This Development Checklist forms part of the overall procedure for First Engineer promotion to Staff Engineer.

This Form is the responsibility of the First Engineer.

All First Engineers must carry out these tasks on as many vessels as possible, in order to be considered for promotion to Staff Engineer. The Chief Engineer/Staff Engineer concerned will supervise and sign to indicate their entire satisfaction. The signatures of supervising Chief Engineer/Staff Engineer, together with the ship’s name and date will be required in the right hand columns. Upon satisfactory completion, the First Engineer 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** | **CHIEF ENGINEER/STAFF 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 systems of all main, auxiliary and domestic machinery and technical equipment |  |
| **Organisational abilities** | Show an aptitude for organising personnel and being able to control the same |  |
| **Company Management Systems** | Demonstrate a thorough working knowledge of the Company’s Management Systems |  |
| **Meetings** | Participating in shipboard monthly Management Meeting, and monthly SEPPH Committee Meeting, annual OH&S/ EMS [as applicable] management review process etc. |  |
| **Public Health and Safety** | Demonstrate a thorough knowledge of applicable public health and safety regulations and ability to undertake relevant onboard PH and Safety Inspections as member of the inspection teams |  |
| **OHS and PTW system** | Understand the Permit To Work (PTW) system, issuing work permits within his area of responsibility |  |
| **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 |  |
| **Steering Gear** | Be conversant with steering gear controls and be competent in its operation in emergency conditions |  |
| **Cargo Systems [for Ro-Pax vessels]** | Be fully aware of cargo systems, including their maintenance requirements |  |
| **Deck and Hotel Maintenance** | Show an appreciation of deck and hotel equipment and relevant maintenance requirements |  |
| **Spare Parts and Gear** | Demonstrate a thorough knowledge of spare part ordering and stock control, and the day-to-day operation of the inventory system |  |
| **Ship Security** | Demonstrate a thorough knowledge of shipboard security procedures |  |
| **Management skills** | Demonstrate effective management of officers and crew within the engine department, including assigning tasks and JDs, undertaking disciplinary measures as required etc. |  |
| **Regulations** | Demonstrate an understanding of international and local rules and regulations |  |
| **Appraisals** | Carry out an appraisal of engineer officer and rating 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 ........................................................

# First Engineer

# Sighted ……………………………………………………

# Ship Manager/ Fleet Superintendent

Date………………………………….

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| Observations |