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| --- | --- | --- |
| **Off-signing Third Officer:** |  | **On-signing Third Officer:** |
|  |  |  |
| **D.Pathak** |  | **R.Kucherov** |
|  | **Captain** |  |
|  |  |  |
|  | **B.Volaric** |  |

# Introduction

***Welcome on board the Stena Suede, one of Stena’s Suezmax vessels. She was delivered from the Samsung Yard in South Korea on 25th November 2011. She was in Dubai Dry-dock for 5-Yearly survey in Dec-2016.***

***Presently vessel is at Curacao for de-bunkering (Voy. 04-2018). Last SIRE vetting inspection was in Point Tupper, Canada, 10 April 2018 we have passed with ‘0’ observation. Last PSC was in Bullen Bay, Curacao in June-2017 during vessel was loading with ‘0’ observation as well,.***

***As soon as possible get familiar with the company manuals. On the bridge computer on the desktop you will find a file named Blue Line E-SMS. This is our electronic Safety Management System. Make sure to get familiar with all the company manuals found there and Fleet Circulars, Fleet Guidance Notes, Safety Flashes. And you are in charge of updating ‘Fleet Guidance Notes’, ‘Safety Flashes’, Fleet Circulars’, ‘Monthly Summary of Accidents’***



As per M002 General Procedures Manual your duties and responsibilities as a Third Officer include but not limited:

* To carry out the duties assigned to him by the Master and Chief Officer.
* To be familiarised with the vessel’s safety, cargo and navigational equipment, using any documentation provided.
* As OOW in port to be supervising and monitoring all activities taking place on board of the ship and to be responsible for ensuring that such activities are carried out in a safe and efficient manner. Your actions must comply with Company procedures and Master and Chief Officer standing orders as appropriate.
* As OOW at sea first of all to be responsible for safe navigation of the ship and complying with COLREG at all times. To ensure that bridge manning levels are at all times safe for prevailing circumstances and conditions.
* Ensuring the maintenance of safety equipment as assigned to him by the Master and Chief Officer.
* Understudying Second officer job so that in case of accident or illness you may be able to assume his duties.

# Watches

At sea - 0800-1200 Bridge Watch

 *1300-1500 Safety Work/ Maintenance*

 2000-2400 Bridge Watch

In port - 0600-1200 Cargo Watch

 1800-2400 Cargo Watch

Note: Don’t forget to update your “WATCH AND REST HOURS” sheet in ISF Watchkeeper 3 (Client), which has been installed on all vessels computers.

# Duties

Aside from the normal bridge watch keeping duties and cargo watches (for which you will be required to read and sign the Masters Standing Orders and Chief Officers Standing orders respectively, explaining in detail what is required of you).

You will find in 3OFF folder on “Sharedata” drive which comprises everything for your particular job. On the bridge you will find the Bridge Check Lists (BCL) folder. Upon arrival on board, fill up BCL#1 (Familiarisation with Bridge Equipment). And hereafter take care that all appropriate checklists are properly filled up by OOW and recorded to Deck Log Book.

- Observe Bridge Instructions, Company and Master Standing Orders and Master Night Orders.

- Maintain Radar Performance Logs.

- Once per watch check Gyro and Standard Compass Error and make entry in Compass Error Book.

- Practice Astronomical Navigation (there is a Celestial Navigation Book on bridge for Calculations)

**- Fill up Chronometer rate log book daily.**

**- For end of morning watch mark Course recorder with date, time (1200LT) and position.**

**- Also after morning watch, at noon you should give a short blast on Fore and Aft horn and one short blast of the ships General Emergency alarm.**

**FOR YOU INFOMATION**

* **The last 3rd Mate corrected the copy of record of S.E. on board, in consultation with the Master & the Company. Corrections made were not necessary to be signed and stamped by class surveyor during last class surveyor attendance in Singapore Sep 21, 2017. But keep this document invisible to any inspectors; this is only for our own convenience. It is good practice to update this document upon any change.**
* **Annual inspections of Extinguishers, EEBDs, BA bottle, resuscitator were done by ship’s crew (as per Bermuda shipping notice) in June and July 2017, annual LSA service was done by LSA service engineer in Lake Charles, 17-Nov-2017, deficiencies as shown on the service report, you have a folder with some service copies on bridge shelf.**

