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FITTER

Responsible to: Second Engineer regarding all operational duties and in an emergency situation and Chief Engineer Officer for administration.

1. RESPONSIBLE FOR

(to be read in addition to the job description and standing instructions)

- 1.1. Safely and effectively executing the tasks and duties assigned to him.
- 1.2. Supervision of staff when assigned to him, ensuring that they follow safe work practices, including using the correct PPE.
- 1.3. Ensuring that precautions are taken to avoid pollution.
- 1.4. Immediately reporting any unsafe practices or conditions and any threat of pollution.
- 1.5. Assisting the Second Engineer Officer and the Chief Navigating Officer with repairs and maintenance.
- 1.6. Neat workmanship and good housekeeping of the assigned work areas. Observance of the garbage management plan.
- 1.7. Ensuring that equipment, machinery and tools are in a good safe condition and suitable for the work in hand.
- 1.8. The safe handling and storage of chemicals in his/her care.
- 1.9. Reporting accidents and near misses.
- 1.10. Strict observance of the safety procedures [set out in COSWP, in the SMS and¹](#) the Company's and Master's instructions.
- 1.11. Observing the various Company safety and health precautions and those listed in the Code of Safe Working Practices for Merchant Seamen, with particular attention to procedures for the "entry into enclosed spaces" and "hot work permit."

¹ W 26 / 2024

2. COMMUNICATES WITH

Chief Navigating Officer; Second Engineer Officer, other officers, Bosun; petty officers and ratings.

3. AUTHORITY TO

Immediately report and cause to be stopped any work that he deems to be a serious threat to safety or pollution.

BOSUN

Responsible to: Chief Navigating Officer

1. RESPONSIBILITY FOR

(to be read in addition to the job description and standing instructions)


- 1.1. Supervision of Ratings assigned to him.
- 1.2. Safely and effectively executing the tasks and duties assigned to him.
- 1.3. Ensuring that subordinates work efficiently and that they follow safe work practices at all times, [as found in the SMS and COSWP²](#).
- 1.4. Ensuring that precautions are taken to avoid pollution.
- 1.5. Immediately reporting any unsafe practices or conditions and any threat of pollution.
- 1.6. Good housekeeping of the work and living areas assigned to his department. Observance of the garbage management plan.
- 1.7. Ensuring that equipment, machinery and tools are in a good safe condition and suitable for the work in hand, and that subordinates are suitably trained in their correct use.
- 1.8. Assisting the Chief Navigating Officer with training and induction of Ratings.
- 1.9. Ensuring that working conditions for crew working aloft or over the ships side are safe, that the correct gear is used and that it is in good condition, rigged correctly and all risks minimised.
- 1.10. Ensuring that his subordinates wear the correct items of protective clothing and equipment and that it is in a suitably good condition.
- 1.11. Ensuring the safe handling, storage and use of paint and chemicals in his care.
- 1.12. Reporting accidents and near misses [to the Chief Officer³](#).
- 1.13. Observing the various Company safety and health precautions and those listed in the Code of Safe Working Practices for Merchant Seamen ([COSWP⁴](#)), with particular attention to the procedures for the “entry into enclosed spaces” “hot work permits”, [and “working at height”⁵](#).

² W 26 / 2024

³ W 26 / 2024

⁴ W 26 / 2024

⁵ W 26 / 2024

	<p align="center"><i>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</i></p> <p align="center">4.8. RATINGS RESPONSIBILITY AND AUTHORITY</p> <p align="center"><i>FLEET PROCEDURES MANUAL</i></p>	Sect : 4.8 Page : 5 of 14 Date : 6-Aug-25 Rev : 10.2 Appr : DPA
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1.14. Strict observance of the safety procedures detailed in the Company's and Master's instructions.

1.15. Implements the requirements of the ISPS Code strictly when on gangway duty.

2. COMMUNICATES WITH

Master, Chief Navigating Officer, other officers; petty officers and ratings, terminal staff.

