This Development Checklist forms part of the overall procedure for Staff Engineer’s promotion to Chief Engineer.

This Form is the responsibility of the Staff Engineer.

All Staff Engineers must carry out these tasks on as many vessels as possible in order to be considered for promotion to Chief Engineer. The Chief Engineers concerned will supervise and sign to indicate their entire satisfaction. The signatures of supervising Chief Engineers together with ship’s name and date will be required in the right hand columns. Upon satisfactory completion, the Staff Engineer is to forward the Form to the Ship Management Office.

The supervising officer should ensure that the safety of the vessel, crew or the protection of the environment is not compromised, by carefully supervising all functions.

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| Officer’s Name | Ship Name: |

| **TASK** | **DETAIL** | **CHIEF ENGINEER SIGNATURE** |
| --- | --- | --- |
| **Manoeuvring** | Demonstrate competence to be in charge of the ship’s power plant during manoeuvring  a) Under normal conditions  b) Under emergency conditions |  |
| **Maintenance system** | Be fully conversant with on board maintenance system of all main, auxiliary and domestic machinery and technical equipment |  |
| **Fuel** | Demonstrate fuel planning and management skills, including monitoring fuel economy compliance with applicable regulations etc. |  |
| **Organisational abilities** | Show an aptitude for organising personnel and being able to control the same |  |
| **Shore Officials** | Perform the Chief Engineers duties in relation to shore officials in port |  |
| **Company Management Systems** | Demonstrate a thorough working knowledge of the Company’s Management System |  |
| **Certification and Reporting** | Be fully conversant with all machinery certification, documentation and reporting requirements of Classification society, Company, Flag etc. |  |
| **Vessel Budget** | Showing ability to monitor and forecast expenditure with regard to vessel budget |  |
| **Meetings** | Undertake Chief Engineer functions during shipboard monthly Management Meeting, monthly Safety Committee Meeting, annual OH&S/ EMS [as applicable] management review process |  |
| **Steering Gear** | Be conversant with steering gear controls and be competent in its operation in emergency conditions |  |
| **Cargo Systems [only for Ro-Pax vessels]** | Be fully aware of cargo systems, including their maintenance requirements |  |
| **Deck Maintenance** | Show an appreciation of deck equipment and its maintenance requirements |  |
| **Hotel Maintenance** | Show an appreciation of hotel equipment and systems and their maintenance requirements |  |
| **Bunkering** | Take charge of a bunkering operation under supervision |  |
| **Spare Gear** | Demonstrate a thorough knowledge of spare part ordering and stock control |  |
| **Ship Security** | Demonstrate a thorough knowledge of shipboard security procedures |  |
| **Management skills** | Demonstrate effective management of the vessel’s officers and crew |  |
| **Regulations** | Demonstrate an understanding of international and local rules and regulations |  |
| **Appraisals** | Carry out an appraisal of a junior officer in accordance with the VMS |  |
| **Accident/Incident/**  **NM Investigation** | a) Participate in accident/ incident investigation  b) Investigation leader for near misses/ unsafe acts and conditions |  |

# Signed ........................................................

# Staff Engineer

# Sighted ……………………………………………………

# Fleet Manager/ Superintendent

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| Observations |