**FYI, Annual Inspections of EEBDs & SCBA Sets cannot be carried out on board and require trained service personnel as per maker’s instructions. Master has been made aware. You will find messages regarding this in the sent folder on Bridge computer**

* **Liferaft humidity and CO2 test (6monthly, last done Jan18) – test kit in your cabin, black folder;**
* **Safety requisition, 3monthly requisitions of SE have been submitted and are expected next available port**
* **Please review FGN NO.176 Port state control – commercial impact of an adverse PSC inspection.**

**Your duties onboard include the following;**

1. **Updating all the publications on the bridge and assisting Second Officer when required.** The vessel is currently using ADP’s and there are no more hard copies of ALRS retained onboard. There are still some ASD publications as hard copies. Please correct them and as and when they are cancelled discard them as we are now using ENP’s for ordering Sailing directions. Please go through **Fleet Guidance Note 127.**
2. Daily check and recording of the Ship’s Chronometer rate and once a month resetting it to GMT (current rate is approximately **minus 1 second a day!**)
3. You will find an updated inventory of Flags in your folder. I have discarded all tattered ones and ordered some new (added in the inventory) Be particularly careful with the **West African Flags (Nigeria, Angola) (we have new, but keep it under control) and Algeria** as the officials can use any defects with these flags against the vessel and impose fines etc. I have kept a scanned receipt of the Angolan flag which was received to serve as evidence

Keeping a Record of all Drills, Meetings, Tests and Inspections carried out in the Deck Log book, Bermuda Log Book and Safety Equipment Booklet and ensuring the company crew training record books are being completed as appropriate. You are required to fill up form SFSAF 15 and send to the company after each drill. (No more SFSAF 26 for drills)

*Be noted: as per company response, they like to see improvements in each drill, and also prevention action in each emergency drill. Please refer previous entries.*

1. You are in charge of all entries in the Bermuda Log Book, except for Sections 5 & 6. Currently a new Bermuda Official Log book has been used since 1st Jan2018.
2. Drills are normally conducted on a Friday at 1600-1700 Hrs. Your duties are the BA controller for the deck crew. Emergency team 1 (Deck emergency) - don equipment in Fire Locker number 1, located inside of Accommodation on the upper deck port side. Deck Team will fight fires on deck and in the accommodation, fires which are in machinery spaces will be tackled by the 3rd Engineers fire team as this team is made up of engine crew who are more familiar with those spaces. Depending on where the fire is dictates which fire locker you will use. For example: Upper Deck fire locker will be used predominantly by the team that is tackling the fire as this is usually the closest to E/R, Deck, Accommodation, Galley etc. Standby team will use the Nav. Deck locker and will back up the main firefighting team.
3. Safety Checks- As detailed per the Marine Planned Maintenance System (**password - 3mate**), basically broken down into weekly, monthly, 3 monthly, 6 monthly and annual checks of all the vessels safety related equipment including but not limited to the following:

Fire fighting Appliances including BA sets, BA Bottles (200 Bar), Fire suits, Hoses, Extinguishers, Helicopter emergency equipment, etc.

Life Saving Equipment including Lifeboat, Rescue boat, Life rafts, immersion suits, lifejackets, lifebuoys, EEBDs.

**WEEKLY/MONTHLY LSA/FFE CHECKS**

**These are to be recorded in the Deck Log Book and Bermuda Log Book (Section 2) as required by SOLAS, I usually do these every Saturday. (I have continued entering these in SFSAF 2 as they were being recorded there as well)**

Relevant information, including dates are to be completed in the Ship’s PMS system (Marine Planned Maintenance see attached instruction), as well as the safety equipment booklet SFSAF2.

