



Position Description

Position Title: 職稱:	Heavy Lift Rigger STCW AB 重型吊裝鎖具組 - 一級船員 (符合航海人員訓練、發證及航行當值標準國際公約)
Location: 地點:	Heerema – Greater Changhua Project – Vessel: Normand Baltic 賀瑞瑪 – 大彰化離岸風電案 – 船: Normand Baltic
Entity: 公司:	Heerema Marine Contractors Taiwan Branch 荷蘭商賀瑞瑪海事工程股份有限公司 台灣分公司
Department: 部門:	Offshore Technical Crew 離岸技術船員
Reports to: 直屬報告:	Rigger Team Leader / Rigger Foreman 吊裝鎖具組長
Environment Conditions: 環境:	Predominately offshore, living and working in close and communal confine in various weather conditions 離岸為主, 生活工作在密閉狹小公用的空間並預期遇到各種天氣氣候.
Work Environment: 工作環境:	Offshore Working Vessel – Expected to perform various emergency response activities, work in a rotating roster in both day and night shift. Work will be in various lighting and noise conditions with the expectation of manual handling. 離岸工作船– 預執行各種緊急事故應變措施項目, 白夜班交替輪值. 工作環境包括各種燈光配置、噪音狀態, 操作手冊將會提供.

1.0 LIAISES WITH 對應人員:

- Bridge Crew 大副
- Riggers 吊裝鎖具組
- Storekeepers 倉庫管理員
- Safety Officer 安全督導員
- Other Personnel as directed 其他船員

2.0 DIRECT REPORTS:

- None

3.0 SAFETY CONTEXT 安全須知:

- All employee are expected to be conversant with, and work in compliance to all HMC policies and promote and contribute to a safe working environment
全體員工都應遵守 HMC 的規範, 促進及維護安全的工作環境
- Commit to the overall health, safety and welfare of self and colleagues

承諾於維護全體員工的健康、安全、福利

- To ensure all behaviors are in compliance with HSEQ requirements
確保所有行為都遵守 HSEQ 的要求
- Proactive participation in project safety briefings and tool box talks
積極參與安全需知以及工具箱會議
- Actively report and manage any unsafe act, condition or procedure or environmental unsafe acts and conditions to the engineers so that action can be taken to manage or minimize any and all risk

主動報告和管理任何不安全行為、狀態、流程或者缺乏環安考量的工程任務，確保執行相對應措施將風險降到最低

4.0 PRIMARY PURPOSE 目標:

The function and objectives of your team and how your role contributes to meet the Companies objectives:

- The Heavy Lift Rigger STCW AB is responsible for designated STCW watch keeping, Security and lifesaving duties and, in addition to the AB STCW duties, assisting in all Heavy Lift Crane Vessel deck, offshore installation, construction activities, cargo barge mooring operations and general vessel deck activities as directed by the Heavy Lift Rigger Team Leader and for carrying out such orders in accordance with the applicable procedures in a safe manner

重型吊裝鎖具組 - 一級船員的職責為值班、安全保全及救生。另外包括吊裝鎖具組長所指派之甲板、離岸安裝作業、施工工作、貨駁船停靠作業、以及其他一般甲板工作，並做到相對應安全措施

5.0 ACCOUNTABILITIES:

Accountability is the acknowledgment and assumption of responsibility for actions, output, decisions, and policies within the scope of the role or employment position and an encompassing obligation to report, explain and be answerable for resulting consequences.

