

CONTROLLED

Orkney Ferries Limited

Appendix B

JD-01

Job description for ship's Master

1.0 Reports to:

In all operational, administrative and matters which may affect safety or the environment, the Master shall report directly to the Marine Superintendents.

The Company shall ensure that adequate resources are available both ashore and afloat to support the Master in the safe and efficient operation of his ship.

2.0 Duties and responsibilities

The Master is in command of all departments of the ship and, in accordance with section 5 (5.2) of the ISM Code, they have the overriding authority and the responsibility to make decisions with respect to safety and pollution prevention and to request shore-based Company support when required.

The appointed Master shall be medically fit, competent, qualified in accordance with international standards to STCW, or other pertinent regulations including the Company's own requirements for command, and is fully conversant with the SMS.

Responsibilities include:

- The safety of the ship, its cargo, and all persons onboard.
- Ensuring that they are adequately rested before reporting for duty.
- Ensuring that the current hours of work legislation is observed and that accurate records are kept of each crew member's hours of work and rest within the 'Work Rest Hours' tab within Marad.
- Ensuring that the ship is fully manned with qualified officers and ratings at all times to comply with current Flag and Company requirements.
- Ensuring that all crew members' certificates which require to be revalidated periodically e.g. Certificates of Competency, Boatmaster Licences, GMDSS Certificates etc. are forwarded to the Marine Superintendents along with the appropriate completed revalidation forms, and all other documents required for revalidation purposes, at least four weeks before they are due for revalidation.
- The efficient and economic operation of the vessel.
- Authority over all those on board and has the right to refuse to carry any person or cargo/ item of cargo.
- Issuing orders in a clear and concise manner and reviewing safety and pollution prevention activities.

- Implementing the safety and environmental policy and the SMS of the Company.
- Motivating the crew in the execution of that policy.
- Ensuring that the Heads of Department are implementing the requirements of all Company Policies relevant to their department.
- Ensuring that all Ship's Officers and Ratings study the parts of the SMS Manuals which are relevant to their responsibilities and duties at intervals not exceeding 12 months.
- Reporting defects and other matters with implications for safe operations or pollution risk to the Marine Superintendents.
- Evaluating and co-ordinating on-board training requirements with the Company.
- Evaluating and reporting to the Company the shore-based training requirements of seagoing staff.
- Assigning roles to officers with respect to the SMS
- Ensuring that all documentation that is designated as "Controlled" is up to date and issued as per Company procedures.
- Ensuring Emergency Drills are carried out and recorded in accordance with the Company program.
- Reviewing the SMS then reporting any deficiencies or suggested improvements and liaising with the Marine Superintendents to arrange audits thus ensuring the system is kept in date.
- Reviewing on-board contingency procedures and plans and reporting any deficiencies to the Marine Superintendents.
- Reporting non-conformities, accidents involving personnel or plant and hazardous situations to the Company and ensuring that corrective/preventive actions are completed within the agreed timescale.
- Requesting assistance from the Company as may be deemed necessary to ensure safe and pollution free operation of the ship.
- Ensuring all records relevant to the SMS, and as defined in Company procedures are available, kept up to date and signed daily when required.
- The safe and efficient navigation of the ship, ensuring that safety of navigation is not compromised in the interests of speed or economy.
- The care and maintenance of the ship's navigational equipment, charts and associated nautical publications to ensure they are fit for service.
- Ensuring that all berthing and unberthing is done under their control or direct supervision.

- Establishing a safe system of work for all non-routine shipboard activities.
- Ensuring that all crew members are always of a clean and tidy appearance and that they wear the clothing/uniform provided by the Company.
- On joining a ship obtaining from their predecessor all the ship's papers and documents and all information concerning the handling and management of the ship.
- The relieving Master shall, as soon as practicable, make a thorough inspection of the ship, paying particular attention to the cargo and ballast arrangements and the navigational and safety appliances.
- Ensuring that all Surveys and Certificates necessary for the ship are maintained in date and renewed as necessary.
- At least once a week accompanied by appropriate department heads, carry out an inspection of all parts of the ship.
- Implementation of and compliance with all sections of the Master's Standing Orders.
- Ensuring that a current crew list is correct on Marad before the first departure each day and in the event of any crew changes, the list is amended accordingly.
- Ensuring that the Mate or Mate/Seaman (as applicable) receives regular training in ship handling techniques and that the relevant details are recorded in the Record Book provided for the purpose (See Section 11 of FP-03 contained in the Fleet Procedures Manual).
- Co-ordinating all emergency procedures in the event of an emergency.
- Emergency duties as per the vessel's Muster List.
- Ensuring that the ship is loaded in conformity with the Load Line Certificate and the provisions of the Legislation appropriate to the registry of the ship.
- Ensuring that the loading of the ship complies with the loading conditions described in the Stability Booklet(s) and the total deadweight figure is never exceeded.
- Determining the vessel's stability condition, either by calculation or by comparison with the pre-calculated conditions contained in the Stability Booklet(s) before each departure.