**How to use PMS program:**

- Open “Marine Planned Maintenance” icon;

- select User Name “Third Mate” and Password “3mate”;

- Select Department (“Deck” or “Safety”). You should always check both one by one;

- Press “PM”;

- Select “Complete Planned Maintenance”, press “OK”;

- Select “Today”, press “OK”;

- Select “PM Group” (Third Officer), press “OK”;

- If you have something, press “Select All”, press “OK”;

- Select item, press “Update”;

- Open only yellow, orange or red Date cell by double click on it;

- Enter completion date if it’s different, job comments and press “Accept”;

- Select “Normal Job”, press “OK”;

- Press “Close”, select another item and repeat last 4 steps;

- As soon as job card will be empty, press “Exit”;

- Press again “Exit” and select “Change Dept”;

- Select another Department (“Deck” or “Safety”) and repeat last 12 steps;

- As soon as you will complete jobs for both departments, press “Exit” and select “Exit System”.

1. Ordering required spare parts/ safety equipment as necessary, generally from the IMPA catalogue. In cooperation with C/E or C/O(better)
2. **Crew Change**-
* Updating the Muster Lists (New Form, dated 04.04.2017), Fire Plans, SOLAS training manuals.
* **24 x Crew lists:** deck log book, Familiarisation Checklist folder, A Deck – next to A3 muster card, CCR, 4 x LSA & 4 x FFE manuals (crew & officers smoking & mess rooms, bridge), ECR, 2 x Upper deck (next to entrance to ER and STBD Side), 2 Fire plans and Lifeboat.
* **14 x A4 Muster Lists:** deck log book, CCR, 4 x LSA & 4 x FFE manuals (crew & officers smoking & mess rooms), 2 Fire plans, Upper Deck STBD Side
* **6 x A3 Muster Lists**: bridge, C-, B-, A-, Upper decks alleyways and ECR. By bridge ChartCo printer you can print A3 muster list.
* Conducting Safety Familiarisation for new crew (including ensuring familiarisation form is completed), forms you can find in ***S:\Crew Data\3rd Officer\02 Crew Change\02 Familiarisation****.* It must be made clear that the first section of the familiarisation should be filled in on the day of joining. The rest is to be filled up over the coming weeks and finally it is to be handed back to you after a month – but usually they are a lot quicker at handing them in.
* Training Record Books – if for whatever reason a crew member doesn’t have a record book we have spares on the bridge in the port side cupboard
* Change door labels.
* Update phone numbers – locations you can find in this document.
* For the present moment Familiarisation Checklists Folder (located in Bridge shelf) is updated
* Muster lists and all relevant docs for this you can find in *S:\Crew Data\3rd Officer\02 Crew Change*

(We are using new revision form from March-17, You need only update input data sheet)

1. **SOLAS TRAINING MANUALS** are located in each Recreation Room and also in each Mess Room’s in the drawers under the microwaves; don’t forget to update the CREW LISTS and MUSTER LISTS in each of these. ***Last Revision of SOLAS Training Manuals was made by me just before vetting in Point Tupper. I have also additionally revised all Emergency Checklists during the same time.***
2. **Port Documents:** Before ports you need to update:
	* + Fire plans boxes with: Stowage Plan, Crew List, MSDS, Fire plans are located on both sides of accommodation
		+ Crew effects declaration and give all crew to sign (few days before arrival print out and put on bulkhead on A-Deck),
		+ Ship’s Store list and Bonded store list.
		+ Port Contact List *S:\Crew Data\3rd Officer\01 Port doc\01 Contact List*
		+ Regarding the rest of the documents: read the msg from the Agent or Port authorities
* Regarding **BOND STORE** it is your duty to open once per week, keep record of crew account from bond store and at the end of the month update the form in computer. Forms SFACC4, SFACC5 and Crew deduction to be ready on 22nd-24th of each month, also **if you have crew change** - prepare crew deduction for **OFF-SIGNERS ONLY.**
* Water and Soft drinks are kept in the dry provision store under the galley. Inform the crew to NOT TAKE any water without your permission or yourself presents. **Try to avoid any papers for Crew on Galley. Always you will find some missing cases!**
1. Safety Meetings - Conducted on a monthly basis, all crew will be present. So if there is anything of concern with regards to Safety, Hygiene or anything that you think is worthwhile mentioning, this is the time to mention it. *(Please post all relevant info on green board or stairway A-deck for this meeting)*
2. Posting relevant new information on the safety notice board *(Green board nearby CCR)* including but not limited to; SAFETY FLASHES, FLEET CIRCULARS, FLEET GUIDANCE NOTES and COMPANY POLICY CHANGES etc.
3. **BBS** - Stena operates a Behaviour Based Safety system onboard all their vessels, you are responsible for ensuring a monthly rota is posted on the BBS board (located in SHIPS OFFICE, NOTICE BOARD, CREW AND OFFICER SMOKING ROOMS and BBS CLIPBOARD).
You are to ensure that the crew are completing observations in the correct manner as per the rota. The Master/CE is updating the second section of the BBS for corrective action etc. Master is sending reports weekly so make sure that before he sends you check all observations as sometimes mistakes have been made in filling out the forms.

