

	HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM 4.9. INTERRELATION APPROVAL FRAMEWORK <i>FLEET PROCEDURES MANUAL</i>	Sect : 4.9 Page : 1 of 3 Date : 6-Aug-25 Rev : 10.3 Appr : DPA
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INTERRELATIONS APPROVAL FRAMEWORK SHIP SHORE

Functional Responsibilities	Chief Executive	Marine Director ¹	Fleet Manager ²	Ship Manager	DPA/CSO	Marine Super ³	Crewing Manager	Master	CNO	2NO	3NO	CEO	2EO	Safety Representative
1. Emergencies Accepting Lloyds open form	D	D	D	D	D	D		A						
Jettisoning cargo	A	B	B	C	D	D		E						
Deviation (safety/medical)	D	D	A	C	D		C	E						
2. Accident/Near Miss Investigation		B	B	C	A	B	D	B	E			D		C
3. Medical Treatment Ashore				D			D	A		E				
4. Security Watches								A	E			C		
Plan			D		C	D		A	E			C		
5. Hot Work / Designated Hot Work area												D	A	
Outside of accommodation				B				A	E			B		
Machinery spaces								B				A	E	
6. Enclosed space entry permits								A	B	E	E		E	
7. Special work permits								A	B	E	E		E	
8. Navigation Watches						D		A						
Courses								A		E				
Plan								A		E				
9. Communication / Outside third party								D	E			E		
Charterers		D	D	D	D	D		B	E			E		
Company								D	E			E		
e-mail messages								A	E			E		
10. Surveys, Statutory and Class				A				E				E		
Machinery				D				C				A		
11. Commercial. B/L signing								A						
B/L endorsing		D	D	D	B			A						
Issuing clean B/L with LOI				D	A	D		B						
12. Cargo Operations Stowage Plan						B		A	E	D	D			

¹ W 09 / 2024

² W 09 / 2024

³ W 26 / 2024

Functional Responsibilities	Chief Executive	Marine Director ¹	Fleet Manager ²	Ship Manager	DPA/CSO	Marine Super ³	Crewing Manager	Master	CNO	2NO	3NO	CEO	2EO	Safety Representative
Noting Protest						D		A	E					
Rejecting Cargo			A	D		B		B	E					
Stopping Cargo (Safety)			D	D		D		A	C	E	E			
13. Technical Operations														
Bunker requisitions								B				E		
Planned maintenance schedule				A								B		
Job cards				A				B				E		
14. Stores Requisitions				A				B	E	E		E	E	
15. Spares Requisitions				A				D				B	E	
16. Victualing Purchases				D				A						
17. Menus								A						
18. Financial Budgets	A	B	C	E			E	C				C		
Masters cash				A				E						
Small cash purchases				D				A	E	E	E	E	E	
Emergency purchases <\$5 000				D				A	E			E		
Overtime				D			D	A	E			C	E	
19. Crew Administration Master/CEO appointment	D	A	B	C			C							
Appointments other ranks				D			A	C						
Promotion Master/CEO	D	BA	A	C			B							
Promotion Other ranks			B	D			A	E				E		
Dismissal Master/CEO	A	B	B	C			C							
Dismissal other ranks				C			A	C						
Leave							A	C						
Masters Bonus	A	B	B	C			C							
Portage Bill payments				D			D	A						

A = Final Approval
B = Must Agree
C = Must be Consulted before
D = Must be Informed After
E = Originates