

Purpose

To describe the duties and responsibilities of the 2nd Officer onboard Shuttle tankers.

Scope

This applies to all Shuttle tankers that are certified under AIS Shipping Limited's Document of Compliance.

Main Duties and Responsibilities

- Treat safety and environmental compliance as a top priority.
- Reporting any unsafe acts or failure to comply with regulations and/or company procedures to the Master.
- Acting as the ship's Navigation Officer.
- Stand watches at sea, as advised by the Master, and in port according to operational requirements. Refer to [Allocation of Duties when Additional Deck Officers are Onboard \(FM0130\)](#), if applicable.
- Performing the computation and recording of the noon position, distance / speed calculations daily at sea, with a copy to the Chief Engineer.
- Compiling the departure / arrival, passage reports as required by the Chief Engineer. Refer to [Navigation Handbook \(SP1915\)](#).
- In charge of all bridge equipment operation / maintenance records, and notifying the Master in case of any noted defect(s).
- Keeping charts and publications.
- Ordering, in consultation with Chief Officer and Chief Engineer, spares and consumables required for navigational equipment and the chart room including all stationary for the vessel.
- Ensuring that all charts and publications are corrected, and that the following records are kept: Notice to Mariners no., Date Received, Date corrected, Corrected by, Signature, Master's Initials. Where applicable.
- Keeping a record of Navigation Warnings, and Temporary and Preliminary Notices. Where applicable.
- Ensuring that there are sufficient spare navigation and signal light bulbs (daily operational check and bulb replacement as necessary), and functional bridge torches (as designated by the Master).
- Executing [GMDSS Operating Guidance for Masters of Ships in Distress Situation \(PT0050\)](#) as required.
- Compiling "Passage plan" from berth to berth in close consultation with the Master and maintaining records for future reference. Refer to [Navigation Handbook \(SP1915\)](#).
- Onboard vessels without Chief Officer/Senior DPO; understudying all aspects of the Chief Officer's duties, and should assume that rank if the Chief Officer

becomes incapacitated in such a way as to be incapable of performing the required duties.

- Supervising cargo work under the Chief Officer's instructions.
- Taking part in training of junior deck officers, cadets and deck ratings as necessary.
- He/she shall as far as possible teach the 3rd officer all his/her duties, such as but not limited to: radio duties, passage planning, navigational duties, PMS and position related documentation.
- Performing any other duty required by the Master.
- Performing any other duties as described in any applicable CBA.
- Prepare hand-over notes when relieved.
- Being familiar with the vessel's FMEA (Failure Mode Effect Analysis) report, and the DP capacity / capability plot.

Additionally for Shuttle Tankers with VOC recovery plant

- Familiarising and having general knowledge of VOC plant
- As a part of the cargo system, participate on VOC plant operation.

Emergency Response

Refer to:

- [Muster List \(Freefall Lifeboat\) - Template \(PT0091\)](#)
- [Muster List \(Conventional Lifeboat\) - Template \(PT0092\)](#)

Purpose

To describe the duties and responsibilities of the 3rd Officer onboard Shuttle tankers

Scope

This applies to all Shuttle tankers that are certified under AIS Shipping Limited's Document of Compliance.

Main Duties and Responsibilities

- Treat safety and environmental compliance as a top priority.
- Reporting any unsafe acts or failure to comply with regulations and / or company procedures to the Master.
- Stand watches at sea, as advised by the Master, and in port according to operational requirements. Refer to [Allocation of Duties when Additional Deck Officers are Onboard \(FM0130\)](#), if applicable.
- Checking and maintaining all life-saving appliances.
- Maintaining a record of all life-saving maintenance and renewals in the Planned Maintenance Log (Refer to the [Maintenance Standard \(SP0134\)](#)), in consultation with the Chief Officer for any purchase orders of safety equipment spares and renewals.
- Acting as the ship's GMDSS Officer [GMDSS Officer Duty Plan \(OR0021\)](#).
- Correcting all Pilot Books, light lists and lists of radio signals.
- Executing [GMDSS Operating Guidance for Masters of Ships in Distress Situation \(PT0050\)](#), as required.
- Keeping a record of Navigation Warnings and Temporary and Preliminary Notices received during the watch.
- Maintaining all flags, navigational shapes, visual signalling equipment, binoculars, and ship's bell, gong and manual foghorn.
- Preparation of port papers as required of Master. Maintain Crew Lists, Slop Chest records, Flag state documentation, Articles of Agreement. Maintain records in Official Logbook (except Training & Drills which is duty of Safety Officer).
- Maintaining the Muster List to reflect crew changes. Refer to:
 - [Muster List \(Freefall Lifeboat\) - Template \(PT0091\)](#)
 - [Muster List \(Conventional Lifeboat\) - Template \(PT0092\)](#)
- Assisting in training deck crew in various aspects of safe working practices and pollution prevention.
- He/she shall be active in assisting other officers with the competence assurance booklet and prepare him/her to the next position.
- Inspecting regularly and keeping an inventory of pollution prevention and spill containment equipment. Advising the Chief Officer when replenishment is required.
- Assisting with the chart corrections where required.

- Checking the time signal, recording the daily rate of the chronometer(s) and ensuring battery renewal as required.
- Understudying all aspects of the 2nd Officer's position, and should assume that rank if the 2nd Officer becomes incapacitated in such a way as to be incapable of performing the required duties.
- Notifying the Master / 2nd Officer if there are any defects to bridge equipment.
- Performing cargo watches in port as per instructions from Chief Officer.
- Prepare hand-over notes when relieved
- Performing any other duties as required by the Master.
- Performing any other duties as described in any applicable CBA.
- Being familiar with the vessel's FMEA (Failure Mode Effect Analysis) report, and the DP capacity / capability plot.

Additionally for Shuttle Tankers with VOC recovery plant

- Familiarising and having general knowledge of VOC plant
- As a part of the cargo system, participate on VOC plant operation.

Purpose

To describe the duties of the Able Seaman.

(This includes Able Seaman in Norway who are employed under a General Purpose rating contract and fulfilling the role of AB).

Scope

This duty plan applies to all Shuttle Tankers.