3. AUTHORITY TO


Immediately report and cause to be stopped any work that he deems to be a serious threat to safety or pollution.

AB / OS / SAILOR**(Rank dependent on certification, experience, assessments and service)****DECK RATINGS FORMING PART OF THE DECK WATCH****Responsible to: Bosun****1. RESPONSIBLE FOR**

(to be read in addition to the job description and standing instructions)

- 1.1. Carry out a watch routine as designated by the Master commensurate with the duties of a rating forming part of a navigational watch⁶ in accordance STCW II/4.
- 1.2. Safely, efficiently and effectively executing the tasks and duties assigned to him.
- 1.3. Taking basic environmental⁷ precautions to prevent pollution.
- 1.4. Adhering to⁸ all safety instructions and procedures.
- 1.5. Maintaining a safe work area⁹ and working neatly.
- 1.6. Immediately reporting any unsafe practices or conditions and any threat of pollution.
- 1.7. Good housekeeping of assigned work and living areas. Observance of the garbage management plan.
- 1.8. Observing¹⁰ that equipment, machinery and tools are in good safe condition and that they are suitable for the intended work, and reporting to the Bosun if they are not so.
- 1.9. Wearing the correct items of protective clothing and equipment and keeping it in a clean and good condition.
- 1.10. Assisting the Bosun with training new staff.
- 1.11. Carefully checking gear prior to working aloft or over the ships side to ensure that it is the correct equipment, in good condition and is correctly rigged. Checking the hazardous data labels and instructions when handling paint or chemical and ensuring that they are handled, stored and used correctly.
- 1.12. Reporting accidents and near misses [to the Chief Officer.](#)¹¹

⁶ W 07 / 2018⁷ W 07 / 2018⁸ W 07 / 2018⁹ W 07 / 2018¹⁰ W 07 / 2018

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>4.8. RATINGS RESPONSIBILITY AND AUTHORITY</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 4.8 Page : 7 of 14 Date : 6-Aug-25 Rev : 10.2 Appr : DPA</p>
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1.13. Observing the various Company safety and health precautions and those listed in the Code of Safe Working Practices for Merchant Seamen (COSWP¹²), with particular attention to the procedures for the “entry into enclosed spaces” and “hot work permits).

1.14. Implements the requirements of the ISPS Code strictly when on gangway duty.

2. COMMUNICATES WITH

Chief Navigating Officer; deck officers; Bosun; petty officers; fellow ratings.

¹¹ W 26 / 2024

¹² W 26 / 2024

OS ENGINE / AB ENGINE

(Rank dependent on certification, experience, assessments and service)

ENGINE ROOM RATINGS FORMING PART OF ENGINE ROOM WATCH

Responsible to: Second Engineer Officer regarding all operational duties and in an emergency situation and Chief Engineer Officer for administration.

ORDINARY SEAFARERS ENGINE (WIPER) STCW A-III/4


1. RESPONSIBLE FOR

(to be read in addition to any Standing Instruction orders)

- 1.1. Carry out a watch routine as designated by the Master and Chief Engineer Officer commensurate with the duties of a rating forming part of an engine-room watch.
- 1.2. Taking basic environmental precautions to prevent pollution.
- 1.3. Adhering to all safety instructions and procedures.
- 1.4. Maintaining a safe work area and working neatly.
- 1.5. Immediately reporting any unsafe practices or conditions and any threat of pollution.
- 1.6. Good housekeeping of assigned work and living areas. Observance of the garbage management plan.
- 1.7. Observing that equipment, machinery and tools are in good safe condition and that they are suitable for the intended work, and reporting to the Second Engineer Officer if they are not so.
- 1.8. Wearing the correct items of protective clothing and equipment and keeping it in a clean and good condition.
- 1.9. Understanding the hazardous data labels and adhering to the instructions when handling paint or chemical and ensuring that they are handled, stored and used correctly.
- 1.10. Reporting accidents and near misses [to the Second Engineer¹³](#).
- 1.11. Observing the various company safety and health precautions and those listed in the Code of Safe Working Practices for Merchant Seamen ([COSWP¹⁴](#)), with particular attention to the procedures for the “entry into enclosed spaces” and “hot work permits”.