Every observation is saved in *S:\BBS*

You should also ensure the BBS board is updated with weekly/ monthly reports and any other relevant information as instructed by the Master. All files for BBS including Rota you will find in *3rd Officer folder\BBS*

*CHANGE BBS ROTATION EVERY MONTH AND UPON CREW CHANGE.*

1. **NVOD: Nvod** is the latest new generation NVOD installed onboard and in use. Please familiarize yourself with the system by reading the manual. There aren’t any big changes from the previous system. The new Nvod can be accessed by each person from his cabin and watch the videos on his own laptop. I’ll hand over the procedure for the same to you. Rest you can read from the manual.

**NOTE: EVERYBODY’S USER NAME & PASSWORD WILL BE CHANGED TO VOD PINS AUTOMATICALLY AFTER EACH TIME IMPORT OF NEW JOINER’S TRAINING RECORD.**

**Monthly Export**  is done as the previous system and the file has to be downloaded and sent to the master to be forwarded to Videotel (every 1st day of month). Please keep the List of Users updated. The NVOD has no credit system and all the videos are pre-fed and can be directly viewed. You only have to keep a track of the License expiry and request for new license when required.

 **Don’t forget to put yourself as ADMIN.**

**Besides, ‘adm12’ is always the user name and password after each importing data(because after import you will have no access to vod by your won user name.**

**NVOD access: firstly, log in your ‘infinity’ user name and password, thence, type in any browser in your laptop, ‘http://nvod’ or ‘nvod’ and press enter. For ship computer in conference room, click on ‘log out..’ in book mark bar of browser, and click on ‘VOD’ in book mark bar.**

**Do not forget to make training data request for new joiners. See previously sent emails.**

**Arrival and Departure**

**Arrival**

Prepare port documents as paragraph  **Ports Documents** and…

If on the watch: **update AIS, mark echo sounder and course recorder and fill in all company checklists and pilot cards. All tests and checks as per SOLAS (USCG CFR - when in U.S. waters).**

You should also check that there are soft drinks/refreshments for the authorities who will be coming onboard. You can keep a few bottles of water/cans on bridge for pilots and in the duty mess room fridge which can be used for authorities in the conference room.

You will find an updated Dep. Curacao folder.

**Departure**

If you are on the watch: **update AIS, mark echo sounder and course recorder and fill in all company checklists and pilot cards. All tests and checks as per SOLAS. (USCG CFR - when in U.S waters). Find out ship’s drafts, deadweight, displacement and fill up pilot card.**

Life Saving/Safety & Fire fighting Equipment

**IMMERSION SUITS**

We have an immersion suit in each cabin (2 in the double bed cabins) and also in remote locations

* Wheel House x3,
* Fire Locker 1 (Upper Deck) x 3,
* ECR x 2,
* Bosun Store Fwd x 3 these are all on the Fire Safety Plan.
* Fire Locker 2 x 4 (3xXXL size, 1xAdult)

The extra immersion suits in the Fire Locker 2 on Bridge Deck are a different model (NEPTUNE) and are X-Large these are not on the Fire Safety Plan but this does not matter as they purely extra but must be remember if shore servicing is required. I’ve put one of this XXL-size Immersion Suits to C/E.

