**ENGINEER OFFICER\* FAMILIARISATION CHECK LIST No. 1**

**EMERGENCY DUTIES**

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| **FAMILIARISE YOURSELF WITH THE FOLLOWING** | | **REMARK & REFERENCE** | **INITIAL** |
| 1 | Assigned emergency duties and responsibilities. | Muster Bill & SEO |  |
| 2 | Damage Control Procedures | Damage Control Plan and Booklets |  |
| 3 | Fire lockers positions. | Fire Control Plan (FCP) |  |
| 4  .1  .2  .3  .4  .5  .6  .7  .8 | Location of & local and remote operation of the following systems:  Machinery stops  Machinery vent stops, dampers and flaps  Watertight doors  Machinery space fixed fire extinguishing systems  Fire alarm and sprinkler system  Fire screen doors and zone system  Emergency generator and fire pumps  Emergency Steering | Engine Room Instructions, Eqpt. Manuals & FCP  Engine Room Instructions & FCP  [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [9.0 Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm) > 9.6 Safe Working Practices & Damage Control Plan  [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [9.0 Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm) > 9.6 Safe Working Practices, Technical Instructions & FCP  SEO, FCP & Technical Instructions.  SEO, FCP & Technical Instructions.  SEO, FCP & Technical Instructions  Technical Instructions, Steering flat |  |
| 5  .1  .2 | Procedure and precautions in the event of :  Collision - Grounding - Steering Gear Failure  Fire at sea and in port | [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [4.0 Marine Operations](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/deck_operations.htm), [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [9.0 Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm), ECP & SEO  [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [4.0 Marine Operations](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/deck_operations.htm), [9.0 Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm), ECP & SEO |  |
| 6 | In port manning | [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [4.0 Marine Operations](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/deck_operations.htm) & SEO |  |
| 7 | Any vessel specific Risk Assessments relevant to the above | [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [9.0 Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm) > 9.3 Accident and Incident Management > [Accident Prevention Procedures - Occupational Health and Safety (OH&S) Management System (OHSAS18001)](javascript:void(0);), [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [9.0 Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm) > 9.2 Operational Risk Assessment |  |
| Date Check List No. 1 handed to Engineer Officer \* | |  | |
| Officer\*'s name and rank | |  | |
| Signature of Officer\* | |  | |
| Date Check List No. 1 returned to Chief Engineer | |  | |
| Signature of Chief Engineer | |  | |
| REMARK: Refer to [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [5.0 Technical Procedures](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/ship_technical_operations.htm) > 5.10 Engineer Office (including Chief Engineer) Familiarisation Programme, Check List No. 1 must be handed to the Engineer Officer\* upon joining and should be completed , signed and returned to the Chief Engineer prior to taking over operational duties.  The Chief Engineer must check and verify the proper completion of the questionnaire by the Officer and if it is satisfactorily completed and without any omissions only then date and sign this form for filing. The Chief Engineer shall also attach a list with the Vessel Specific Risk Assessments the Engine Officer is to be familiarized with.  If in doubt re any subject the Officer\* should consult with the Staff Engineer and / or Chief Engineer. | | | |

**ENGINEER OFFICER\* FAMILIARISATION CHECK LIST No. 2**

**PREVENTION OF POLLUTION**

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| **FAMILIARISE YOURSELF WITH THE FOLLOWING** | | **REMARK & REFERENCE** | **INITIAL** |
| 1 | Shipboard Waste Management. | VMS: [EMM](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/emm.htm) > 4.0 Garbage Management Plan |  |
| 2 | Bunkering and Oil Spill Procedures. | VMS: [EMM](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/emm.htm) > 5.0 Shipboard Oily Waste Pollution Prevention Plan > [5.11 Accidental Oil Spillage - Action, Remedy and Reporting of Incidents](javascript:void(0);)  VMS: [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [5.0 Technical Procedures](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/ship_technical_operations.htm) > 5.6 Bunkering Procedures  SOPEP |  |
| 3 | Air Emissions Pollution Prevention Procedures. | VMS: [EMM](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/emm.htm) > 1.0 Air Pollution |  |
| 4 | Sewage Discharge Procedures. | VMS: [EMM](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/emm.htm) > 7.0 Wastewater Management |  |
| 5 | Bilge Oily Water Discharge Procedures. | VMS: [EMM](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/emm.htm) > 5.0 Shipboard Oily Waste Pollution Prevention Plan |  |
| 6 | Ballast Water Management Plan/Procedures and training received | VMS: [EMM](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/emm.htm) > 2.0 Ballast Water Management Plan  [Noticeboard](http://srv-glas301:82/Leisure/content/parent%20category%20topics/notice%20board.htm) > Bulletins VSL Bulletin 9 |  |
| 7 | Shipboard Energy Efficiency management Plan (SEEMP) | VMS: [EMM](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/emm.htm) > 3.0 Energy Efficiency |  |
| 8 | Local Environmental Requirements | VMS: [EMM](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/emm.htm) > 6.0 Waste Stream Management Practices and Procedures  [Noticeboard](http://srv-glas301:82/Leisure/content/parent%20category%20topics/notice%20board.htm) > Bulletins VSL Bulletin 25  form SAF77  [EMM](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/emm.htm) > 8.0 Vessel General Permit (VGP) |  |
| 9 | Vessel Specific Risk Assessments (listed in Shipsure or SAF67 ) as relevant to the above pollution prevention activities | VMS: [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [9.0 Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm) > 9.2 Operational Risk Assessment  VMS: [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [9.0 Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm) > 9.3 Accident and Incident Management > [9.3.1 Accident Prevention Procedures - Occupational Health and Safety (OH&S) Management System (OHSAS18001)](javascript:void(0);) |  |
| Date Check List No. 2 handed to Engineer Officer\* | |  | |
| Officer\*'s name and rank | |  | |
| Signature of Officer\* | |  | |
| Date Check List No. 2 returned to Chief Engineer | |  | |
| Signature of Chief Engineer | |  | |
| REMARK: Refer to [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [5.0 Technical Procedures](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/ship_technical_operations.htm) > 5.10 Engineer Office (including Chief Engineer) Familiarisation Programme, Check List No. 2 must be handed to the Engineer Officer\* upon joining and should be completed, signed and returned to the Chief Engineer within one week.  The Chief Engineer must check and verify the proper completion of the questionnaire by the Officer and if it is satisfactorily completed and without any omissions only then date and sign this form for filing. The Chief Engineer shall also attach a list with the Vessel Specific Risk Assessments the Engine Officer is to be familiarized with.  If in doubt re any subject the Officer\* should consult with the Staff Engineer and / or Chief Engineer. | | | |

