

SOP-GEN-002 Chief Engineer's Standing Orders

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1.0 Introduction

The Chief Engineer is responsible for keeping the vessel in good operating order, maintaining appropriate logs and documentation and ensuring that his engineering staff is competent. Each Chief Engineer must print and post his own standing orders. All engine room personnel must acknowledge the engineer's standing orders by signing them prior to standing their first watch.

2.0 Responsibilities

The Chief Engineer is responsible for ensuring the good operating condition and maintenance of the various engineering systems on the vessel. Particular attention is to be paid to the critical systems.

The company maintains a preventative maintenance program that generates a list of maintenance based on time and/or running hours. It is the Chief Engineer's responsibility to ensure that those jobs are completed in a timely manner and properly documented.

Other responsibilities of the Chief Engineer include:

- Notifying the Port Engineer of any critical system repairs/ replacements/ operational issues
- Directing emergency repairs while at sea
- Standing watch as engineering officer
- Establishing and maintaining all records essential to maintenance, repairs, and consumables
- Maintaining a clean, safe engine room, reporting daily to bridge all fuel, water, and lube oil totals

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- Immediately reporting to the bridge any breakdowns, failures of equipment or systems essential to the safety or safe navigation of the vessel
- Maintaining a preventative maintenance program to prevent the overboard discharge of prohibited materials
- Providing recommendations to the Port Engineer, Operations Manager, and Master on major overhaul and equipment needs, modification, repairs and maintenance
- Setting Watch Bill for engine room department
- Assisting science/ technical personnel in support of cruise activities
- Performing work under the supervision of the Master
- Encouraging and enforcing adherence to HSE policies to those under his supervision
- Completing a Chief Engineer's Handover before leaving the vessel

3.0 Chief Engineer's Standing Orders

The following components should be included in the Chief Engineer's standing orders. **Standing Orders shall be posted in the engine room and signed by current engine room crew. The orders must include a statement that all sight glass valves must remain closed except when taking a tank reading.**

3.1 Assign Engine Room Watches

Watch	Time	Duty Engineer
First		First Engineer
Second		Second Engineer
Third		Oiler

3.2 Engine Room Watch Officer

- Engineers must arrive on duty appropriately attired in work clothes and work shoes.
- Each Duty Engineer (engineer of the watch) shall arrive for their watch alert, sober and well rested.
- No Duty Engineer will allow the relieving Duty Engineer to stand watch if it is suspected that their relief may be under the influence of a substance, whether legal or illegal, or for some other reason unable to stand a safe and competent watch.

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- The relieving Duty Engineer must acknowledge and understand the Chief Engineer's standing orders as well as any other night orders given.
- It is the responsibility of all Duty Engineers to understand the TDI-Brooks Safety Management Manual and any other relevant HSE documents.
- It is the responsibility of the Duty Engineer to log and record all necessary information into the Engine Room Log Book, preventative maintenance system and any other logs required by the company.
- Duty Engineers are to read and follow any engine room standard operating procedures.
- Duty Engineers are to read and follow any Shipboard Oil Pollution Emergency Plans.
- Duty Engineer is required to make a round of all engineering spaces at least once every hour during normal working hours, after the evening meal, and before retiring checking all pressures, temperatures and machinery fluid levels.
- The Duty Engineer needs to check bilge levels and verify that all gear is secure.
- More frequent rounds may be necessary in rough weather or for monitoring potential problems.
- All necessary entries need to be made in the engine room log book during rounds.
- Watch turn-overs shall communicate verbally and record pertinent information in the daily tool box log.
- Any excessive pounding or slamming of the vessel will be reported to the bridge immediately to request a reduction in speed.
- Report any unusual engine room noises or readings to the bridge immediately.
- Maintain good communications with the bridge with respect to operations.
- Demonstrate good engineering practices by being proactive in solving potential problems.
- Understand the location and usage of all safety and emergency equipment located in engineering spaces; be aware of all emergency escape routes.
- Notify the Chief Engineer before performing any maintenance that is unassigned and that may affect the safe, efficient operation of the vessel.
- When in doubt, notify the Chief Engineer.
- As watches are stood alone, do not take any unnecessary risk around machinery or on deck.
- Check in with the bridge crew on watch to verify your presence and safety.
- Duty Engineers are also expected to have knowledge and offer assistance of non-vital equipment on board the vessel.

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- The Chief Engineer must authorize the discharge of any fluids overboard while at sea or in port.

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