

**3rd OFFICER**

**HANDOVER**

**NOTES**

**Offsigning 3/O Onsigning 3/O**

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**Port:** Freeport, USA

**GENERAL NOTES**Welcome on board Stena Sunrise – 81187 GRT oil tanker built in Korea and delivered in 2013 with a fixed pitch right handed propeller and 15720 kW main engine power. Primary means of navigation is ECDIS. The ship is equipped with 6 pairs of main cargo tanks plus 1 pair of slop tanks. There are 3 steam-driven cargo pumps with 3800 cub.m/h capacity each, and 2 electrical-driven ballast pumps with 2500 cub.m/h capacity each.

Meals schedule:

Breakfast 07:00 – 08:00   
Lunch 12:00 – 12:30   
Dinner 18:00 – 18:30

You should wear uniform during dinner time when you are eating in the Officer’s Messroom.

Company introduced new electronic version of SMS called “Blue line” (e-SMS). You can find it on Sharedata drive and shortcuts on desktops. There you will find Company official manuals and policies, fleet circulars and guidance notes as well as safety flashes.

Thanks to e-SMS we are no longer have any folders to keep up to date with FGNs etc, Capt just posts the most recent on the notice board on A Deck.   
  
**3rd Officer Duties & Responsibilities as per M002 1.09**  
The Third Officer reports directly to the Chief Officer, his primary duties and responsibilities include but are not limited to:

·         Carrying out the duties assigned to him by the Master and Chief Officer.

·         Familiarising himself with the vessel safety, cargo and navigational systems, using any documentation provided.

·         As OOW in port the Third Officer supervising and monitoring all the various activities taking place onboard the ship. He is responsible for ensuring that all activities onboard the vessel is carried out in a safe and efficient manner. His actions must comply with Company procedures and the Masters and Chief Officers standing orders as appropriate.

·         As Officer of the Watch (OOW) is primarily responsible at all times for the safe navigation of the ship and for complying with the Convention on the International Regulations for Preventing Collisions at Sea. He shall ensure that bridge manning levels are at all times safe for the prevailing circumstances and conditions.

·         Ensuring that records in the SFSAF 2 - *Safety Equipment Booklet* are maintained*.*

·         Understudying the Second Officer so that in cases of accident or illness, he may be able to assume his duties.

**BONDED STORE**

The month of November is closed and sent to Capt, December is ready to open. Inventory is correct and only you and Capt have a key for the padlock. Everything has a good expiry date apart from one packet of Lays expiring end of Nov.   
The previous 3/O ordered 30 cases of Dr Pepper just before I joined, luckily this was reduced to 20 by the supplier and so far I’ve managed to get rid of 4 during my contract. Mineral water consumption on board is quite low, about 20 cases per month.   
Mineral water is kept in the provision and everyone writes on the sheet on the door when they take water. New sheet for December started on 18th Nov.   
We received new stock at Marcus Hook but Non-Alcoholic Beer did not arrive.

All the Bonded Store forms and formulas are working, I have been preparing SFACC 3, 4 & 5 for Capt before the 24th of each month.

**SAFETY EQUIPMENT**

To check for the requirements regarding inspection and maintenance of the safety equipment please refer to the relevant Manufacturer, International and Flag State (Bermuda Rules) as well as Company requirements. In your folder on the share drive and also in SFSAF2 folder are the Bermuda Notices which affect LSA & FFE. Schedule of the inspections and maintenance reflected in the planned maintenance system (PMS) and Safety equipment booklets SFSAF 2 & SFSAF 3. It is your duty to maintain SFSAF 2 & SFSAF 3 properly updated at all times, the accuracy of which will be subject to regular inspections by Master & C/E. SFSAF 3 should be ready at the end of each month.   
  
**PMS**  
All of your jobs are under Safety. Password is **3mate**. I recommend you update and close off jobs on a daily basis.

Your PMS jobs for November are complete.

**LIFERAFTS**All liferafts on board are to be exchanged every 12 months, these were received in August 17. This means that the testing kit provided, in Capt’s cabin, can now be landed ashore.

The forward embarkation ladder is damaged, I have discussed this with C/O and will be taken care of. Photos are in C/O folder.

I’ve been turning out the liferaft davit every week as it wasn’t so easy to move when I came on board, moving smoothly now.

