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	Chapter	Safety Management Manual	Approved By	Jeevan Thombre
	Topic	JD-04 - Job description for Seaman, Purser, Cook	Released By	Jeevan Thombre

CONTROLLED

Orkney Ferries Limited

Appendix B

JD-04


Job description for Seaman/ Purser/ Cook

1.0 Reports to:

The Mate.

2.0 Duties and responsibilities

- Complying with the requirements of the Company Management System including the ISM Code and Company Standing Orders.

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- Ensuring that they are always of a clean and tidy appearance and that they use the Personal Protective Equipment (PPE) and wears the safety clothing provided by the Company.
- Ensuring that they are adequately rested before reporting for duty as required by the current hours of work legislation.
- Counting of passengers boarding and leaving the vessel and ensuring that the final total on board does not exceed the number stated on the current passenger certificate.
- Immediately before departure on every sailing, depositing ashore, in the container provided for the purpose, a written record of the total number of passengers and crew on board. This information must also be passed to the Master.
- Directing drivers to where their vehicles are to be parked as they board the vessel and ensuring that vehicles are secured as required by the Mate.
- Operating the portable ticket machine, issuing tickets, and collecting fares.
- Checking all takings and depositing them with the designated person.
- Mooring of the vessel at each terminal as required.
- Cleanliness and painting of the vessel.
- Ensuring that they are familiar with the location and operation of all items of equipment and machinery listed in the relevant sections of the Crew Induction Sheets, especially Fire Fighting Equipment and Life Saving Appliances, and is competent when participating in fire and safety drills.
- Emergency duties as per the vessel's Muster List.
- Ensuring that passengers are dealt with in a courteous and efficient manner at all times.
- Reporting any defects or other matters with implications for safe operations or pollution risk, to the Mate.
- Reporting any SMS non-conformities and hazardous situations or accidents involving ship's personnel, passengers or plant to the Mate.
- The care of their own safety.
- Ensuring that they are fully conversant with the watchkeeping system used on board the vessel.
- Assisting the Mate with the vessels planned maintenance requirements.
- Carrying out cooking duties as required.
- Any other duties required by the Mate.