* Immersion suits must be shore inspected every 3 years (last done June-2017)
* **During the last shore inspection in Big Stone anchorage, US and 3-yearly pressure test 30 pcs were found with small leaks (photos in my mail folder). They are located now on B-Deck and C-Deck (except Master’s and C/E Cabins). They were landed ashore in Singapore and replaced with 30pcs , 23Aug2017.**
* Once they are over 12 years old they must be inspected every 2 years. (IMO MSC/ Circ.1114, SOLAS CH III, reg.20.3).

**LIFE JACKETS**

Each Cabin also has a life jacket (2 in the double bed cabins) we also have life jackets at remote locations:

Lights were all checked by me under monthly routine inspection, expiry date you can find in electronic copy of SFSAF 2. Please explain to all new-joiners do not write anything on it. (They like to put their names there).

* Wheel House x 3,
* Fire Locker 1 x 3,
* ECR x 2,
* Boson Store Fwd. x 3 (on Fire Safety Plan)

OFFICIALLY we have 3 Life Jackets in the forward boson store (as per Fire Safety Plan) however there are ACTUALLY 6. The reason for this if you don’t know is that an inspector on another ship advised we should have 6 lifejackets forward as we have a six man life raft forward. But again these are just additional and are NOT on the fire safety plan, just for your information.

**SCBA SETS**

* 5 yearly in LOOP USA in July 16
* Yearly inspection be done by ship staff (5/07/2017, required to be done by trained service personnel) BA compressor air quality test was done 23/06/2017.
* We have 4 SCBA Sets onboard 2 in each Fire Locker (Navigational Deck/Upper Deck inside)
* There are 8 spare cylinders, two for each Set.
* Each cylinder to be 200 Bars (+/- 10%)
* **Please use ONLY the 200 bar fitting when refilling the cylinders using the air compressor, there are signs to advise on this )I hope to run you through the procedure, in case you haven’t used the type)**
* There is one portable pressure gauge which is in your cabin, this can have a slightly different reading from the BA Compressor Gauge (+ 5 Bar), and therefore I have been filling them to 210 so that both compressor gauge and portable gauge are showing above 200 bars.
* To make the low pressure test properly you must slow the air release to hear the whistle properly. To do this you can cover the face mask with your palm (which is hard to do) or put the face mask on creating a seal around your face and take short breaths to reduce the air pressure to 55 (+/- 5 bar) and the whistle will sound.
* **NOTE : Record of weekly check of SCBA sets must be done in SFSAF2**.

**EEBD**

* 5 yearly in LOOP USA in July 16
* Yearly inspection be done by ship staff (5/07/2017, required to be done by trained service personnel) BA compressor air quality test was done 23/06/2017
* We have 12 EEBD’s on board: 2 x bridge, 2upper deck, 1xbridge fire locker, 1 x pump room floor and 6 x in ER.
* 1xEEBD is 3 ltrs. The EEBD outside purifier room had a recurring leak, which has been rectified by changing the o-ring on the whistle side. It has been recorded in the SFSAF 2 and PMS
* The compressor is in the emergency generator room. EEBDs are 200 bars.
* Please note EEBD can be recharged onboard with the same connector of BA SETS (as per manufacturer’s instructions it should only be done be trained service personnel)
* **NOTE : Record of weekly check of EEBD sets must be done in SFSAF2**.

**EXTINGUISHERS**

Extinguishers onboard – Dry Powder, CO2, Foam.

* 5 yearly done in LOOP USA in July 16
* Yearly inspection can be done by ship staff (As per Flag State). I could not find any instruction manual (on board or online so can’t state the manufacturer’s instructions. The Master has tried to push for a shore-side inspection, but in vain))

­Dry Powder

These are located throughout the ships accommodation, Engine Room and Main Deck.