The accountabilities include:

- STCW Navigational Watch keeping 航海值班
- STCW Ship Security and Safety duties 保全安全職責
- Maintaining a safe and clean deck 維護安全乾淨的甲板
- To work under the instructions of the Heavy Lift Rigger Team Leader and Rigger Foreman 執行吊裝鎖具組長指派工作
- To help with the operations on deck 協助甲板上作業
- To be knowledgeable in all project operations 瞭解專案的營運
- To be knowledgeable and to be able to safely operate deck equipment 瞭解如何安全操作甲板上的設備器具
- To share knowledge and train other Riggers 有必要時技術分享與指導其他攬工
- To ensure all rigging tasks are completed to the satisfaction of the Heavy Lift Rigger Team Leader 確保吊裝作業符合組長的標準

- They do not use any rigging equipment beyond their Safe Working Lead 確保纜繩作業不超過安全工作負載
- Heavy lift and regular rigging equipment are maintained as required 依據要求維護吊裝鎖具
- The Heavy Lift Rigger shall not undertake rigging operations that are not in accordance with safe working practice. If the Heavy Lift Rigger is in any doubt about the safety of the operation, it must be brought to the attention of the Heavy Lift Rigger Team Leader 不可進行任何無依據安全工作規範的作業。若是吊裝纜工有任和安全作業的問題與疑慮，並須告知組長
- Shall use only heavy lift rigging gear (shackles, slings, straps, etc) which are in good condition and are certified as being “in-date”. Where rigging equipment is found that is not in good condition and “in date”, the equipment is to be quarantined, marked and reported as such
只使用良好狀態的吊裝鎖具（枷鎖、吊索、皮帶等）。若有料裝鎖具狀態不佳確在期限內，應將此器具隔離、注記標示 及報告
- Shall ensure that specialist lifting gear deployed to ROVs is rigged safely, adequately marked (e.g. light sticks) and in a suitable manner for the ROV’s
確保 ROV 上的特殊吊索是安全扣緊的並有相關正確標示
- Shall ensure that the deck area is kept clean and free of all unused equipment
確保甲板上的整潔，無不安全的設備
- Any other duties as directed by the Heavy Lift Rigger Team Leader. This may include but is not limited to housekeeping or training local riggers
其他吊裝組長所指定任務，包括不限於維持清潔或訓練他人
- The Heavy Lift Rigger may also be required to scaffold, operate a forklift or MAEDA crane, should they be licensed to do so
吊裝組長可能指派須站立在腳架上，操作推高機或 MAEDA 起重機，請確保操作人員有相關證照
- Responsible for the creation and submission of JSA’s where applicable
負責 JSA 製作與歸檔
- At all times in designated PPE areas the employee must wear the correct and appropriate PPE. Employee must only wear the provided PPE, non-issued PPE is forbidden
確保所有在甲板上活動員工有穿戴 PPE。員工必須穿戴公司所提供的 PPE，其於不屬公司分發的 PPE 皆不許可
- Perform any other task as instructed by the Supervisor
聽命於上級主管

6.0 QUALIFICATIONS AND COMPETENCIES REQUIRED

All specific qualification, training and competencies that are required to perform this role are defined in the HMC Training Matrix. Please refer to Annex A for an extract of the Qualifications and Competencies required for this position.

HMC, Legal & Industry required training and certificates

- All required Project, IIF and Vessel Induction Training
- HMC safety expectations
- HMC Work Management System
- HMC HSE System

- Basic Offshore induction
- Abrasive Wheel course
- Rigging / Lifting Level 1 Course
- Fall protection, Working at Height, Working in confined spaces course
- Crew basket Transfer
- IFF Dare to Care

Legal, industry & HMC required documentation

- Passport 護照
- Taiwan Seaman's Book 台灣船員證
- Panamanian Seaman's Book 巴拿馬海員證 (加分)
- Vaccinations (standard + specific per country) 疫苗記錄
- BOSIET including HUET, EBS and Crew Basket 離岸風店海域作業安全指引任證
- STCW Certificate of proficiency security awareness A-VI/6-1
- STCW Certificate of Competence Navigational Watch keeping A-II/4
- STCW and OPITO approved health certificate
- STCW Base Safety A-VI/1

Taiwan Mandatory Requirements

- TOEIC 650

Additional Requirements

- STCW Certificate of Proficiency Designated Securitt Duties A-VI/6/2 – Selected Crew
- Forklift operator Course – Selected Crew
- Crane operator Course – Selected Crew