¹³ W 26 / 2024

¹⁴ W 26 / 2024

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>4.8. RATINGS RESPONSIBILITY AND AUTHORITY</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 4.8 Page : 9 of 14 Date : 6-Aug-25 Rev : 10.2 Appr : DPA</p>
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1.12. Strict observance of all safety procedures and the Company's and Master's instructions.

2. COMMUNICATES WITH

Chief Engineer Officer; Second Engineer Officer, other officers; petty officers; fellow ratings.

ABLE SEAFARERS ENGINE (OILER) STCW A-III/5

1. RESPONSIBLE FOR

(to be read in addition to any Standing Instruction orders)

- 1.1. Contributing to a safe engineering watch.
- 1.2. Contributing to the monitoring and controlling of an engine room watch.
- 1.3. Assisting as directed with fuelling and oil transfer operations.
- 1.4. Assisting as directed with bilge and ballast operations.
- 1.5. Assisting as directed with the operation of equipment and machinery.
- 1.6. The safe use of electrical equipment and adhering to the associated safety precautions.
- 1.7. Assisting as directed with shipboard maintenance and repair.
- 1.8. Checking that equipment, machinery and tools are in good safe condition and that they are suitable for the intended work, and reporting to the Second Engineer Officer if they are not so.
- 1.9. Wearing the correct items of protective clothing and equipment and keeping it in a clean and good condition.
- 1.10. Checking the hazardous data labels and adhering to the instructions when handling paint or chemical and ensuring that they are handled, stored and used correctly.
- 1.11. Reporting accidents and near misses in accordance with the company policy and procedure, [to the Second Engineer](#)¹⁵.
- 1.12. Observing the various company safety and health precautions and those listed in the Code of Safe Working Practices for Merchant Seamen ([COSWP](#))¹⁶, with particular attention to the procedures for the “entry into enclosed spaces” and “hot work permits”.
- 1.13. Strict observance of all safety procedures and the Company’s and Master’s instructions.

2. COMMUNICATES WITH

Chief Engineer Officer; Second Engineer Officer, other officers; petty officers; fellow ratings.

¹⁵ W 26 / 2024

¹⁶ W 26 / 2024

COOK

Reports to: Master


1. RESPONSIBLE FOR

(to be read in addition to the job description and standing instructions)

- 1.1. Supervision and training of the Steward assigned to him.
- 1.2. Safely, efficiently and effectively executing the tasks and duties assigned to him.
- 1.3. Ensuring that catering staff assisting the cook observe safe and hygienic work practices.
- 1.4. Planning and implementing a balanced and nutritious menu in liaison with the Master.
Daily/weekly menu is prepared and posted in messrooms.¹⁷
- 1.5. Preparing and cooking food and ensuring highest levels of hygiene and that wastage is kept to a minimum.
- 1.6. Controlling victualing stock to ensure a good standard of meals is provided within the daily feeding allowance.
- 1.7. Accurately inventorying victual stock on a monthly basis and prior disembarking. Ensuring an accurate inventory of stock currently on board is handed over to his reliever.
- 1.8. Correct storage and preservation of foodstuff and stores to prevent loss and deterioration. Ensuring all storerooms and fridges are thoroughly clean and securely locked. *Ensuring rotten and expired food items are removed from the store. Ensure food items received first are consumed first.¹⁸*
- 1.9. Maintaining in close liaison with the Master an adequate stock of foodstuff and stores for the intended voyage, includes checking and receiving stores.
- 1.10. Keeping the galley, storerooms and fridge's clean and hygienic to a high standard. Observance of the garbage management plan.
- 1.11. Ensuring a high standard of personal hygiene for all staff handling food.
- 1.12. Ensuring that food waste and garbage is placed in proper storage facilities and that it is separated and disposed in accordance with the garbage management plan.