**Total 6 kg**: 39

**Total 9 kg**: ***5-Helicopter Station,***

CO2

**Total 5 kg: 10 -- *4-Helicopter Station, 6(Bridge, CCR, Galley, A/C Room, 2xECR),*** 6-Spare in Foam Room

Foam

**Total 9 litre: 10 – *Engine Room***

**Total 45 litre: 2**

**Total 135 litre: 1**

**You have more than enough spare charges in foam stations.**

**FIRE HOSES/BOXES/HYDRANTS**

* Hydrostatic test of fire hoses on this vessel are going by test chart which you can find in SFSAF 2. (every month 2 or 3 hoses), last pressure test was done Jan 2018 (I tested all of them in February 18 when I joined, right before I placed a requisition, but didn’t record it as such). Spare hoses are located in Foam Room. Old hoses are located in Deck Store, you can choose from there which are can be used for some additional jobs (e.i. when vessel is rigged with razor wire in piracy area).
* We have on board plastic made nozzles (50% of total quantity), you need to exercise them regularly because they can get stuck. The best option is to leave them in the halfway position – not fully open not fully shut.
* Foam monitors and fire hydrants – there are no leaks, but when crew use them for cleaning the deck and they are closed under pressure they can sometimes have a small leak. Best way to stop the leak is: when fire pump is not running fully open valves and close them back. Also remind Bosun to not use spanners for closing foam monitors or hydrants.

**LIFEBUOYS**

We have 14 lifebuoys + 2 lifebuoys on Bridge Wings in accordance with the SOLAS:

* 2 on Bridge Wings with Self Igniting Light and Smoke Signal
* 1 x A-deck Port Side with Self Igniting light
* 2 x Aft Main Deck Self Igniting Light
* 1 x Main deck port side in front of RB Self Igniting Light
* 2 x Aft of Accommodation Ladders Self Igniting Light
* 2 x Midship Just Lifebuoy
* 2 x Forward of Accommodation Ladders Buoyant Life Line
* 2 x Forward Shoulders Just Lifebuoy
* 2 x Forecastle Self Igniting Light

There was maintenance carried out on MOB brackets as they were rusty & symbols were replaced. All ropes are kept untangled. Some Lifebuoys look jaded, with paint peeling. I would suggest, try ordering 2 at a time. Lifebuoys should not be painted, alas, there is not MSC Circular stating this yet.

**LIFE RAFTS**

* For life rafts we have test kit on board (**it is located in your cabin**) so they only need to be sent ashore every 30 months and every 12 months they are checked with the kit onboard ship. Last time kit was used on Jan/2017. Last shore inspection was done **23/07/2016 and 23/08/2017(port inner).**
* DURING TRAINING OR INSPECTION, DO NOT BREAK LIFERAFT SEAL INSIDE LIFERAFT CONTAINER, WE DID NOT PASS 6 MONTHLY CO2 AND HUMIDITY TEST DUE TO BROKEN SEAL OF PORTSIDE INNER LIFERAFT. AND THIS ONE WAS SERVICED AND REBAGGED IN SINGAPORE 23-AUG-2017.

**FREE FALL LIFE BOAT**

* 3 months lowering free fall was done 09 May 18
* Pyrotechnicks was replaced 20.04.2017.
* 3rd Engineer is testing the engines and battery every Saturday.
* New anti-seasickness tablets from China.
* Fitter has made 2 sprinkler heads due to damage
* **FFLB ‘A’ FRAME TO BE TESTED WEEKLY. AS WELL AS SHEAVE EXERCISE. (OS RICO KNOWS HOW TO DO THAT).**

**RESCUE BOAT**

* The Rescue boat was landed in dry dock for painting / 5 yearly jobs. And monthly lowering was done 26 Jan 2018. All rescue boat equipment is stowed in the **psn.**
* The Rescue Boat we have onboard is the Hollow Hull type. This means we need to weigh it at intervals to make sure there is no water ingress increasing the weight of the boat and putting more strain on the hoisting wires – this has caused many accidents and even fatalities. This has been added to the PMS as a job and should be carried out.
* Rescue boat is in good condition, and engine starting well, again with 3rd engineer every Saturday. Bilge fills with water due to condensation/rain etc so just pump it out every time you pass as the bottom of the boat can become very dirty, so it is best to try and keep it dry.
* 50 mtrs lifeline, lashings were attached on commence of June.
* Annual service of davit and boat carried out in Lake Charles, 17-11-2017. Defects see reports.