7.0 EXPERIENCE REQUIREMENTS

- Minimum 1 year relevant Offshore heavy lift (>3,00mT) crane vessel experience
至少一年於離岸重型起重(>3,000mT) 船上工作經驗
- Competent / Experienced handling large size slings & shackles (WLL > 200mT)
熟悉大型的吊索與枷鎖的使用方式(WLL > 200mT)

8.0 COMPENSATION AND BENEFITS 待遇:

- Salaries:
 - Competitive Rate according to Taiwanese Law 依台灣船員薪級規定
- Day off:
 - 60 days on board / 30 days off
- Others:
 - According to The Seafarer Act in Taiwan 依據台灣船員法

Contact Information 連繫窗口:

- Ms. Li 李小姐
- E-mail: cli@hmc-heerema.com

Annex A – Heavy Lift Rigger STWC AB

Competency Register	
(General Safety) Employee must be competent in performing general safety requirements including:	
Hazard Identification	
Assessing Risk & Implementing control measures	
Work in accordance with Permits	
Correct use and maintenance of PPE	
(Emergency Preparedness) Employee must be competent in performing emergency preparedness including:	
Correct use of the muster board	
Knowledge of the muster points and correct actions to take at an emergency muster	
Correct actions to take during an emergency alarm	
(Responses to Minor Incidents) Employee must be competent in performing responses to minor incidents including:	
Spill kit location and the procedures for small spills or leaks	
Fixed fire fighting appliances and activation methods	
(Human Behavioural Factors) Employee must be competent in performing Human Behavioural Factors including:	
Accepts advice and responds to directives	
Proactive and uses initiative in the workplace	
Work of a consistent quality	
Displays sound and productive work ethic	
Satisfactory safety behaviour	
Leadership qualities or potential to be a leader	
Team work orientated towards fellow workers	
Positive attitude towards equipment (not abusive, respectful towards equipment)	
Sound organisational skills	
(Planning) Employee must be competent performing logical planning prior to performing work including:	
Adequate safety planning	
Equipment (including safety equipment) is selected and inspected according to procedures and purpose, unserviceable equipment is segregated and reported	
Environmental factors are correctly considered during Operations to ensure safety and productivity	
All relevant personnel are informed of lifting operations and any potential disruption to operations is accurately identified	
Calculations of Safe Working Load (SWL) and Working Load Limit (WLL) are correct and applied to all lifts	
All loads are appropriately prepared taking into account weight, size and content	
(Functional / Technical Skills) Employee must be competent performing the following duties including:	
STCW Navigational Watchkeeping, operating and deploying lifesaving equipment	
STCW Ship Security and emergency response	
Effective knowledge of Rigging techniques and ensure safe use of Rigging equipment is adhered to	
All working at heights is correctly completed including wearing of specific safety equipment	
Correct and safe lifting techniques is adhered to	
All work completed without injury, breach of safety or damage to equipment	
Work is inspected ensuring consistency and required standards are met	
All equipment is checked to ensure serviceability and unserviceable equipment is segregated and reported	
Equipment is stored and sea fastened according to procedures and to the appropriate standards	
(Communications) Employee must be competent in performing communication including:	
Verbal communication skills (including use of radios)	
Understanding hand signals	
Understanding and acknowledgment of information both written and verbal	
Relevant and correct information utilised and conveyed in Tool Box meetings	
Employee adheres to all Policies and understands the Safety requirements	
Demonstrated ability in reading and correctly interpreting drawings, plan and instructions	
Appropriate and correct level of communication skill for the position	

Position Description

Position Title: 職稱:	Oiler (Motorman STCW) 加油匠 (符合航海人員訓練、發證及航行當值標準國際公約)
Location: 地點:	Heerema – Greater Changhua Project – Vessel: Normand Baltic 賀瑞瑪 – 大彰化離岸風電案 – 船: Normand Baltic
Entity: 公司:	Heerema Marine Contractors Taiwan Branch 荷蘭商賀瑞瑪海事工程股份有限公司 台灣分公司
Department: 部門:	Offshore Technical Crew 離岸技術船員
Environment Conditions: 環境:	Predominately offshore, living and working in close and communal confine in various weather conditions 離岸為主, 生活工作在密閉狹小公用的空間並預期遇到各種天氣氣候.
Work Environment: 工作環境:	Offshore Working Vessel – Expected to perform various emergency response activities, work in a rotating roster in both day and night shift. Work will be in various lighting and noise conditions with the expectation of manual handling. 離岸工作船 – 預執行各種緊急事故應變措施項目, 白夜班交替輪值. 工作環境包括各種燈光配置、噪音狀態, 操作手冊將會提供.

