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

This Form is the responsibility of the Second Engineer.

All Second Engineers must carry out these tasks on as many vessels as possible, in order to be considered for promotion to First 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 Second 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** |
| --- | --- | --- |
| **Maintenance system** | Be fully conversant with the maintenance system and operation of all technical equipment, systems and domestic machinery under the responsibility of the relevant position onboard |  |
| **Organisational abilities** | Show an aptitude for organising personnel under his responsibility 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 SEPPH Committee Meeting, annual OH&S/ EMS management review process [as applicable and if required] etc. |  |
| **Public Health** | Demonstrate a thorough knowledge of applicable public health regulations and skills/ability to maintain and operate systems and equipment as per these regulations |  |
| **Safety** | Be fully conversant with the maintenance of the safety equipment under his responsibility (i.e. lifeboats, tenders etc.) |  |
| **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 |  |
| **Spare Parts and Gear** | Demonstrate a thorough knowledge of spare part ordering and stock control for the equipment and spares under his responsibility |  |
| **Ship Security** | Demonstrate good knowledge of shipboard security procedures |  |
| **Regulations** | Demonstrate an understanding of international and local rules and regulations |  |
| **Appraisals** | Carry out an appraisal of a rating in accordance with the VMS |  |
| **Training** | Take an active interest in the development of junior staff. Look after the training of an individual cadet or junior engineer for at least 1 month |  |
| **Management** | Take part in the planning of operations where departments need to work together |  |
| **Accident/**  **Incident/NM Investigation** | a) Participate in accident/ incident investigation  b) Investigation leader for near misses/ unsafe acts and conditions within his area of responsibility |  |

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

# Second Engineer

# Sighted ……………………………………………………

# Ship Manager/ Fleet Superintendent

Date ……………………………….......

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| Observations |