

Chief Officer

Responsibility and Authority

The Chief Officer is responsible to the Master for the administration and supervision of the Deck Department. He shall perform these duties according to the regulations adopted by the Master and prescribed by QSEEMS.

The Chief Officer is responsible for the loading, storage, proper care and discharging of cargo.

Subordinate Deck officers shall report to the Chief Officer, who shall assign them to duty, both at sea and in port and these officers shall consider the Chief Officer's order effective and binding.

The Chief Officer shall not, however, have the authority to relieve the Officer on Watch when under way without the approval of the Master

Chief Office is head of Deck department and overall responsible for maintenance, repairs and other working activity within Department, as well as for regular inspections, checks and verifications as per Planned Maintenance Plan and other operational and conditional requirements & needs of the vessel as instructed by Company & Master. Chief Officer shall provide along with Chief Engineer overall Department's cooperation in achievement of established targets and operational requirements of the vessel.

Watch -keeping

The Chief Officer, as applicable, could be responsible for Bridge watch-keeping 8 hours a day, when vessel is at sea.

When the vessel is in the port, he is responsible for the entire cargo operations and will make himself available during all critical and important stages of operations.

During arrival/departure ports, the Chief Officer is required to be stationed on the Bridge with the Master, unless the Master deems it necessary to allot him to attend to Anchor or alternative stations for the safety of the vessel.

Breach of Discipline

The Chief Officer shall make a prompt and unbiased report to the Master of any breach of discipline on the part of any member of Deck Department.

Instructing Subordinates in watch-keeping

The Chief Officer shall instruct his subordinates in handling of cargo watches through issuing Standing Order approved by Master.

If the Chief Officer considers the other deck officers not fully qualified because of unfamiliarity with the vessel or other reasons, he shall make whatever arrangements are necessary, with the consent of the Master, until the officer concerned is fully qualified. If the officer is not considered

competent after a reasonable period that fact and recommended action shall be reported to the Master. In the absence of such a report, it will be considered that either the officer is competent or he is receiving the supervision and training which he requires.

On joining a vessel

Upon joining a vessel and before taking over, the relieving Chief Officer shall report his presence aboard to the Master, after which, in company with the Chief Officer he is relieving, he shall make a thorough inspection, when practicable, of the Deck Department and its equipment. He shall obtain from off-signing Chief Officer detailed Hand Over report (Written) on conditions of cargo areas, compartments, any relevant limitations and/or defects if any, systems and its components, deck machinery and equipment along with limitations & defects if any, availability of Stores, equipment, consumables through detailed and updated inventories.

Also, Chief Officer shall obtain latest update on Work Plan prescribed by Tech 20 and other specific Plans imposed by the Company/Master considering established priorities.

If time permits, in company with the Chief Officer being relieved, he shall make a spot inventory of the Deck Department stores and equipment, checking the quantities on hand against inventory of these items in the Deck Department Storeroom on inventory forms

Joining Chief Officer shall on priority be familiarized with Loading software provided on board & availability and location of appropriate Manuals such as Trim & Stability, Loading, Cargo Securing Manual, SOPEP.

Joining Chief Officer shall obtain full and update information on Cargo operations carrying in the port of joining and on whole vessel's trade.

Joining Chief officer shall be provided with latest, updated information on All Tanks conditions at the moment of takeover duties. Additional soundings shall be carried out.

Ship Security Officer

Chief Officer is SSO on board, therefore on taking over Duties on board he needs to be provided with Ship Security Plan, Ship Security Assessment, Security Equipment indicated within SSP,

ISPS relevant Documentation and Files, Set of Keys along with relevant Key Logs. He needs to be well informed on any Security relevant general & specific requirements on the trade and instructions from the Company and Master on subject.

As SSO, Chief officer shall in full cooperation with master & Company Security Officer shall maintain necessary arrangements and procedures as prescribed by SSP and indicated in SSA.

Safety Officer

Chief Officer is designated Safety Officer on board the vessel and shall in full cooperation with Master & Chief Engineer apply appropriate measures, inspections, trainings and reporting as prescribed by this Manual.

