



SFF SES - Shipboard Familiarisation Single Engineer Supplement			
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SFF SES - Shipboard Familiarisation Single Engineer Supplement: Instructions

This form is a supplement to the Shipboard Familiarisation Form (SFF), for ships operating with a single engineer. It should be completed by both the Chief Engineer and Wiper/Motorman as part of the familiarisation when either member of the engine staff is changed.

Introduction:

On ships operating with a single engineer (Chief Engineer); in the event that the Chief Engineer is incapacitated, the Wiper/Motorman should be capable of performing routine tasks necessary to bring the ship safely into the next port.

The below instructions outline the responsibilities of the Chief Engineer with regards to training the Wiper/Motorman.

Instructions:

During familiarisation of a new Wiper/Motorman or Chief Engineer:

1. Print a copy of the form.
2. Section 1 - The Chief Engineer is to check each instruction poster listed in Section 1 is clear and displayed in the correct locations. The Chief Engineer is to demonstrate each poster to the wiper during training in the relevant operation.
3. Section 2 - The Chief Engineer is to conduct the training necessary to bring the Wiper/Motorman up to a sufficient level in each task. As each item of training is completed it should be dated and initialled. As per the SFF training is to be completed within **one week** of the new Wiper/Motorman or Chief Engineer joining.
4. Add the date of completion to the form, then the Chief Engineer and the Wiper/Motorman both sign.

When printing, scanning, or submitting this form, this instruction page is not to be included



Section 1 - Posted Instructions

Ensure that complete operating instructions are posted, and demonstrated to Wiper/Motorman for each of the following items.

Instruction	Location	Date	Initial
Starting/Stopping Main Engine	ECR		
Starting/Stopping Main Air Compressors	Near Compressor		
Starting/Stopping Auxiliary Engine	Near Auxiliary Engine		
Synchronising Generator	Switchboard		
Starting/Stopping Fuel Oil Purifier	Near Purifier		
Transfer of fuel from storage to settling	ECR		
Transfer of fuel from settling to service	ECR		

Section 2 - Training Record of Wiper/Motorman

Ensure the Wiper / Motorman is trained to a sufficient level in each of the following tasks.

Task	Date	Initial
Starting the Main Engine		
Refilling starting air receivers		
Starting the Auxiliary Engine, and...		
Synchronising with the Main Switchboard		
Transferring fuel from storage to settling tanks		
Transferring fuel from settling to service, including...		
Operating of Fuel Oil Purifiers		
Operating of Booster Unit, including...		
Fuel changeover		
Responding to alarms ¹ , including...		
Reporting to the master any unusual situations		

¹ The Wiper/Motorman is not expected to be able to respond to all alarms. He should know how to accept the alarm, understand the location/equipment related, then inform the master if unable to deal with the situation alone. For alarms related to tank levels or temperatures the Wiper/Motorman should be instructed if appropriate.

Chief Engineer	
Name	
Signature	

Wiper / Motorman	
Name	
Signature	