Duties and Responsibilities

- Treat safety and environmental compliance as a top priority.
- Reporting any unsafe acts or failure to comply with regulations and/or company procedures to the Master.
- Reporting to the Bosun / Pumpman.
- Complying with all safety procedures and carrying out all work safely.
- Ensuring proper personal protective equipment (PPE) is used during working hours.
- Carrying out helm and lookout duties as instructed.
- During lookout duties, reporting other vessels, small craft, aircraft or other dangers to navigation, or any unusual objects or anything of concern to the Officer on Watch.
- Following the Pilot's orders as directed by the Master.
- Performing work, deck duties and maintenance, as directed by the Bosun / Pumpman.
- Participating in emergency drills, safety exercises, and meetings.
- Performing cargo watches as directed by the Chief Officer.
- Participating, as directed by the Chief Officer, in ship security measures, such as standing watches against pirates and thieves.
- Participating, as directed by the Bosun / Pumpman or Chief Officer, in ship's manoeuvres such as anchoring, mooring, ship handling, life-saving, and distress assistance.
- Operating deck machineries as directed by the Bosun / Pumpman.
- Performing duties as Gangway Watch and maintaining the gangway log.
- Helping promote and maintain discipline in the deck department.
- Promoting good personal relations and harmony on board.
- Familiarizing self with duties of the next senior rank.
- Performing any other duties as required by the Master.
- Complete Competence Assurance Booklet for current rank

Emergency Response

- Refer to:
 - [Muster List \(Freefall Lifeboat\) - Template \(Shuttle Fleet\) \(PT0076N\)](#)
 - [Muster List \(Conventional Lifeboat\) - Template \(Shuttle Fleet\) \(PT0045N\)](#)

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To outline the duties and responsibilities of the Bosun.

Scope

This applies to all Shuttle Tankers.

Duties and Responsibilities

- Treat safety and environmental compliance as a top priority.
- Reporting any unsafe acts or failure to comply with regulations and/or company procedures to the Master.
- Reporting to the Chief Officer.
- Supervising the Able Seamen (ABs), Ordinary Seamen (OSs), and Deck Boy and leading them in all aspects of seamanship according to standard maritime practice.
- Supervising the Deck Trainee in learning the duties and responsibilities of the Ordinary Seaman and Able Bodies Seaman using the Deck Rating Competencies as a guide.
- Directing the Deck Trainee in performing work, deck duties and maintenance as required.
- Supervising the Deck Trainee whilst they perform work aloft or overboard.
- Directing the Deck Trainee in the participation of ship manoeuvres, such as anchoring, mooring, ship handling, life-saving and distress assistance as required.
- Supervising the Deck Trainee in operating deck machinery as required.
- Making proper use of personal protective equipment (PPE) in performance of duties and attending fire and boat drills and other safety drills / exercises / meetings for its effectiveness and as required.
- Taking charge of all the hull and deck maintenance as directed by the Chief Officer.
- Taking custody of deck supplies, equipment, and stores. Recommending replenishment of stores and supplies and requisition / repair of deck equipment.
- Rendering maintenance and consumption reports to the Chief Officer.
- Mustering the ABs, OSs, and deck boys for work assignments.
- Advising the Chief Officer on all aspects of deck work and maintenance. Following Chief Officer's orders and instructions.
- Rendering consumption reports of deck stores to the Chief Officer.
- Giving instructions/assignments to ABs and OSs for:
 - Anchoring.
 - Mooring.
 - Ship handling.
 - Life-saving.

- Distress assistance.
- Damage control.
- Stranding.
- Beaching.
- Abandon ship operations.
- Man overboard exercises, refer to the [Man Overboard Drill \(FM0083N\)](#).
- Towing.
- Firefighting.
- Dry docking.
- Cargo handling.
- Rope and canvass work.
- Operating deck appliance and riggings.
- Working aloft and outboard.
- Ensuring that only personnel with appropriate training are involved in each task.
- Handling and storing garbage as per MARPOL Annex V.
- Participating in personnel and ship safety programs aboard.
- Participating in ship security measures as directed by the Chief Officer or Master.
- Promoting and maintaining discipline in the Deck Department.
- Making all efforts to maximize the efficiency and effectiveness of the deck work force.
- Monitoring performance of deck crew and submitting a report to the Chief Officer.
- Being responsible for the safety and welfare of the deck crew.
- Promoting good personal relations and harmony on board.
- Following the Muster List and the Master's special instructions.
- Following the terms and conditions of the employee contract with the company.
- Familiarizing self with duties of the next senior rank.
- Performing any other duties as required by the Master.
- Complete Competence Assurance Booklet for current rank

Emergency Response

- Refer to:
 - [Muster List \(Freefall Lifeboat\) - Template \(Shuttle Fleet\) \(PT0076N\)](#)
 - [Muster List \(Conventional Lifeboat\) - Template \(Shuttle Fleet\) \(PT0045N\)](#)

Purpose

To describe the duties of the Chief Cook / Chief Steward.

Scope

This applies to all vessels that are certified under AIS Shipping Norway AS Document of Compliance.

Duties

- Treat safety and environmental compliance as a top priority.
- Reporting any unsafe acts or failure to comply with regulations and/or company procedures to the Master.
- Reporting to the Master and keeping him / her informed of all matters related to the Catering Department.
- Ensuring that the work schedule, as set by the Master, is followed.
- Supervising the work of the galley staff.
- Monitoring the monthly overtime work records of his / her staff.
- Ensuring that all catering personnel:
 - Adhere to a strict standard of personal hygiene, such as washing hands before handling food.
 - Wear appropriate uniforms including hats and safety shoes.
- Ensuring cleanliness in:
 - The galley.
 - The mess rooms.
 - The pantries.
 - Inside accommodation with cabins.
 - The recreation areas.
- Keeping the galley and provision rooms clean and prepared for rough weather.
- Washing the galley daily. Keeping the exhaust fan screen free from excessive oil and grease.
- Clean the reefer areas monthly.
- Ensuring that galley floors, bench surfaces, sinks, drains, and utensils are clean and tidy at the end of each day.
- Regularly washing and disinfecting cloths and towels used for cleaning and other duties in the galley.

