This Development Checklist forms part of the overall procedure for First/Second Officer promotion to Safety Officer.

This Form is the responsibility of the First/Second Officer.

All First/Second Officers must carry out these tasks on as many vessels as possible, in order to be considered for promotion to Safety Officer. The Master/ Staff Captain concerned will supervise and sign to indicate their entire satisfaction. The signatures of supervising Master/ Staff Captain, together with the ship’s name and date will be required in the right hand columns. Upon satisfactory completion, the First/Second 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** |
| --- | --- | --- |
| **Safety Equipment and Systems Maintenance and Operation** | Demonstrate thorough knowledge of the statutory, class and Company requirements for maintenance of the ship’s Safety Equipment and Systems, their periodic inspection, certification and requisitioning of spare parts. Demonstrate good skills and ability in their operation (incl. WTDs) |  |
| **OH&S and PTW System** | Understand the Permit To Work (PTW) system. Complete at least one Tank Entry and one Hot Work Permit, after carrying out the necessary checks.  Demonstrate continuous safety awareness, knowledge and organisation when organising the deployment of crew members, particularly regarding potentially hazardous jobs (e.g. working aloft, in exposed locations, lifting gear overhauls/renewals). Demonstrate good knowledge of the MCA COSWOP. |  |
| **Emergency Drills and Pax Musters** | Demonstrate thorough knowledge in the Muster Bill and SEO (Shipboard Emergency Organization) and ability to plan, organize and conduct crew emergency drills and contingency exercises and pax musters |  |
| **Crew Training** | Understand statutory and Company training requirements and demonstrate skills in the organization and conduct of onboard crew familiarization and trainings, including proper reporting and record keeping |  |
| **Company Management Systems** | Demonstrate a thorough working knowledge of the Company’s Management Systems |  |
| **Meetings** | Participating as member of the monthly SEPPH Committee meeting, completing and distributing minutes of meeting, participating in other onboard meetings as required, annual OHS/ EMS [as applicable] management review process etc. |  |
| **Safety Inspections** | Participating as Team member in the onboard Safety inspection, compiling the relevant reports as required by the VMS (Management System) |  |
| **Ship Security** | Demonstrate good knowledge of shipboard security procedures |  |
| **Management skills** | Demonstrate effective management of crew members under his responsibility (i.e. ABs, Fire Patrol), including assigning tasks and work orders |  |
| **Regulations** | Demonstrate an understanding of international and local rules and regulations |  |
| **Appraisals** | Carry out an appraisal of a junior officer or a rating in accordance with the VMS |  |
| **Accident/**  **Incident/NM Investigation** | a) Taking active role in the accident/ incident investigation, analysis and evaluation  b) Investigation leader for near misses/ unsafe acts and conditions  c) Producing reports and follow up of corrective/ preventive actions |  |
| **Mooring Operations** | Demonstrate leadership and taking charge of the mooring station(s) fore and/or aft when berthing/unberthing and anchoring |  |
| **Ship Handling** | As per VMS (Management System) procedure and form C651 Deck Officer Manoeuvring log |  |

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

# First/Second Officer

# Sighted ……………………………………………………

# Marine Manager

Date …………………………………

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| Observations |