Person responsible for Maintenance & Readiness of LSA & FFE on board

The Chief Officer is responsible for the maintenance, care, availability and operational condition of LSA & FFE. He needs to verify compliance with International & Local requirements applied to equipment and systems through delegating routine maintenance and inspections to the officers in Deck & Engine department according to their qualifications, remaining overall responsible and reporting to Master.

Cargo Officer

The Chief Officer is particularly responsible and in charge of Cargo, Cargo operations, Cargo relevant Documentation and control of vessel's Stability, Stresses and Seaworthiness at any time of operations. Except monitoring, this duties could not be delegated to any officer, but to the Master only.

Chief Officer shall ensure that Cargo Holds are inspected, twice daily.

In case Reefer cargo is carried on board, twice daily monitoring of the Reefer containers Temperature shall be provided and reported to the MSCSMCY using designated Form. Monitoring of Reefer container's temperature shall be arranged by groups of 2 persons, swiping areas of monitoring on AM and PM.

During passage, he shall maintain the cargo as per Company's, Charterers, Shippers, Consignees and Surveyors instructions, as applicable.

Chief Officer shall ensure proper and correct lashing inventory is maintained monthly. He shall ensure that vessel is having sufficient lashing material on-board as per her current trading area, and submitting request for topping-up quantity as necessary. Also he's responsible for the maintenance of Lashing equipment as prescribed by CSM.

Expenditures and Supervision of Deck Stores

The Chief Officer is responsible to the Master for the efficient and economical operation of the Deck Department. He shall personally prepare deck requisitions, supervise the issuance of deck stores, regulate the use and consumption of material to insure efficiency and economy and prevent irregular practices.

The Chief Officer is directly in charge of the Deck Department storeroom and shall keep the Deck Department Storeroom Inventory lists updated, which shall show at all times the actual quantity of each item of stores on hand.

The Chief Officer shall pay particular attention to the stowage of all Deck Department stores to assure that they are securely stowed with due regard for preservation, and plainly labelled so any item may be located without delay.

Planning Ship's and Department's Works

The Chief Officer is responsible for Maintenance and Repair works as Head of Deck Department. Planning of works shall be done based on PMS, Superintendent Instructions Form Tech 20 and operational requirements of the vessel, keeping full cooperation with other Departments and Master's consent.

Inspections

The Chief Officer shall make a frequent own inspection of the Deck Department. Also Chief Officer shall make scheduled inspections of the LSA & FFE along with Officers whom maintenances of particular Equipment/System was delegated.

Along with Master, Chief Engineer and 2nd Engineer shall carry out scheduled inspections of the Engine Room and other compartments of Engine and Catering Departments.

During Cargo operations, Chief officer shall make inspections of the Cargo area with necessary frequency and scope considering extend of cargo operations.

Chief Officer shall make inspections of the Ballast Tanks and Void spaces as per PMS schedule.

Ballast Operations

Chief Officer is overall responsible to Master for the Ballast operations on board, including using of BWTS. He also responsible for completion & maintenance Ballast relevant Logs, Forms, Reports. Any defects or non-compliance of Ballast System or its components to be reported to Chief Engineer for providing repairs/maintenance, keeping Master fully aware.

Shore Leave

Shall go ashore only after taking permission from Master only when the charge of cargo work is taken over by the Master. He shall not go ashore if the Master is ashore.

Environmental Management

In charge of Waste management on Deck. In charge of solid waste disposal to Shore reception Facility and at Sea as per MARPOL convention requirements and maintain Garbage Record Book Shall maintain Garbage Record Book. management on Deck and in accommodation.

Certificates, Documentation, Filing System

Chief Officer is in charge of Documents & Records keeping as below:

- Cargo relevant Manuals, Documents & Records
- Cargo Gear & Equipment relevant Manuals, Documents & Records
- ISPS relevant Manuals, Documents & Records
- Ballast and Handling relevant Manuals, Logs, Documents & Records
- Garbage disposal Logs, Documents, Records
- Safety Officer's relevant Documents, Forms & Records
- LSA & FFE relevant Logs, Documents, Forms