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- Daily cleaning the meat saw, slicing machine and chopping / carving boards and all other utensils that are especially prone to bacterial growth and, as a result, food contamination.
 - Planning and preparing nutritious and well-balanced meals with regular changes and variety in the menu. Preventing wastage.
 - Organizing the scheduled change of company linen.
 - Keeping an inventory of bedding, towels and cleaning material for the laundry.
 - Submitting, as required:
 - A monthly stock of provisions.
 - A cabin / galley consumables equipment inventory.
 - Having knowledge of PMS system, required for ordering purposes, budget keeping, etc.
 - Preparing a handover report at the end of the tour of duty. Ensuring that the handover report contains an up to date and accurate provisions inventory, countersigned by the Master.
 - Planning and preparing orders for provisions and cabin stores equipment in accordance with the budget.
 - Informing the Master if:
 - There is a malfunction in any equipment in the galley, ship's laundry, mess room, pantries, or other area of responsibility.
 - Any provisions are beyond consumption.
 - Notifying the Chief Engineer immediately if the reefer room's temperatures are not within the acceptable range and if there is any abnormal build up of ice.
 - Handling garbage as per the waste management plan and complying with port regulations.
 - Directing and supervising galley staff in their duties, performance, hygiene, order, attitude, and knowledge towards their profession and superiors.
 - Ensuring that there is no smoking in the galley, pantries, laundry, reefer, or storerooms.
 - Keeping unauthorized persons out of the galley.
 - Switching off the main power in case of electrical equipment failure.
 - When securing the galley for the day, switch off the main power locally.
 - Ensuring that garbage is removed from the galley on a daily basis, where practical.
 - Placing food in the duty mess and pantry fridges for off duty staff coming off watches during the night.
 - Participating in emergency drills, safety exercises and meetings.
 - Performing duties outlined in the Muster List and following instructions given by the Master and the Emergency Party Leader.
 - Performing any other duties as required by the Master.

Emergency Response

- Refer to:
 - [Muster List \(Freefall Lifeboat\) - Template \(Shuttle Fleet\) \(PT0076N\)](#)
 - [Muster List \(Conventional Lifeboat\) - Template \(Shuttle Fleet\) \(PT0045N\)](#)



Chief Engineer (C/E) Duty Plan

Purpose and Scope

Describes the principal duties required of the Chief Engineer and applies to all vessels managed by Altera Infrastructure.

Duties and Responsibilities

- Treat safety and environmental compliance as a top priority.
- Report to Master any:
 - Unsafe acts
 - Failure to comply with regulations.
 - Failure to comply with company procedures.
- Report to the Master and appropriate team vessel manager on:
 - Matters concerning E/R department
 - performance of all machinery
 - Maintenance
 - Inventory of stores
 - Personnel
- Take a leading role in the onboard management committee by:
 - Enforcing company policies



- Ensuring procedures are followed to provide safe working practices.
- provide safe working environment that minimizes the potential for pollution.
- Maintain close contact with the Master about the vessel's program.
- Inform the Master of any problems that may arise concerning the engineering department.
- Decide, in consultation with the Master, on notification procedure to engine room.

Note: Refer to [Engine Room Watches \(SP1108N\)](#)

- Provide technical advice and assistance to those responsible for the efficient conduct of the vessel in general.
- Be fully responsible for the operation, care and maintenance of all:
 - Mechanical machinery
 - Electrical and electronic equipment on the vessel.
- Be present in the E/R, ECR or other appropriate place when the vessel is on standby for maneuvering.
- Ensure appropriate measures are taken to prevent pollution to the environment.

Note: Refer to: [Global HSSEQ Policy \(PL0015\)](#)

- Have a thorough applicable knowledge of:
 - MARPOL
 - Requirements of STCW Resolutions



- Load line
 - SOLAS
 - Port State Conventions
 - Flag State
 - Classification Society
- Ensure bunkers are ordered and sufficient reserve quantities are always maintained.

Note: Refer to [Ordering Fuel, Onboard Reserve Quantity \(SP0348N\)](#) for the shuttle tankers. Team Australia FSO's to order under own SSWI.

- Ensure all bunkering operations and the transfer of bunker and lube oils are performed:
 - Safely
 - Efficiently
 - In compliance with both Altera and statutory requirements.
- Ensure main propulsion plant and all ships auxiliary equipment, is maintained for optimum efficiency.
- Monitor the relevant plant performance to enable its maintenance requirements to be properly:
 - Identified
 - Scheduled
 - Effected.



Note: This includes the maintenance management of the vessel's ship's bridge equipment, communication equipment, hull and superstructures. May require coordinating the activity with the Deck and Engine department.

- Ensure maintenance as laid down in the PMS Maintenance System is carried out including:
 - Unplanned maintenance
 - Repair
- Consult daily with the 1/AE concerning the:
 - Maintenance and upkeep of the E/R
 - Control of maintenance activities in the Engine Department.
- Be available to all engineering staff at any time of the day.
- Ensure manufacturer instructions or AIS requirements are followed on:
 - Routine maintenance
 - Servicing of machinery and equipment
- Assist Master with budgets and cost control for:
 - Repairs
 - Maintenance
 - Mechanical spares
 - Consumable stores



Note: The Master and Chief Engineer are jointly responsible for completing the budget template.

Note: Overall responsibility for coordinating repairs and maintenance on the vessel regardless of the department on board that requires the service.

- Maintain available and running register of:
 - Dry dock repairs
 - Records of machinery and maintenance to the standard required by AIS and classification societies.
- Participate in the training of cadets and junior officers.
- Prepare and post a schedule of routine maintenance and watchkeeping responsibility for each engineer and all other engine room staff.
- Ensure all company procedures for manned and unmanned operations are followed.

Note: Whenever appended a signature to a document it is implied, unless specifically stated, that the authenticity content and associated documents are verified and approved.

- Carefully read the contents of documents offered for signature by third parties.



Note: Any documents, the contents of which require additional review or consultation (e.g. Notes of Protest), shall be marked “For Receipt Only” and signed.

Shuttle Tankers with VOC Recovery Plant

C/E is overall responsible for VOC plant.

- Familiarize self and have profound knowledge of VOC plant.
- Integrate the VOC plant operation, maintenance, and spares on a high level.
- Ensure VOC operation is carried out as per company requirements.
- Train “Second Assistant Engineer / dedicated VOC engineer”.
- Perform VOC plant training for all:
 - Officers
 - Deck and engine department.

Emergency Response

The Chief Engineer is responsible for the provision of services that are required for any emergency and is responsible for any action that is required for any emergency involving machinery or cargo plant.

- Ensure members of the engineering department are:



- Familiar with the entire contents of Ship's Contingency Plan.
- Prepared to implement any plan of action that may be required.

Note: Responsible for the release of the main fire extinguishing system and activation of the warning alarm only on explicit orders from Master and confirmation that no persons are missing.

