollution prevention control procedures and oil spill contingency plans for bunker operations, pumping of bilges; management of slops and operations associated with his department are followed and that equipment associated therewith is in good working order.

1.14. Directing the loading of bunkers as per the Bunkering Procedures and ensuring that the operation is safe and pollution free.

1.15. Monitoring and managing in a safe and pollution free manner the storage and disposal of slops including bilge water and keeping accurate and complete records in logbooks and oil record books.

1.16. Maintaining the watertight integrity of the engine room spaces.

1.17. Ensuring safe working practices are followed and that procedures and checklists are implemented correctly, with particular care in regard to procedures for “entry into enclosed spaces” and “hot work permits”.

1.18. Conducting training programmes and induction for all engine room staff.

1.19. Assisting the Chief Navigating Officer with the pumping of ballast, correct operation of the BWT,[10] and the safe exchange of ballast at sea and/or the chemical dosing of ballast as required the authorities.

1.20. Ensuring the vessel is adequately supplied with engine stores and equipment for the voyage.[11]

1.21. Assisting the Master with implementing the garbage management plan.

1.22. Reporting accidents, near misses and non-conformances to the Chief Engineer[12].

1.23. The safekeeping and control of logbooks and documentation in respect of his department.

1.24. Ensuring all delegated planned maintenance, maintenance records, HSE and procurement requirements, are accurately recorded in CFM and Mespas[13].

1.25. Ensuring the vessel is prepared for a PSC Inspection at any time. He is to ensure the section of the VIQ checklist system devised by the company, and assigned to him is maintained. See FPM Section 8.0.[14]

1.26. Other duties as assigned by the Chief Engineer Officer.

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[11] W 26 / 2024
[12] W 26 / 2024
[13] W 03 / 2024
[14] W 26 / 2024

2. COMMUNICATES WITH

Ship Managers; Designated Person Ashore; Master; Chief Engineer Officer; fellow Officers; Surveyors; Suppliers and Contractors.

3. AUTHORITY TO

3.1. Immediately stop or cause to be stopped any work that he deems to be unsafe or a potential pollution hazard.

3.2. On the approval of the Ship Manager and the Master to assume the duties of the Chief Engineer Officer if he is incapacitated.

THIRD/FOURTH ENGINEER OFFICER RESPONSIBILITIES AND AUTHORITY

Responsible to: Chief Engineer Officer

1. RESPONSIBLE FOR

(Note: Responsibilities may vary according to the requirements of each vessel and the Chief Engineer Officer will delegate accordingly)

1.1. Taking charge of an engine room watch, ensuring the safe and efficient operation of the plant and strict observance of standing instructions.

1.2. Participating in the maintenance and repair of machinery and equipment, including safety equipment and fittings[15], in accordance with maker's recommendations and the maintenance schedules and keeping it in the best possible condition relative to safety and performance.

1.3. Inspecting machinery and equipment in accordance with inspection programmes, and accurate and complete recording of findings.

1.4. Responsible for safely carrying out fuel transfers in accordance with company Technical Manual when performing the task of duty engineer.

1.5. Taking lube oil, fuel oil, boiler and cooling water samples for analysis.

1.6. The care of spare parts in storage and assisting with identifying spares requirements.

1.7. Observing the pollution prevention control procedures and oil spill contingency plans for bunker operations, pumping of bilges; management of slops and other operations.

1.8. Participating in the operation of loading bunkers as per the Bunkering Procedures and ensuring that the operation is safe and pollution free, and that accurate and complete records are kept in the logbook and oil record book.

1.9. Participating in the management of the pumping, storage and disposal of slops ensuring that the operation is safe and pollution free.

1.10. Complying with safe working practices, and safety and pollution prevention procedures and check lists, as listed in the SMS, COSPW, and industry guides[16].

1.11. Assisting the Chief Navigating Officer with the pumping of ballast and the safe exchange of ballast at sea and/or the chemical dosing of ballast as required the authorities.

1.12. Assisting the Master with implementing the garbage management plan.

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[15] W 26 / 2024
[16] W 26 / 2024

1.13. Ensuring all delegated planned maintenance, maintenance records, HSE and procurement requirements, are accurately recorded in CFM and Mespas[17].

1.14. Reporting accidents, near misses and non-conformances to the Chief Engineer[18].

1.15. Ensuring the vessel is prepared for a PSC Inspection at any time. He is to ensure the section of the VIQ checklist system devised by the company, and assigned to him is maintained. See FPM Section 8.0.

1.16. Other duties as assigned by the Chief Engineer Officer.

1.17. All reading and records shall be visually observed by the OOW. These will be written into the Engine Room Logbook by the OOW and signed. Any drills, tests or other information required by the company SMS are also only to be made by the authorised Officer.[19]

2. COMMUNICATES WITH

Master; Chief Engineer Officer; fellow Officers; Surveyors; Suppliers and Contractors.

3. AUTHORITY TO

3.1. Immediately stop or cause to be stopped, any work that he deems to be unsafe or a potential pollution hazard.

[17] W 03 / 2024
[18] W 26 / 2024
[19] W 14 / 2020

ELECTRICAL ENGINEER OFFICER RESPONSIBILITY AND AUTHORITY

Responsible to: Chief Engineer Officer

1. RESPONSIBLE FOR

(Note: Responsibilities may vary according to the requirements of each vessel and the Chief Engineer Officer will delegate accordingly)

1.1. Ensuring that the condition of all electrical equipment is maintained and kept clean in accordance with the makers recommendations and with the maintenance and inspection schedules and that it is in the best possible condition relative to safety and performance.

1.2. The testing of alarms, safety and overload cut outs and insulation and keeping accurate records thereof.

1.3. Ensuring that lights are working and that light fittings are maintained in a safe condition.

1.4. Maintaining the emergency battery system in a safe and fully operational condition.

1.5. Checking that essential equipment such as cranes and hydraulic[20] pumps are fully operational, reliable and electrically safe prior to and throughout operation.

1.6. Ensuring that electrical circuits are isolated and locked out to prevent accidental electrical shock when work is being performed on them.

1.7. Identifying electrical spares requirements and for ensuring that spares are safely and securely stored on board and preserved to prevent deterioration.

1.8. Ensuring that safe working practices are followed and that procedures and checklists are implemented correctly.

1.9. Participating in training programmes and induction for all staff.

1.10. Assisting the Master with implementing the garbage management plan.

1.11. Ensuring all delegated planned maintenance, maintenance records, HSE and procurement requirements, are accurately recorded in CFM and Mespas[21].

1.12. Reporting accidents, near misses and non-conformances to the Chief Engineer[22].

1.13. Ensuring the vessel is prepared for a RightShip[23] audit at any time. He is to ensure the section of the VIQ checklist system devised by the company, and assigned to him is maintained. See FPM Section 8.0.

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[20] W 26 / 2024
[21] W 03 / 2024
[22] W 26 / 2024
[23] W 26 / 2024

1.14. Other duties as assigned by the Chief Engineer Officer.

2. COMMUNICATES WITH

Ship Managers; Master; Chief Engineer Officer; fellow Officers; Surveyors; Suppliers and Contractors.

3. AUTHORITY TO

3.1. Immediately stop or cause to be stopped any work that he deems to be unsafe or a potential pollution hazard.