

Appraisal for Senior Deck Officers

|  |
| --- |
| **PERSONAL DATA**  Ship Name Seafarer PCN  Last Name First Name  Rank Nationality  Date of Birth Date of Report  Period under review (DD/MMM/YY) to DD/MMM/YY |

|  | Highly Effective | Effective role | Improvement required | Significant Improvement required | Remarks |
| --- | --- | --- | --- | --- | --- |
| **Communication**   * with his/her team on board * with other departments * with the management Company | ☐  ☐  ☐ | ☐  ☐  ☐ | ☐  ☐  ☐ | ☐  ☐  ☐ |  |
| **People management**   * Always acts as a Role Model, representing the company values, treating people with high respect, also in tense situations * Provides regular feedback to staff/colleagues in an objective and constructive way   Teamwork:   * Leads by example to build a harmonious environment within the team, showing sensitivity, empathy and respect, and avoiding conflicts on board * Outside the vessel (owner/agents/V.Ships/and other stakeholders)   Learning and Listening:   * Uses normal work situation as an opportunity for development, allocating people to carry out projects, to strengthen their capabilities * Supports and develops the Officers to grow and to progress in their career * Captain: Supervises effectively the ability to manoeuvre of Staff Captain | ☐  ☐  ☐  ☐  ☐  ☐  ☐ | ☐  ☐  ☐  ☐  ☐  ☐  ☐ | ☐  ☐  ☐  ☐  ☐  ☐  ☐ | ☐  ☐  ☐  ☐  ☐  ☐  ☐ |  |
| **Safety Culture**   * Enforces a strong Safety Culture on board, by leading through example and in a proactive way * Ensures that all departments are fully compliant with all safety aspects of the vessel and necessary trainings are done * Verifies that company standards and legal requirements for accident prevention, safety, hygiene, security and environmental compliance are always applied * Alerts and notifies possible incompliances by the defined channels * Complies always with company procedures | ☐  ☐  ☐  ☐  ☐ | ☐  ☐  ☐  ☐  ☐ | ☐  ☐  ☐  ☐  ☐ | ☐  ☐  ☐  ☐  ☐ |  |
| **Environmental conscious**   * Is doing his utmost to protect the environment * Ensures that all environmental regulations are respected and followed | ☐  ☐ | ☐  ☐ | ☐  ☐ | ☐  ☐ |  |
| **Planning and control**   * Efficiently plans all activities, anticipates challenges and allocates resources accordingly * Has a clear vision of critical activities, understands priorities and performs activities accordingly * Manages any emergency efficiently, swiftly and with a minimum disturbance to passengers and crew * Solves challenges on objective information and data * Identifies quickly and effectively solutions for operational emergencies and assigns the team tasks accordingly * Deeply analyses the root causes of problems and finds long term solutions * Is adherent to the budget and respects targets * Is planning well ahead to avoid additional costs * Makes proposals to improve organization and processes | ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐ | ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐ | ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐ | ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐ |  |
| **Deck Department aspects**   * Supervises effectively the management of the entire Deck Department and communication with shore office * Effective managament of the bridge team * Proactive application of the SMS and Company procedures * General vessels appearance and maintenance | ☐  ☐  ☐  ☐ | ☐  ☐  ☐  ☐ | ☐  ☐  ☐  ☐ | ☐  ☐  ☐  ☐ |  |
| **Sobriety and appearance**   * Supervises effectively the management of the Deck entire Department | ☐ | ☐ | ☐ | ☐ |  |
| **English language and reporting**   * Use Fluent English language and appropriate reporting | ☐ | ☐ | ☐ | ☐ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Targets/Goals from last reporting period achieved? | |  | |
| Targets/Goals for the next reporting year: | |  | |
| Training recommendations: | |  | |
| For Staff Captains: | | Recommended for promotion? Yes ☐ No ☐ | |
| If yes: why? | |  | |
| If not (yet): Where are improvements required? | |  | |
| Name of Fleet Manager:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of Superintentent:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Appraised Officer Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ASSESSMENT GUIDANCE NOTES**

Highly Effective This individual consistently goes beyond the requirements of all aspects of their role

Effective This individual consistently achieves all aspects of their role and for some aspects goes beyond the requirements of their role

Improvement required This individual currently achieves most aspects of their role but improvement is required do consistently meet all aspects

Significant Improvement required This individual does ***not*** achieve the expectation of their role and significant improvement is required