- Get familiar with the vessel's FMEA (Failure Mode Effect Analysis) for the vessel (Shuttle tanker specific).
- Take part in training the engineers duties as per competence assurance booklet.
- Prepare him/her for the next position.
- At least once every 6 months, carry out an operational audit of:
 - E/R procedures
 - E/R practices

Note: Audit is performed to evaluate efficiency and effectiveness.

- Complete the Onboard C/E Engineering Audit Template (Shuttle Tanker) (FM0922N)
- Upload the report in NSE Submit it to the Team to upload to NSE.
- Review any sections rated at 3 or less and:
 - Take appropriate action to improve the results.
 - Keep the ship team informed.

File the completed form as described in the [Shipboard Filing Matrix \(SP0232N\)](#).

Complete Competence Assurance Booklet for current rank.

Purpose

To outline the duties and responsibilities of the Chief Officer on Shuttle tanker.

Scope

This applies to all Shuttle tankers.

Duties and Responsibilities

- Treat safety and environmental compliance as a top priority.
- Reporting any unsafe acts or failure to comply with regulations and / or company procedures to the Master.
- Should be familiar with the duties and responsibilities of the Master. The Chief Officer is next in line of command to the Master and should assume that position if the Master becomes incapacitated in such a way as to be unable to continue to command the vessel. In such an event the Chief Officer must apprise the company immediately of the situation.
- Taking part in training the senior DPO all chief officer duties, such as but not limited to: Cargo operation, maintenance, BLS/STL/SDS, PMS, medical related issues, SSO duties and position related documentation.
- He/she shall be active in assisting deck officers with the competence assurance booklet and prepare him/her to the next position.
- Designated Ship Security Officer (SSO).
- Co-ordinating all formal training applicable to the deck department on behalf of the Master.
- During transit through coastal and pilotage waters, at the discretion of the Master, participating in the Bridge Team in a manner which will support his gaining familiarity with the Master's responsibilities.
- Taking an active interest in the overall operation of the bridge so as to maintain skills in that area and be able to effectively relieve the Master when so required.
- Executing [GMDSS Operating Guidance for Masters of Ships in Distress Situation \(PT0050N\)](#) as required.
- Being prepared to relieve the Master on the bridge during extended encounters with reduced visibility, or during any other extended work periods when fatigue could present a danger.
- Where an excess of three deck officers are carried, it is recommended that at sea, the Chief Officer keep, when possible, and at the discretion of the Master, a total of at least six hours of bridge watch during each week.
- Organizing deck crew watch keeping and routine duties.
- In consultation with the Master, being responsible for the planning and execution of all cargo and ballast operations, ensuring that the vessel has sufficient and proper stability and that hull stress and bending moments are maintained within allowable limits at all times.
- Ensuring that all associated safety checks are completed and documented, and the standing orders reflect this.

- Preparing standing orders on joining the vessel, pertaining to cargo responsibilities for deck officers and ratings.
- Supervising the Deck Trainee in the participation of ship's manoeuvres, such as anchoring, mooring, ship-handling, life-saving and distress assistance as required.
- Directing the Deck Trainee in performing cargo watches as required.
- Directing the Deck Trainee in participating in ship security measures, such as standing watches against pirates and thieves as required.
- Maintaining the deck and accommodation areas of the vessel on a day-to-day basis, as required by the Master, and completing all associated records and reports.
- Holding the final responsibility to the Master for the maintenance of all LSA (Life Saving Appliances) and FFA (Firefighting Appliances), although can delegate the maintenance to a junior deck officer.
- Managing the ordering, rotation and control of paint stocks, deck stores and consumables.
- Actively assisting in the planning and execution of emergency drills by injecting realism and encouraging interest from others.
- Ensuring the internal cleanliness of the accommodation, public rooms, galley, pantries, and dry stores.
- Maintaining files on all deck department As per filing matrix [Shipboard Filing Matrix \(SP0232N\)](#)
- Appointed vessel's Medicine Officer and responsible for the vessel's medicine chest/hospital.
- Executing duties as required by the computerized Planned Maintenance System.
- Controlling and operating the company's [3. Standard Operational Procedures \(Part II\) \(MN0005N\)](#) and maintaining the Refuge Disposal Log.
- Performing any other duties as required by the Master.
- Performing any other duties as described in any applicable CBA.
- Assuming overall charge of any tank cleaning or tank entry operations undertaken whether at sea or in port.
- Planning any other tank cleaning, gas freeing, tank entry, de-sludging, tank inspection and repair work that may be necessary.
- Monitoring and controlling cargo heating, once it is initiated with the Chief Engineer, in order to attain or maintain the required temperature.
- Organizing and overseeing any maintenance or repairs to the cargo system, I.G.S. or C.O.W. system and associated equipment.
- The planning and supervision of crude oil washing operations in coordination with the Chief Officer/Senior DPO where applicable.
- Routine maintenance and calibration check of portable gas detection equipment; ensuring accurate records are maintained.
- Reading and having knowledge of the vessel's FMEA (Failure Mode Effect Analysis) report and the DP capability / capacity plot.
- Complete Competence Assurance Booklet for current rank

Additionally, for Shuttle Tankers with VOC recovery plant

- Familiarizing and having profound knowledge of VOC plant
- Ensuring that VOC operation is carried out as per company requirements.
- Integrate the VOC plant operation, maintenance and gas-freeing on a high level.

Emergency Response

Refer to:

- [Muster List \(Freefall Lifeboat\) - Template \(Shuttle Fleet\) \(PT0076N\)](#)
- [Muster List \(Conventional Lifeboat\) - Template \(Shuttle Fleet\) \(PT0045N\)](#)

Organization & Roles

Purpose

To describe the principal duties required of the Electrical and Control Officer.

Scope

This applies to all vessels managed by Altera Infrastructure.