1.0 LIAISES WITH 對應人員:

- Mechanics 機械工程師
- 4th Electricians 資深管輪
- Storekeepers 倉庫管理員
- Safety Officer 安全督導員
- Other Personnel as directed 其他船員

2.0 DIRECT REPORTS:

- Oilers, Integrated Ratings 機匠長

3.0 SAFETY CONTEXT 安全須知:

- All employee are expected to be conversant with, and work in compliance to all HMC policies and promote and contribute to a safe working environment
全體員工都應遵守 HMC 的規範, 促進及維護安全的工作環境
- Commit to the overall health, safety and welfare of self and colleagues
承諾於維護全體員工的健康、安全、福利
- To ensure all behaviors are in compliance with HSEQ requirements
確保所有行為都遵守 HSEQ 的要求
- Proactive participation in project safety briefings and tool box talks
積極參予安全需知以及工具箱會議

- Actively report and manage any unsafe act, condition or procedure or environmental unsafe acts and conditions to the engineers so that action can be taken to manage or minimize any and all risk

主動報告和管理任何不安全行為、狀態、流程或者缺乏環安考量的工程任務，確保執行相對應措施將風險降到最低

4.0 PRIMARY PURPOSE:

The function and objectives of your team and how your role contributes to meet the Companies objectives:

- The Engine Room Integrated Rating is responsible for assisting the Engineers and Mechanics with watchkeeping, repair, overhaul and routine maintenance work on machinery and heavy lift equipment. Performs daily equipment maintenance assisted by the oilers and integrated ratings, cleaning and lubrication of equipment as directed by the Engineer and for carrying out such orders in accordance with the applicable procedures in a safe manner.

輪機室各級別船員責任為協助管輪與機匠監督、維修、翻修、例行維護機械與起重相關之設備。加油匠負責執行每日例行設備維護，根據管輪的指示在確認安全的狀態下做設備清理及潤滑。

5.0 ACCOUNTABILITIES:

Accountability is the acknowledgment and assumption of responsibility for actions, output, decisions, and policies within the scope of the role or employment position and an encompassing obligation to report, explain and be answerable for resulting consequences.

The accountabilities include:

- Keeps a vigilant watch over the heavy lift vessel and cranes machinery operation
值班確認重型起重船與起重機的正常作業
- Keeps the Duty Engineers informed about any irregularities discovered and the corrective action taken
向管輪報告所有設備不正常現象以及採取的對應措施
- Informs Duty Engineer of consumables used and/or required
向管輪報告已使用多少耗材或／以及所需數量
- Maintains a safe and clean Engine Room and Heavy Lift crane Machinery room
維持輪機室起、重機構室的清潔與安全
- Ensures that the oilers and integrated ratings perform their tasks in accordance with the Engineers instructions and chief engineer's standing orders
確保加油匠正確依據管輪長與其他管輪指示正確執行工作
- Assists with operations on deck and in the cranes involving the operation, repair and modification heavy lift installation hydraulic equipment
協助甲板上的工作，尤其針對起重機相關的設備運作、維修、與變更起重的液壓設備
- Maintains working knowledge of the function and routing of the vessels piping systems and valves
悉知船隻管道系統與閥門的功能與運轉