**RESCUE BOAT**   
The RB should be manoeuvred in the water once per month, it was last in the water on 17th Nov 17. When testing/running the engine, the battery should be set to **both**. Due to the poor siting of the drain plug inside the boat you should use the bilge pump on the side of the boat to make sure that the bilges are always free of water (every day) otherwise the water can enter the engine and corrode electrical parts.

The RB is now fitted with an off-load only release hook as per new requirements.

There is an SFTEC8 for drydock to replace the wire sheave which is seized. New one already on board.   
  
**LIFEBOAT & DAVIT**

Lifeboat inventory is correct.

The rudder is a little difficult to turn using the steering wheel and needs to be exercised frequently, especially in hot weather. The easiest way to exercise the rudder is from sitting in the coxswain’s position, after you have exercised it from there you can then try with the emergency tiller but this is also very difficult. The rudder bearing is self-lubricating (seawater) and hosing it down whilst turning does make a slight difference. I had also tried using WD40 as written by a previous 3/O but it didn’t make any difference.

The rudder stock was fully disassembled in late 2016 but the problem still remains. There is a SFTEC 8 for dry dock for the shore staff to repair/replace it.

Also during exercising of the davit an O-ring came out of the right telescopic piston arm, this is a dust o-ring, and is still hanging in the same position. During a shore service the technician advised that this could be repaired only during dry dock. A SFTEC8 for dry dock has been made for shore staff to repair it.

The windows will also be replaced during dry dock. In the meantime, Bosun has Brasso in his locker for cleaning them.

There is a lifeboat repair kit in the bridge fire station locker.

Lifeboat engine does not start using battery no. 1, ER Dept are aware of the problem.

**Fire Extinguishers**

All in good working order, no problems.

The 5 yearly inspection will need to be carried out during dry dock. On a sister ship it was more cost effective to replace all the extinguishers with new ones.   
  
The PMS jobcard for the 5 yearly hydrostatic test should be closed off. Bermuda only require hydrostatic testing at 10 years for all types of extinguishers.

**BA Compressor**

Located in the Emergency Generator Room. In good working order, no problems. We can recharge BA cylinders, EEBDs and the lifeboat cylinders using the same hose. Spare oil is located behind the metal bottle holder. Step by step instructions of how to use the compressor are posted next to the compressor.

**SCBA & Fireman’s Outfits**All in good working order, no problems. Cylinders kept at 205-210 bar. Spare portable pressure gauge is kept in the Upper Deck Fire Locker. The helicopter equipment fireman’s outfits are the foil type but are still in decent condition.

I made a requisition for new belts and axe pouches.   
  
**Helicopter Equipment**   
Found in port-side midship store, inventory correct as required.

**EEBD**

All in good working order, no problems. I refilled the pumproom EEBD as it had just dropped into the red zone, as did the previous 3/O so keep an eye on it for any pressure changes.

**IMO Symbols & Fire Control Symbols.**

Generally in good condition around the ship but take a look around and replace what is required, there are plenty spare.

**Foam Monitors, Hydrants & Hoses**

All in good working condition after some overhauling of isolation valves & replacing of hydrants. C/O has ordered 4 new hydrants.

One spare Foam Monitor Nozzle in Foam Station.

Isolation valves on the fire line need to be exercised every week.

During my contract all deck hoses and the bridge hoses have been used at some point and no leaks observed.

**PYROTECHNICS**  
We recently received new supply to replace expiring ones, already in place. Old ones are kept in the Bridge Fire Locker.

You still need to order 4x Line Throwing Rockets but these don’t expire until Feb 18. I’ve discussed this with C/E, order them closer to dry dock.   
  
**SOLAS TRAINING MANUALS**   
All up to date with the latest information and instructions for the ship. Just need to update with the muster lists.

**VIDEOTEL**

You are responsible for VOD (Videotel on Demand). The NVOD box is connected to the ship’s server network distributor (located in converter room, on the Bridge), in order to gain access via wifi. It works without monitor, but in normal circumstances you do not need to operate the box itself, all administration tools accessible via wifi. Instruction on how to access the software is posted in the ship’s office, in the same place you’ll find the Videotel Crew list with logins and passwords.

To manage the Videotel properly you will require to send export data file at the end of each month, request previous training records data for the on-signed crew and keep the OTM+ updated at all times. Videotel equipment (some CD, DVD, Connection Tools, VOD Flash Drive 1GB are located in the ship’s office).