Duties and Responsibilities

Performing electrical maintenance functions in accordance with those noted under the PMS planned maintenance program which include:

- Treat safety and environmental compliance as a top priority.
- Reporting any unsafe acts or failure to comply with regulations and/or company procedures to the Master.
- Reporting to the Chief Engineer.
- Maintaining all electric generators, electric motors, switchboards and switchgears.
- Assisting responsible officers in maintenance of electrical or electronic equipment, including the Radio Room or GMDSS installation, the electronic navigational equipment, and the DP System with reference equipment as applicable
- Maintaining distribution cables and associated equipment.
- Controlling and carrying out a weekly test of all battery systems on board.
- Carrying out function tests and maintenance of the automation plant together with the 1st Engineer.
- Familiarization and understanding of vessel FMEA report
- Maintaining the fire detecting plant and internal communication equipment.
- Carrying out control maintenance and logging for impressed current system, if fitted.
- Maintaining and controlling all elevators and cranes.
- Maintaining navigation equipment in conjunction with navigation officers.
- Carrying out a weekly inspection and test of emergency generator and switchboard.
- Testing the fire alarm and central alarm once / week (Saturday).
- Ensuring the correct stock of electrical spares is maintained, stored, and ordered through the established mechanism onboard.
- Calibration of plant monitoring instrumentation, replacement at the correct intervals of PC based control equipment memory back-up batteries.
- Maintenance and repair of electrical and pneumatic control equipment and instrumentation.
- Taking part in training all electrician juniors and cadets as per competence assurance booklet and prepare him/her to the next position.
- "Complete Competence Assurance Booklet for current rank

On vessels where an Electrician is not a dedicated permanent member of the ships complement, the Chief Engineer is to distribute and delegate responsibilities to an engineer. In this event, sufficient training should be given to a member of the engineering department

Organization & Roles

thereby ensuring that the person allocated electrical responsibilities is able to meet requirements adequately and competently.

Additionally, for Shuttle Tankers with VOC recovery plant

- Familiarizing and having profound knowledge of VOC plant.
- Ensure correct periodical control, maintenance of electrical equipment, automation, and installation on VOC plant. To be done in co-operation with “Second Assistant Engineer – VOC engineer”.
- Responsible for logging of work performed within his department
- On the electrical and automation side, ensure that the plant maintenance and spare part control are on a high level.

Emergency Response

- Refer to:
 - [Muster List \(Freefall Lifeboat\) - Template \(Shuttle Fleet\) \(PT0076N\)](#)
 - [Muster List \(Conventional Lifeboat\) - Template \(Shuttle Fleet\) \(PT0045N\)](#)

Purpose

To describe the duties of the 1st Assistant Engineer.

Scope

This applies to all Shuttle Tankers and for Team Australia FSOs.

Duties and Responsibilities

- Treat safety and environmental compliance as a top priority.
- Report any unsafe acts or failure to comply with regulations and/or company procedures to the Master.
- Ensure:
 - Company policies and procedures are followed to provide a safe working environment and minimize the potential for pollution.
 - Records of engine room staff's work, rest and overtime hours are maintained
 - Cleanliness and safe practices within the spaces allocated to the engine department.
 - Engine room staff wears appropriate PPE suited to the tasks during work in the engine room, and follows safe practices, discipline and good housekeeping.
 - Correct, safe and periodical control and maintenance of electrical equipment and installation.
 - Routine testing all alarms and trips according to the planned maintenance system for IGS and the calibration of the IGS fixed oxygen analyzer in co-operation with Chief Officer.
 - Spares and stores are updated regularly in the Planned Maintenance System.
 - Lubrication of engine room equipment is carried out as per the planned maintenance schedule
 - Sufficient familiarity to take charge of on-site emergency countermeasures with all on board firefighting and life-saving equipment.
 - Bilge overboard valve is locked shut at all times except when pumping bilges, and that the key is returned to the Chief Engineer after every overboard pumping operation
- Relief the Chief Engineer when conditions are extended.
- Inform the Chief Engineer on any matter that affects the engine department.
- Be aware of the need to make risk analysis a part of the daily routine. Working with, demonstrating, and encouraging all personnel to enforce safety awareness at all times.
- Consult with Chief Engineer, the [Allocation of Duties when Additional Engineer Officers are Onboard \(FM0131N\)](#) checklist at officer changes.
- Execute Chief Engineer's orders and reporting to that effect.
- Consult daily with the Chief Engineer concerning the work necessary for the maintenance and upkeep of the engine department and taking part in the shipboard management meetings.
- Supervise all engine staff, workshop, stores, maintenance and repairs.

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- Assist Chief Engineer in training of junior officers, cadets and ratings in all aspects of engine room operation, best practices, safety, and pollution prevention.
 - Updates Oil Record Book with details of:
 - Pumping overboard of the bilges through oily water separator. (Clearance required from Master re: ship's position).
 - The incineration or pumping to the shore of oily residues.
 - Daily upkeep of Planned Maintenance System.
 - Record the incineration of plastics, waste materials, and shore disposal of plastic in Garbage Log (in co-operation with Chief Officer).
 - Maintain machinery as per the Planned Maintenance System.
 - Familiarize self with duties of the next senior rank.
 - Perform any other duties as required by the Master or Chief Engineer.
 - Complete Competence Assurance Booklet for current rank

Shuttle Tankers

- Be familiar with the vessel's FMEA (Failure Mode Effect Analysis) for the vessel.
- Taking part in training engineers as per competence assurance booklet and prepare him/her to the next position.

Additionally, for Shuttle Tankers with VOC recovery plant

- Be familiar and having profound knowledge of VOC plant.
- Delegate VOC plant maintenance in co-operation with "second Assistant Engineer – VOC engineer".
- Overlook and ensure that the plant operation, maintenance and spare part control are on a high level.
- Senior VOC operator during VOC plant operation.

Emergency Response

Refer to and be familiar with duties as defined on the vessel's Muster List.

Purpose

To describe the duties of the Fitter.

Scope

This applies to all Shuttle tankers.

Duties and Responsibilities

- Treat safety and environmental compliance as a top priority.
- Reporting any unsafe acts or failure to comply with regulations and/or company procedures to the Master.
- Reporting to the 1st (NOR)/2nd Engineer.
- Holding and maintaining competency in machining and welding along with relevant certificates.
- Being responsible for general repairs and maintenance throughout the vessel as directed by the
- 1st (NOR)/2nd Engineer.
- Maintaining equipment and tools in good working order.
- Notifying the 2nd Engineer of spare parts and store requirements.
- Ensuring hot work is performed in accordance with the [Risk Tool Handbook \(SP2122N\)](#)
- Informing the Senior Engineer of any defects or problems encountered in completing his allocated duties.
- Keeping the Senior Engineer fully informed as to the progress of any work he
- Complying with all relevant Safety and Environmental Regulations and guidelines given.
- Being familiar with his duties in an emergency situation and having a full understanding of, and abiding by, Company procedures, policies and instructions.
- Being fully familiar and able to operate all onboard cranes.
- Complete Competence Assurance Booklet for current rank.