¹⁷ W 31 / 2023

¹⁸ W 31 / 2023

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1.13. Taking care to avoid overheating or spilling fat or oil and to ensure that heating plates or burners are switched off when cooking is finished and that extraction fan vent screens and fat traps are cleaned regularly to prevent a build-up of fat.

1.14. The weekly testing of the fridge room “locked in” alarm and emergency door releases. **The defect immediately reported to Master.**¹⁹

1.15. Observing the safety and health precautions as listed in of the Code of Safe Working Practices for Merchant Seafarers **(COSWP)**²⁰.

2. COMMUNICATES WITH

Master; Chief Navigating Officer; other officers; petty officers; ratings; suppliers.

3. AUTHORITY TO

Immediately stop any unsafe or unhygienic work practices in the areas under his control.

Remove or cause to be removed, any unauthorised, unhygienic or inexperienced person from the galley or store areas.

¹⁹ W 31 / 2023

²⁰ W 31 / 2023

STEWARD / MESSMAN

(Rank dependent on experience, assessments and service)

Reports to: Chief Navigating Officer

1. RESPONSIBLE FOR

(to be read in addition to the job description and standing instructions)

- 1.1. Safely, efficiently and effectively executing the tasks and duties assigned to him/her.
- 1.2. Serving meals to officers in messroom. Serve meals to shore officials/pilot as required by Master. Keep the record of meals served to external parties.²¹
- 1.3. Washing dishes with due regard to health regulations and hygiene.²²
- 1.4. Daily cleaning the accommodation cabins (Master and CEO daily, CNO / 2EO / ETO weekly, and all other officers weekly cleaning of ablution / WC / Toilet / Shower only), Officers messroom / saloon / Officers Pantry / Officers Day / recreation rooms galley, pantries, fridges, crew pantry and storerooms as per the requirements of SMS (FOM Section15.) (Cleaning to be done from 08.00hrs to 10.00hrs, then 15.00hrs to 16.00hrs)²³
- 1.5. Assisting the Cook with his duties including the preparation and cooking of food and the maintenance of hygiene. The practice of baking cakes for tea is not mandatory and should be done only under the Masters discretion, if it does not affect other mandatory duties. (Assistance in the Galley is required from 06.00hrs to 08.00hrs, from 10.30 to 13.00hrs and from 16.00hrs to 19.00hrs)²⁴
- 1.6. Assisting in receiving and storing of provisions, cabin stores, attending to the security and care of the storerooms and stock.
- 1.7. The collection of dirty linen, issue of clean linen and the laundering of ships linen (officers only), cleaning of the officers' laundry, and cleaning of the driers lint filters daily.²⁵
- 1.8. Ensuring a high standard of personal hygiene.
- 1.9. Placing food waste and garbage in proper storage facilities and separating and disposing of it according to the garbage management plan.


²¹ W 31 / 2023

²² W 31 / 2023

²³ W 31 / 2023

²⁴ W 31 / 2023

²⁵ W 31 / 2023

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>4.8. RATINGS RESPONSIBILITY AND AUTHORITY</p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect : 4.8 Page : 14 of 14 Date : 6-Aug-25 Rev : 10.2 Appr : DPA</p>
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- 1.10. Observing the safety and health precautions as per company HSE Procedure manual and²⁶ Code of Safe Working Practices for Merchant Seafarers (COSWP).
- 1.11. Changing and washing linens of Master, CEO, CNO, 2EO and Superintendent on weekly basis.²⁷
- 1.12. Washing the linen of the crew members disembarked from the vessel, placing back into storage after cleaning and issuing clean linen to the newly joined crew members.²⁸

²⁶ W 31 / 2023

²⁷ W 31 / 2023

²⁸ W 31 / 2023