

Appendix - Delegation of Duties Matrix Specimen

APPENDIX – DELEGATION OF DUTIES MATRIX SPECIMEN

In the Absence of	Matters Regarding	Shall be referred to	Or, In his/her absence, refer to:	Reporting to:
GM – Marine (Gr G/M MSD)	Cargo Ops / Risk & Crisis Management	Senior Manager (MSD)	Manager (MSD)	(Executive MD)
	Safety/Vetting/Risk Management	Manager (MSD)	Manager MSD	(Executive MD)
	SMS/ISPS/EMS	Manager (QSE)	Deputy Manager (MSD)	(Executive MD)
	Manning / Training	Manager - Gr. Fleet Personnel	Manager - Fleet Personnel & Training	(Executive MD)
	New Building	Manager – New Building	Supt. – Hull Design & Construction	(Executive MD)
	Post Fixture	Manager – Post Fixture (Tanker Operation)	Senior Manager (MSD)	(Executive MD)
	Human Resource	Manager – Human Resources	Asst. Manager – Human Resources	(Executive MD)
	Administration	Manager - Administration	Administration Coordinator	(Executive MD)
GM – Technical (Gr GM/SMD)	Technical	Senior Fleet Manager	Fleet Manager	(Executive MD)
	Risk & Performance Evaluation	Asst. Manager - Risk Management & Performance	Asst. Manager - Technical	(Executive MD)
	Procurement	Manager Procurement	Asst. Manager - Procurement	(Executive MD)
	New Building	Manager – New Building	Supt. – Hull Design & Construction	(Executive MD)
	Post Fixture	Manager – Post Fixture (Tanker Operation)	Senior Manager (MSD)	(Executive MD)
Ship Management (Finance)	Ship Account	Accounting Manager	Senior Accounts Executive	Group Financial Controller (GFC)
HR & Corporate Management	Human Resources & Administration	HR & Admin Manager	Assistant Manager HR & Admin	Deputy GM – HR & Corporate Management
Manager (MSD)	Tanker Operations/ Crisis Management	Manager (MSD)	Manager - QSE	GM – MSD
Manager - QSE	ISM/ISPS/EMS	Manager (MSD)	Deputy Manager - QSE	GM – MSD
Manager (MSD)	Safety/ Vetting	Manager (MSD)	Manager – QSE	GM – MSD
Deputy Manager – QSE	ISM/ISPS/EMS	Manager - QSE	Manager (MSD)	GM – MSD

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In the Absence of	Matters Regarding	Shall be referred to	Or, In his/her absence, refer to:	Reporting to:
Q&E Coordinator	ISM/ISPS/EMS	Deputy Manager - QSE	Manager (MSD)	GM – MSD
Manager – Gr. Fleet Personnel	Manning	Manager – Fleet Personnel & Training	Gr. Asst. Manager - Manning & Training	GM – MSD
Manager – Fleet Personnel & Training	Manning & Training	Asst. Manager - Manning & Training	Manager – Gr. Fleet Personnel	GM – MSD
Asst. Manager - Manning & Training	Manning & Training	Manager – Fleet Personnel & Training	Manager – Gr. Fleet Personnel	GM – MSD
Gr. Asst. Manager – Manning & Training	Training	Manager – Gr. Fleet Personnel	Manager – Fleet Personnel & Training	GM – MSD
Senior Fleet Manager	Fleet Technical Operations	Fleet Manager	Asst. Manager – Technical	GM - SMD
Fleet Manager	Fleet Technical Operations	Senior Fleet Manager	Asst. Manager - Technical	GM - SMD
Asst. Manager – Risk Management & Performance	Technical: Risk + Performance Evaluation	Asst. Manager - Technical	Fleet Manager	GM - SMD
Asst. Manager - Technical	Technical: Bassnet + Electrical + PMS	Asst. Manager – Risk Management & Performance	Fleet Manager	GM - SMD
Manager - Procurement	Procurement	Asst. Manager - Procurement	Purchasing Officer (SMD)	GM - SMD
Asst. Manager - Procurement	Procurement	Asst. Manager - Procurement	Purchasing Officer (SMD)	GM - SMD
Purchasing Officer (SMD)	Procurement	Asst. Manager - Procurement	Manager - Procurement	GM - SMD
Senior Purchaser (SMD)	Procurement	Purchaser	Asst. Manager - Procurement	Manager - Procurement
Purchaser (SMD)	Procurement	Senior Purchaser	Asst. Manager - Procurement	Manager - Procurement
Hull Building & Construction	New Construction	Hull Supt. (SMD)	Electrical Supt. (SMD)	GM – SMD/MSD
Hull Building & Construction	New Construction	Electrical Supt. (SMD)	Hull Supt. (SMD)	GM – SMD/MSD