Master Responsibilities and Authorities

Purpose and Scope

To define the Master authority and responsibility.

This applies to all Shuttle Tankers, AIS Conventional vessel and for Team Australia FSOs.

For Team Australia, also see [Master Responsibilities and Authorities \(Team Australia\) \(OR0053\)](#).

Authority

- The Master is in command of the vessel, at sea and in port. He / she is the owner's representative on board and must initiate and ensure that company policies are always implemented and complied with.
 - Commands and supervises crew on board.
 - When the Master cannot exercise direct command due to unforeseen reasons, the Chief Officer/Additional Master shall assume the Master role under guidance from the ship team. The Master or the Chief Officer/Additional Master shall advise the Shore Team if this were to occur.
 - Report to the vessel manager for action on daily operational matters or other matters of concern.
 - Override authority to make decisions regarding safety and pollution prevention. The Master has the authority and the responsibility to request assistance from management to preserve and protect life and the environment, and to prevent damage to property. Refer to [Emergency Towing and Salvage \(SP0276N\)](#).
 - When the Master has appended his/her signature to a document it is implied, unless specifically stated, that he/she has verified and approved the authenticity of the contents of that and associated documents.
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Duties and Responsibilities

- Treat safety and environmental compliance as a top priority.
- Report any unsafe acts or failure to comply with regulations and / or company procedures to the Vessel Manager.
- Operate the vessel with utmost concern for the safety of the personnel on board, the safety of the ship and her cargo, and the protection of the environment.
- Ensure that the personnel under his/her charge operate in accordance with the company (HSEQ) policies, using Safety Management System (SMS). To ensure compliance, the Master must be conversant with the company (HSESEQ) policies, and issue clear simple instructions and orders.
- Ensure that all elements of the vessel and company SMS are reviewed, up to date, functioning and in accordance with statutory and company requirements.
- Motivate the crew in the use of the company's SMS system.
- Document any specific duties assigned to officers under his / her command.
- Ensure crew members are assigned duties suitable to their certification and experience; verifying that certification / documentation is valid and correct for the position to which personnel are assigned.



- Confirm that responsible persons are assigned for the supervision of all activities and ensuring that procedures and instructions are followed.
- Ensure that sufficient crew members are on board during port calls to enable the vessel to respond to an emergency while continuing to operate safely.
- Promote safety and risk awareness through job hazard analyses and toolbox talks.
- Ensure the emergency procedures of the ship are defined and maintained through planning, training, and drills.
- Ensure that all rules and regulations relating to international bodies, the Flag State, Port States, Class and Insurance Societies, are adhered to.
- Ensure that the vessel under his/her command is navigated safely at all times whether at sea or in port. Stay on the bridge during pilotage, unless relieved by the Chief Officer/Additional Master.
- Take unscheduled rounds on bridge to confirm the effectiveness of bridge watches.
- Decide, in consultation with the Chief Engineer, on notification procedure to engine room. Refer to Engine Room Watches (SP1108N)
- Maintain good order and discipline onboard to build the morale and co-operation of the crew.
- Control crew relations, catering, and welfare.
- Verify that all certification required by current legislation is valid and that the requirements of relevant authorities and classification societies are complied with.
- Ensure that all logbooks and records are kept according to statutory and company requirements.
- Ensure that all non-conformities, deficiencies, incidents, near misses and hazards are reported by all crew members.
- Ensure that appropriate corrective actions are completed in accordance with the company requirements.
- Demonstrate visible support to other Officers by taking over watches on bridge or in CCR at his/her discretion.
- Notify and report in accordance with treaties, rules and instructions of the company.
- Ensure that the lines of reporting and communication on the vessel are followed and any changes in the shipboard organization are documented.
- The Master has absolute responsibility and authority to determine appropriate business use of the cellular telephones placed on board.
- Ensure there is adequate supervision of all cargo handling operations.
- Promote and ensure full co-operation between all departments on board the vessel.
- Control all purchasing and spending onboard, to avoid unnecessary expenditure.
- Complete the budget template with the Chief Engineer.
- Complete Onboard Navigation Audit as per [Navigation Audit Procedure \(SP1916N\)](#)
- Conduct onboard inspections as required by company procedures. Refer to [Vessel Internal Inspection IIT \(SP2232N\)](#)
- Ensure accommodation space is clean, decently habitable and maintained in good state of repair. Carry out inspections in accordance with Flag State legislation of Food, drinking water, galley and storerooms. Record the result of each inspection in the Official Log Book and Planned Maintenance System.
- Ensure that all registers, certificates, charts, papers, publications, manuals and reference works applicable to the ship and required by law or necessary for the efficient operation of the ship are maintained on board in good condition and updated when necessary.



- Ensure that the contents of documents offered for signature by third parties are thoroughly read. Any documents, the contents of which require additional review or consultation (e.g. Notes of Protest), should be marked “For Receipt Only” and signed.
- When deemed necessary, the Master is to issue a marine note of protest and/or general note of protest.
- Perform any other duties as described in any applicable CBA.
- Be active in assisting officers with the competence assurance booklet and prepare him/her to the next position.
- Take part in training the Chief Officer all master duties, such as but not limited to: DP operations, manoeuvring the vessel, leadership and position related documentation.
- Complete Competence Assurance Booklet for current rank

Additional for Shuttle Tankers

- Familiarising and having profound knowledge of the vessel FMEA report.
- Ensuring DP CAP training is carried out as per company requirements.

Additional for Shuttle Tankers with VOC recovery plant

- Familiarising and having extended knowledge of VOC plant.
- Ensuring that VOC operation is carried out as per company requirements.

Note: The Safety Management System provided by shore management is designed to support the Master in performing his / her duties to operate the vessel with utmost concern for the safety of the personnel on board, the safety of the ship and her cargo, and the protection of the environment.

[../page/doc/dmDocAll.html?DOCVIEW=FALSE?DOCKEYID=900551](http://page/doc/dmDocAll.html?DOCVIEW=FALSE?DOCKEYID=900551) **Purpose**

To describe the duties of the Messman / Steward / Stewardess Duty Plan.

Scope

This applies to all vessels that are certified under AIS Shipping Norway AS Document of Compliance.

