This Development Checklist forms part of the overall procedure for Safety Officer promotion to Staff Captain.

This Form is the responsibility of the Safety Officer.

All Safety Officers must carry out these tasks on as many vessels as possible, in order to be considered for promotion to Staff Captain. The Masters/ Staff Captains concerned will supervise and sign to indicate their entire satisfaction. The signatures of supervising Masters/Staff Captains, together with the ship’s name and date will be required in the right hand columns. Where “Location” is requested, enter the name of port or sea area where the task took place. Upon satisfactory completion, the Safety Officer is to forward the Form to the 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’s Name: |

| **TASK** | **DETAIL** | **MASTER/STAFF CAPTAIN SIGNATURE** |
| --- | --- | --- |
| Ship Stability and Seaworthiness | Demonstrate thorough knowledge and skills in performing stability (incl. damage stability), trim and draft calculations, preparing arrival/ departure conditions etc. |  |
| **Passengers interactions** | Understand/demonstrate a thorough knowledge to perform interaction with passengers and relevant communication skills |  |
| **Deck and Fabric Maintenance** | Be familiar with the requirements for maintenance of the vessel’s exterior decks, hull, structure and fabric, including paint systems, preparation requirements, safety implications of products used etc. |  |
| **Bridge Team Management** | Demonstrate an ability to effectively apply Bridge Team Management procedures |  |
| **Berthing/ Unberthing/ Anchoring** | Take charge of the vessel during mooring/ unmooring/ anchoring operations  Location 1…………… Location 2………………. |  |
| **Ship Handling** | As per VMS (Management System) procedure and form C651 Deck Officer Manoeuvring log |  |
| **Shore Officials** | Perform the Staff Captain's duties in relation to shore officials in port |  |
| **Company Management Systems** | Demonstrate a thorough working knowledge of the Company’s Management Systems |  |
| **Meetings** | Acting as Company representative in the Crew Club / Welfare Committee. Participating as member of the periodical SEPPH, Management meetings, OHS/ EMS [as applicable] management review process etc. |  |
| **Public Health** | Demonstrate a thorough knowledge of applicable public health regulations and ability to undertake relevant onboard PH inspections as member of the inspection team |  |
| Emergency Drills | Take charge of the vessel during Emergency Drills and Contingency Exercises |  |
| **Repair Lists and Reporting** | Assist C/E with the preparation of repair lists. Demonstrate the ability to write clear, concise reports and keep accurate and tidy records |  |
| **Vessel Budget** | Showing ability to monitor and forecast Deck department expenditure with regard to vessel budget |  |
| **Certification and Reporting** | Be fully conversant with ship statutory and class certification, documentation and reporting requirements |  |
| **Spare Parts and 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, including assigning tasks and JDs of the members of the Deck department, undertaking disciplinary measures as required etc. |  |
| **Regulations** | Demonstrate an understanding of international and local rules and regulations |  |
| **Appraisals** | Carry out an appraisal of deck officer and rating in accordance with the VMS (Management System) |  |
| **Accident/**  **Incident/NM Investigation** | a) Participate in accident/ incident investigation  b) Investigation leader for near misses/ unsafe acts and conditions |  |

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

# Safety Officer

# Sighted ……………………………………………………

# Marine Manager

Date ………………………………….

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| Observations |