**ENGINEER OFFICER\* FAMILIARISATION CHECK LIST No. 3**

**COMPANY POLICY, PROCEDURES & INSTRUCTIONS AND OTHER MANUALS AND DOCUMENTS**

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| **FAMILIARISE YOURSELF WITH THE FOLLOWING (as fitted and applicable)** | | **REMARK & REFERENCE** | **INITIAL** |
| 1 | Job Description and Technical Department Organization | [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [3.0 Shipboard Duties & Responsibilities](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/shipboard%20duties%20&%20responsibilities.htm) > 3.2 Technical Department Responsibilities  [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [3.0 Shipboard Duties & Responsibilities](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/shipboard%20duties%20&%20responsibilities.htm) > 3.5 Shipboard Job Descriptions |  |
| 2 | Safety Management & Fleet Operations Manuals | Staff Engineer |  |
| 3 | Muster List (& if customized for a vessel - Ship Emergency Organisation (SEO) ) | Staff Engineer & Bridge |  |
| 4 | Training Manual (SOLAS Chapt. III, Reg. 35) | Bridge and Officer’s Dayroom |  |
| 5 | Captain's & Chief Engineer’s Standing Orders | [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [1.0 Shipboard Administration](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/ship_admin.htm) > 1.3 Shipboard Management > [1.3.5 Standing Orders](javascript:void(0);) |  |
| 6 | Shipboard Training Package | Staff Engineer |  |
| 7 | Machinery Instructions Books | Technical Library (see Chief or Staff Engineer) |  |
| 8 | Engine Operating Instructions | [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > 5.0 Technical Procedures |  |
| 9 | Applicable legislation, codes and agreements |  |  |
| 10 | Use of Shipsure (the Company’s Proprietary software management suite) | Dedicated Local Work Instruction and Shipsure Manuals and help file |  |
| 11 | Use of a computerized Planned Maintenance System | Manuals and help file |  |
| 12 | Code of Safe Working Practices for Merchant Seamen, Local Work Instruction #60 Shipboard Health and Safety Organization, Vessel Specific Risk Assessments as applicable for the Officer’s responsibilities | [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [9.0 Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm) > 9.3 Accident and Incident Management > [9.3.1 Accident Prevention Procedures - Occupational Health and Safety (OH&S) Management System (OHSAS18001)](javascript:void(0);) , [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [9.0 Safety Management](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/safety_management.htm) > 9.2 Operational Risk Assessment |  |
| 13 | Marlins eLearning suite – Environmental compulsory basic training modules to be completed | Staff Engineer |  |
| Date Check List No. 3 handed to Engineer Officer\* | |  | |
| Officer\*'s name and rank | |  | |
| Signature of Officer\* | |  | |
| Date Check List No. 3 returned to Chief engineer | |  | |
| Signature of Chief Engineer | |  | |
| REMARK: Refer [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [5.0 Technical Procedures](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/ship_technical_operations.htm) > 5.10 Engineer Office (including Chief Engineer) Familiarisation Programme, Check List No. 3 must be handed to the Engineer Officer\* upon joining and should be completed , signed and returned to the Chief Engineer within one month.  The Chief Engineer must check and verify the proper completion of the questionnaire by the Officer and if it is satisfactorily completed and without any omissions only then date and sign this form for filing. The Chief Engineer shall also attach a list with the Vessel Specific Risk Assessments the Engine Officer is to be familiarized with.  If in doubt re any subject the Officer\* should consult with the Staff Engineer and / or Chief Engineer. | | | |