Duties

- Treat safety and environmental compliance as a top priority.
- Reporting any unsafe acts or failure to comply with regulations and/or company procedures to the Master.
- Reporting to the Chief Cook for all duties.
- Performing services dedicated to officers, especially to senior officers.
- Cleaning the officer's dining tables and maintaining the hygiene and sanitation of the dining area.
- Setting the dining table and arranging clean utensils, plates, spoons, forks and knives according to correct etiquette.
- Serving the food and beverages to officers.
- Serving the food and beverages to the ship personnel for ships with common messing rooms.
- Maintaining a very high standard of personal hygiene and neatness.
- Washing and securing the dishes and utensils used by officers.
- Washing and securing the dishes and utensils used by officers / ratings for ships with common messing rooms.
- Assisting in cleaning the kitchen area and cooking equipment under the supervision of the Chief Cook.
- Assisting the Chief Cook in the carrying, handling, transferring and storing of food and provisions.
- Assisting in disposing of garbage from the galley or kitchen as directed by the Chief Cook under the guidance of the officer on duty.
- Cleaning the senior officers' cabins and maintaining standard supplies, paying special attention to the Master's cabin. Changing linen, towels, and blankets under the supervision of the Chief Cook.
- Performing light errands for senior officers.
- Performing utility services to dependants aboard when directed by the Master.
- Participating in ship activities involving ship safety and emergency exercises. Following the Muster List.

- Following the terms and conditions of the employment contract with the Company.
- Wearing and using appropriate personal protective equipment (PPE).
- Familiarizing self with duties of the next senior rank.
- Performing any other duties as required by the Master.

Emergency Response

- Refer to:
 - [Muster List \(Freefall Lifeboat\) - Template \(Shuttle Fleet\) \(PT0076N\)](#)
 - [Muster List \(Conventional Lifeboat\) - Template \(Shuttle Fleet\) \(PT0045N\)](#)

Purpose

To describe the duties of the Oiler.

Scope

This applies to all Shuttle Tankers.

Duties and Responsibilities

- Treat safety and environmental compliance as a top priority.
- Reporting any unsafe acts or failure to comply with regulations and/or company procedures to the Master.
- Reporting to the No. 1 Oiler (1st Engineer may delegate to the No. 1 Oiler).
- Carrying out jobs as directed by the No. 1 Oiler (1st Engineer may delegate to the No. 1 Oiler).
- Using appropriate personal protective equipment (PPE).
- Following company procedures and safe practices.
- Conducting watches as directed by the 1st Engineer.
- Reporting any defects to the 1st Engineer immediately.
- Performing maintenance of engine room machinery, equipment, spaces, and bilges.
- Participating in personnel and ship safety programs on board, reporting any defects noted immediately to the 1st Engineer.
- Participating, as directed by the Master through the 1st Engineer, in ship security measures and pirate watches.
- Promoting and maintaining discipline in the Engine Department.
- Promoting good personnel relations and harmony on board.
- Participating in emergency drills, safety exercises, and meetings.
- Performing all duties outlined on the Muster List and following all instructions given by the Master or Emergency Party Leader.
- Familiarizing self with duties of the next senior rank.
- Performing any other duties as required by the Chief Engineer.
- Complete Competence Assurance Booklet for current rank

Emergency Response

- Refer to:
 - [Muster List \(Freefall Lifeboat\) - Template \(Shuttle Fleet\) \(PT0076N\)](#)
 - [Muster List \(Conventional Lifeboat\) - Template \(Shuttle Fleet\) \(PT0045N\)](#)

Purpose

To outline the duties and responsibilities of the Pumpman.

Scope

This applies to all Shuttle Tankers.

Duties and Responsibilities

- Treat safety and environmental compliance as a top priority.
- Reporting any unsafe acts or failure to comply with regulations and/or company procedures to the Master.
- Reporting to the Chief Officer.
- Assisting in (as directed by the Chief Officer) cargo operations such as loading, discharging and tank cleaning.
- As directed and under the supervision of the Chief Engineer / Chief Officer, performing routine maintenance / repairs of deck machinery including:
 - Anchor windlass.
 - Mooring winches.
 - Cargo winches.
 - Hydraulic cranes.
 - Rollers and chocks.
 - Air motors.
 - Cargo pumps.
 - Ballast pumps.
 - Stripping pumps.
 - Portable air pumps.
 - Vacuum pumps.
 - Various piping such as cargo, ballast, COW, IGS, hydraulic, air, steam, sea water, fire hydrant, F.W. lines.
 - Steam valves, sea valves, cargo valves and F.W. valves.
 - Chipping and painting jobs.
- Being familiar with various deck piping, fire plan arrangement, location of spares, tools and equipment, firefighting and safety equipment and the proper usages.
- Making proper use of personal protective equipment in the performance of duties.
- Attending fire and boat drill and other safety drill / exercises / meetings for its effectiveness and as required.
- Ensuring, when deck force personnel are put in his charge, that safe work practices are strictly followed.
- Preparing an inventory of consumable stores and preparing requisition as required for endorsement and approval of the Chief Officer.

- Participating in personnel and ship safety programs on board.
- Participating in ship security measures and Pirate Watch as directed by the Master through the Chief Officer.
- Promoting and maintaining discipline in the Deck Department.
- Directing the Deck Trainee in performing work, deck duties and maintenance as required.
- Supervising the Deck Trainee whilst they are performing work aloft or overboard.
- Directing the Deck Trainee in the participation of ship's manoeuvres, such as anchoring, mooring, ship handling, life-saving and distress assistance as required.
- Supervising the Deck Trainee in operating deck machinery as required.
- Making all efforts to be efficient and effective in the jobs assigned to him or her.
- Promoting good personal relations and harmony on board.
- Following the Muster List and the Master's special instructions as communicated through the Chief Officer.
- Following the terms and conditions of the employment contract with the Company.
- Familiarizing self with duties of next senior rank.
- Performing any other duties as required by the Master.
- Complete Competence Assurance Booklet for current rank

Emergency Response

- Refer to:
 - [Muster List \(Freefall Lifeboat\) - Template \(Shuttle Fleet\) \(PT0076N\)](#)
 - [Muster List \(Conventional Lifeboat\) - Template \(Shuttle Fleet\) \(PT0045N\)](#)

Organization & Roles

Purpose

To outline the duties and responsibilities of the Chief Officer/ 2nd officer - Senior DPO onboard Shuttle tankers.