**RESCUE BOAT DAVIT**.

* **Annual service in Lake Charles, 17/11/2017, see report.**
* The wires was changed in dry-dock
* A new Hook has been put as the previous hook was not confirming with class. The new hook is very simple in operation which u will figure out and the same has been incorporated in the updated Launching procedure which you will find in **S:\Stena Suede Shipboard Procedures\Safety**

**LIFEBOAT DAVIT**

* **Serviced in Lake Charles, 17/11/2017, see report.**
* The wires were also changed in dry-dock
* In your PMS you will see that it is your job to grease this and perform minor maintenance on it. Every week (PMS-monthly) I swing it out – weather, location permitting – Pumpman can help with this.
* There are greasing nipples on the davit itself I usually ask the deck crew to do this when they have time.

**LIFE RAFT DAVIT**

* Annual service in Lake Charles, 17/11/2017, see report.
* Life raft davit is on the port side and can slew two 16 person life rafts, one at a time.
* Pay attention on its maintenance.

**PYROTECHNICS - NEW**

* On bridge, 12 rocket parachute
* 4 line throwing apparatus
* Exp. Date – Febr. 2020

**End of month reports**

**In the end of each month you have to do the following:**

- Bonded Store: Send to Captain: SFACC 4, SFACC 5, CREW DEDUCTIONS and Off signers deductions on 22nd-23rd of each month.

- Update SFSAF3 (Safety Abstract). Some of the information you will need to obtain from Chief officer, ETO, 2nd Engineer and 2nd Officer and inform Captain *S:\2. In Use Ships Forms\SFSAF\Sfsaf 3Abstract of Safety Equipment*

- Update PMS (if not already done), update SFSAF2. Dates should match in PMS and SFSAF2

- Make a backup of VOD and save in appropriate folder (inside of 3rd Off. folder)

- Make an Export to Videotel Server(send to master)

* In SFSAF 26 Safety Meetings you only need to update VOD

*S:\2. In Use Ships Forms\SFSAF\Sfsaf 26 Safety Meetings*

* Make a note in the deck log book advising that Weekly/Monthly Inspections have been carried out (SIRE REQUIREMENT)

**For the Bond store part Captain needs the figures by the 24th of each month(DEAD LINE). For SFSAF 26 you need to fill up relevant sections after each safety meeting. All other are to be done on the last day of the month.**

**Important things that I’ll repeat:**

* First of all upon Crew change- COLLECT ALL **new** crew Documents and prepare **CREW LIST ASAP! Very important to be sure that all dada in Crew list is the same like in Passport!!! Also check data for expiration. If something come soon-inform the master IMMIDEATELY!**
* You have a folder, in there you will find crew scanned IDs. Very convenient for future use.
* Make a familiarization for new crew. (ALL NEW CREW HAVE FAMILIARISATION – 1 Month to hand in), abrasive wheels video NO.1225 , AND COMPANY ENERGY MANAGEMENT VIDEO TRAINING FOR EVERY NEW JOINERS, you will find this video in your cabin, you will talk to master to pick up one day to play this movie to new joiners, after completion, ask them sign questionnaire and participation. Folders on bridge shelf. Then give participation list to master he will scan and send to company;
* Safety Requisition, last submit in beginning of Jan2018. See list in your folder. Safety- Requisitions

**Recreational facilities onboard**

We have lost WIFI link ‘ STENA SUEDE!’ Therefore right now only ‘ ENGENIUS1’ is in use. And no password.

But you have to register through ‘self registration’. Crew will show you how to do that.

DVDs are provided by Wallport and are updated on a regular basis (kept in Officer’s smoking room) and the ship has a gymnasium.

***Meal times are as follows:***

Breakfast- 0600-0800

Lunch- 1200-1300

Dinner - 1730-1830

\*In addition uniform is to be worn at all times on bridge during pilotage **and in the Officers Mess for dinner** & at all times during port stays. The use of the duty mess is available when in boiler suits and on duty.

# Additional Information

I was hoping that I can explain everything to you in person. But if you have any further queries regarding your duties once I have departed, do not hesitate to approach the Captain, Chief Engineer or any other senior officers. Also find below my contact details in case of Emergency only.

My phone No.: +91 9833 009500

E-mail: deepankar53@yahoo.co.in

**I wish you Calm seas & Clear skies ☺ .**

**Bon Voyage!**