**Monthly Export**

To create an export data file, access the Videotel under administrator account, access the OTM+, click export training records, specify time span and click create an export. Then click the tab named export log, and you will see created data file available for downloading, use VOD Flash Drive to download and then transfer it to e-mail. E-mail the export data file to: [otm@webfta.videotel.co.uk](mailto:otm@webfta.videotel.co.uk)

**Requesting of the Training Records Data and Updating of the OTM+**

Upon arrival of the new crew members you will require to input their accounts into the Videotel Software. You will need to e-mail crew members PIN-IDs (each one in a separate row) to: [otm@webfta.videotel.co.uk](mailto:otm@webfta.videotel.co.uk)

You should receive an automated e-mail containing an **import file**, which has to be processed in the OTM+. Once import of the received file is performed the on-signers accounts are appeared in the list of crew, then you will require **to sign them on** to the current crew.

**Please Note:** On the last three occasions when I have requested crew records it has not come through the automated system as it should. Just wait a few days, then email them direct, see my previous messages to them.

Access to the Videotel can be performed from personal laptops connected to the ship’s wifi network. Additionally, for crew without personal laptops there is a public computer in the ship’s office, that is only one stationary computer providing access to the Videotel.

Please note that after importing the file it tends to reset other crew members passwords. So you need to re-check each person’s log in when you import a file.

The previous 3/O had a lot of correspondence with Videotel, messages you can find in Outlook on the bridge computer.

**OFFICIAL LOG BOOK & CREW ARTICLES**You need to update the OFL as and when required. Also crew articles.

**DRILLS**

You are responsible for the record keeping of drills and training. You will need to update the following:

SFSAF2 Section 10   
Drill Matrix on the bridge   
Official Log Book   
Deck Log Book   
Once per month post the list of all drills and training on the A Deck notice board for **everyone to fill up their TRB.**   
  
During drills you are the stand-by team leader for a deck/accommodation fire and 4/E if it is in the ER.

**PORT DOCUMENTS**

Capt requires you to prepare port documents. He will advise you in advance of what is required and the number of copies etc. If you keep the Port Documents file up to date then generally there is not much work involved.   
  
2/E’s wife is not signed onto the articles but is also not considered a “passenger” and should be listed as a crew member on all forms. However, she is a “passenger” for US CBP so she has her own passenger list.

All departure forms for US are ready in the folder.

**ONSIGNERS**  
Just a short list of what needs to be completed for a new on-signer.  
  
Check their documents and update the Port Documents file

Sign on the ship articles  
Update crew effects  
Conduct a safety tour of the vessel  
Distribute SFPER30 Familiarisation (new version received on 15 Nov 17)  
Crew List  
Muster List  
Door Labels  
Phone Number Cards

**DRY DOCK**You will most likely go to dry dock during your contract. Check the dry dock folder in your folder, I have made a list of what will need to be completed for LSA & FFE, I have also passed a copy to C/E.

The majority of it will be taken care of by the approved service agents WSS/Drew Marine/LSA Service etc. All 5 yearly services will need to be carried out and some annuals will be carried out earlier than usual.

A couple of weeks before going to dry dock the superintendent will ask Capt what servicing of LSA/FFE is required. This list will assist you in ensuring nothing is missed at that time and on completion of the servicing. Check through it when you have time as I may have missed something out.   
  
**SAILING DIRECTIONS CORRECTIONS**

You’re responsible for Sailing Directions corrections. We now only have 4 left…

**EOM Forms**   
SFACC 3, 4, 5   
SFSAF 3 check with C/O for gas instruments and 2/O for any comments in the remarks section  
SFSAF 26 Drills only and VOD only   
Send VOD monthly export

**OUTSTANDING JOBS**   
On-signers from Marcus Hook still to complete SFPER30 Fam.

**PENDING REQUISITIONS**

Fire fighters belts and axe pouches   
Lifeboat Windows (Ordered by C/E)   
Fire Hydrants (Ordered by C/O)

**PASSWORDS**

Planned Maintenance System (PMS) – **3mate**;

Bonded Store Workbook – **bond01**

NVOD login as Administrator – **adm12**, password – **adm12**.

Wifi – **Sunrise!**