

Second Officer

The Second Officer will report to the Master and Chief Officer.

Second Officer is the Navigation Officer, Medical Officer and the GMDSS Officer of the vessel.

Second Officer is Deputy Ship Security Officer and shall assist to Chief officer (SSO) as assigned.

The Second Officer shall assist to Chief Officer in monitoring of cargo operations while on watch in the port at requested extend.

Second Officer during mooring/unmooring operations will lead one of the mooring stations.

Watch –keeping

The 2nd Officer is responsible for keeping 8 hours a day navigation watches when at sea.

When the vessel is in the port, he is responsible for 12 hours a day of cargo watch under the supervision of Chief Officer.

Duties upon Joining a Vessel

Upon joining a vessel and before taking over, the relieving Second Officer shall report his presence aboard to the Master and to the Chief Officer, after which with the officer he his relieving, shall make a thorough inspection, as practicable, familiarizing himself with areas of his particular responsibility and overall the vessel

He shall particularly check the followings:

- Bridge Navigational & GMDSS equipment and its operational condition;
- Availability and status of updates of Charts & Publications
- Log books required to be maintained on the Bridge
- Hospital and Medical Locker
- Availability of Medicines & Medical Equipment

After completion of his inspection, he shall report the results in details to the Chief Officer and Master.

Navigation Officer

As a Navigation Officer minimum the following are his duties:

- Preparation and submission to Master for approval Passage Plans
- Keeping all Paper Charts,ENC/ ADP/ENP and other hydrographic and other mandatory publications up to date and available.

- Obtain from official sources and apply updates to Charts & Publications weekly, unless more frequent updates required and received.
- Testing, maintaining and keeping operational Bridge & GMDSS equipment along with Electrical Technical Officer (ETO). Providing mandatory testing of Navigational & GMDSS equipment as prescribed
- Maintaining of Bridge Library of Publications (as per minimum prescribed by this Manual) and Technical Manuals of Bridge & GMDSS equipment;
- Maintaining Log Books inventory
- Maintaining GMDSS Log Book, making necessary records
- Assisting to Master with Reporting messages as assigned

Medical Officer

The Second Officer is also designated Medical Officer and is responsible to the Master for:

- Maintenance of ship's Hospital
- Maintenance of ship's Medical locker
- Maintaining Medicine chest and keeping all the medicines as per required Scale of Medical Guide
- Render treatment, medical assistance and advises to crew and passengers in line with Medical Guide and as applicable advises of Shore based Medical personnel. In case the vessel provided with Medical Personnel, this duties are not part of Duties & Responsibilities of 2nd Officer.
- Keep the Master informed of any medical illnesses and issues on board
- Maintaining the Medical log
- Preparing Request for Medical Examination Form
- Assistance to crew in case Medical examination by Shore Hospital required

Certificates, Documentation, Filing System

Second Officer is personally responsible for maintenance of records and keeping of the following:

- Deck Logbook
- Movement book
- GMDSS Log book
- Radar Log book
- Compass error Log

Compass Deviation Chart

ENC Updates Log

Bridge & GMDSS equipment maintenance File

Medical Log

Alcohol Testing Log

Medical Inventory

Second officer responsible for keeping updated PMS within scope of duties & responsibilities

Second officer shall maintain Filing system within scope of duties & responsibilities