Scope

This applies to all Shuttle tankers, and is in force only for vessels where a Chief Officer/ 2nd officer - Senior DPO is onboard

Duties and Responsibilities

Chief Officer/ 2nd officer - Senior DPO is responsible for, but is not limited to:

- Treat safety and environmental compliance as a top priority.
- Reporting any unsafe acts or failure to comply with regulations and/or company procedures to the Master.
- Reporting to Master when on bridge or when mooring; reporting to Chief Officer during cargo operations.
- Taking part in training the junior DPO all senior DPO duties, such as but not limited to: Fire fighting equipment, PTW, JHA, PMS, DP operations, safety officer duties and position related documentation.
- He/she shall be active in assisting other officers with the competence assurance booklet and prepare him/her to the next position.
- Acting as the Safety Officer (SO) on board and responsible for all duties related to this role. Refer to [Safety Officer Duties and Responsibilities \(OR0045N\)](#).
- As acting SO, he/she is in charge of all familiarization on deck and bridge, including familiarizing external contractors.
- Performing watches at sea as advised by the Master, and Port watches according to operational requirements.
- Maintaining DP watches as Senior DP operator.
- Be able to effectively relieve the Chief Officer when required. Be able to take over the duties of the Chief Officer if he/she by any reason will not be able to perform his duties.
- Navigation and cargo operation watches as scheduled for the actual vessel. The watches shall be performed according to international, national and company rules, regulations and guidelines.
- Chief Officer/2nd officer - Senior DPO is responsible for planning and execution of emergency drills by injecting realism and encouraging interest from others.
- Assist in any tank cleaning, gas freeing, tank entry, de-sludging, tank inspection and repair work that may be necessary.
- Familiarize with and comply with relevant parts of the Quality Management System
- Safe navigation when on watch.
- Executing [GMDSS Operating Guidance for Masters of Ships in Distress Situation \(PT0050N\)](#) as required.
- Prepare and maintain relevant reports and logs.

-
- Performing relevant tests and checks related to cargo operations. On every tour of duty, be responsible for at least one loading/discharging operation under the supervision of the Chief Officer.
 - Maintaining firefighting and personal protection equipment.
 - Reporting any abnormalities to the Master/ Chief Officer.
 - Familiarizing his/herself with duties in an emergency situation and have a full understanding of, and act in accordance with, company procedures, policies and instructions.
 - Preparing hand-over note when relieved.
 - Reading and having knowledge of the vessel's FMEA report and the DP capability/capacity plot.
 - Supervising cargo work under the Chief Officers instructions.
 - Responsible Officer for helideck according to [Helicopter Operations \(Shuttle Tanker\) \(SP0777N\)](#).
 - Performing any other duties as required by the Master.
 - Performing any other duties as described in any applicable CBA.
 - Complete Competence Assurance Booklet for current rank.

Emergency Response

Refer to:

- [Muster List \(Freefall Lifeboat\) - Template \(Shuttle Fleet\) \(PT0076N\)](#)
- [Muster List \(Conventional Lifeboat\) - Template \(Shuttle Fleet\) \(PT0045N\)](#)

Second Engineer (2/AE) - Duties and Responsibilities

Purpose and Scope

Describes the principal duties required of the 2nd Assistant Engineer and/or Engineer assigned to VOC equipment. Applies to all company shuttle vessels.

General duties

- Treat safety and environmental compliance as a top priority.
- Report to C/E any:
 - Unsafe acts
 - Failure to comply with regulations /company procedures.
- Perform watches as required by the C/E.
- Get familiar with on board firefighting and life-saving equipment.
- Set an example to watch members in safety.
- Ensure that staff wear appropriate PPE and follow:
 - safe working practices
 - cleanliness
 - discipline
 - good housekeeping.
- Act as the safety officer on board in conjunction with the second officer (when appointed)

Note: Duties as assigned in *Safety Officers Duties and Responsibilities (MHR-JDE-1439)*.

- Complete Competence Assurance Booklet for current rank

Engine Room Maintenance

- Maintain in good working condition:
 - Diesel generators and associated equipment.
 - Emergency generator.
 - Cargo and ballast pump turbines or motors / hatches and handling equipment.
 - Fuel oil and lube oil pumps.
 - M/E and D/G fuel valve testing as directed by the 1/AE.
 - Record maintenance details / spares used in the PMS.
 - Maintain inventories of spare parts and tools for equipment under own responsibility in PMS after consultation with the 1/AE.
 - Perform duties as per C/E standing orders.

General Duties

- Perform a routine testing of trips and alarms as per the PMS schedule as delegated by the 1/AE.
- Perform lube oil analysis tests once per month or as requested by C/E:
 - Main engine system.
 - Main engine camshaft system.
 - All diesel generator systems.
 - Stern tube system.
- Supervise and train the engine room staff on:

- watch duties
- maintenance.
- Familiarize with duties of the next senior rank.
- Complete Competence Assurance Booklet for next rank
- Perform any other duties as required by the Chief Engineer or Master.

Additional Shuttle Tanker Responsibilities

- Be familiar with the vessel's FMEA (Failure Mode Effect Analysis) report (applicable to shuttle tankers)

Shuttle Tankers with VOC Recovery Plant

- Familiarize and have good knowledge of VOC plant.
- Participate on plant:
 - Operation
 - Maintenance
 - Spare part control.
- Follow company policies and procedures to provide:
 - Safe working environment and
 - Minimize the potential for pollution.
- Inform 1/AE on any matter affecting the VOC plant.
- Consult daily with the 1/AE concerning the:
 - work necessary for the maintenance and
 - upkeep of the VOC plant.
- Ensure readiness and cleanliness of VOC plant.
- Update records for VOC reports
- Daily upkeep of PMS for the VOC plant.
- Test all according to VOC plant PMS:
 - Alarms
 - Trips
 - ESD
- Test above in co-operation with:
 - 1/AE
 - Electrician
 - Chief Officer
- Ensure spares and stores are updated regularly in the PMS.
- Ensure that weekly routine of VOC plant is done as per PMS.
- Maintain VOC plant as per the PMS.
- Perform monthly lube oil / Glycol analysis tests on VOC plant equipment.
- Be Senior VOC operator during VOC plant operation.

Emergency response

Refer to:

- *Muster List (Freefall Lifeboat) - Template (Shuttle Fleet) (ERT-MUL-1458)*
- *Muster List (Conventional Lifeboat) - Template (Shuttle Fleet) (ERT-MUL-0311)*