- Ensures that all operations within their area of responsibility are executed in a safe and efficient manner, in accordance with relevant IMO Resolutions (ISM/SOLAS), Client standards and best engineering practice
確保工作範疇內的所有工作都依據 IMO Resolutions (ISM/SOLAS)、客戶的規範、工程作業守則安全有效率的完成
- Adheres to standing Orders posted by the Chief Engineer and ensures awareness and understanding of their contents, while adhering to all QHSE-related procedures
遵循輪機長所給得指示同時提高安全意示，遵循 QHSE 規範
- Adheres to the Vessel's Permit to Work System for all jobs related to the Technical Department
技術部門須遵循船隻簽證的工作系統
- Conducts daily, weekly and monthly check routines in accordance with the scheduling plans and as directed by the Duty Engineers. Corrects any fault(s) discovered
根據輪機安排之行程表，進行每日、每週、每月例行檢查，如發現錯誤，立即反應
- Assists with maintenance whenever necessary and ensures any maintenance requiring the shutdown of machinery is done whenever the opportunity arises and as directed by the duty Engineers. This may include painting duties
並要時協助維修，若維修需要利用設備為關閉狀態，有機會的時候，在輪機知情狀況確保設備關閉狀態下進行。包括油漆工作
- Assists with maintenance work on machinery and equipment in Engine Room spaces and accommodation (e.g. including but not limited to toilets, black and grey water drain systems, and air-conditioning systems) and Galley (e.g. including but not limited to food processing equipment, refrigeration systems and equipment), as directed and in accordance with the scheduled maintenance program
協助維護輪機室、房間(包括但不限於廁所、汙水處理系統、空調系統)以及廚房(包括但不限於食物處理設備、冰箱設備)的機械與設備，根據維修行事曆
- Records all maintenance carried out in the maintenance recording system, as directed by the Assistant Chief Engineer Vessel or Engineer 1 Vessel
根據維修記錄系統記錄所有完成的維修事項，由大管輪及二管輪二管輪負責指導
- Responsible for good housekeeping in the Engine Room, workshop and machinery, ensuring they are kept in a clean and orderly manner free of hazards
負責輪機室的總務，確認所有控制台與機器的清潔並遠離危險
- Properly stores and secures spare parts and tools to avoid damage by humidity, corrosion or the Vessel's movements at sea
正確儲放備品與工具，以防受潮

6.0 QUALIFICATIONS AND COMPETENCIES REQUIRED

All specific qualification, training and competencies that are required to perform this role are defined in the HMC Training Matrix. Please refer to Annex A for an extract of the Qualifications and Competencies required for this position.

HMC, Legal & Industry required training and certificates

- All required Project, IIF and Vessel Induction Training
- HMC safety expectations
- HMC Work Management System
- HMC HSE System
- Basic Offshore induction
- Abrasive Wheel course
- Rigging Lifting Level 1 Course
- Fall protection, Working at Height, Working in confined spaces course
- IFF Dare to Care

Legal, industry & HMC required documentation

- Passport 護照
- Taiwan Seaman's Book 台灣船員證
- Panamanian Seaman's Book 巴拿馬海員證(加分)
- Vaccinations (standard + specific per country) 疫苗記錄
- BOSIET including HUET, EBS and Crew Basket 離岸風店海域作業安全指引任證
- STCW Certificate of proficiency security awareness A-VI/6-1
- STCW and OPITO approved health certificate
- STCW Certificate of Competence A-III/4 (ER watch keeping)
- STCW Base Safety A-VI/1

Taiwan Mandatory Requirements

- TOEIC 650

Additional Requirements

- Forklift operator Course – Selected Crew

7.0 EXPERIENCE REQUIREMENTS

- Minimum 3 year relevant Offshore heavy lift (>3,00mT) crane vessel experience
至少三年於離岸重型起重(>3,000mT) 船上工作經驗

8.0 COMPENSATION AND BENEFITS 待遇:

- Salaries:
 - Competitive Rate according to Taiwanese Law 依台灣船員薪級規定
- Day off:
 - 60 days on board / 30 days off
- Others:
 - According to The Seafarer Act in Taiwan 依據台灣船員法

Contact Information 連繫窗口:

- Ms. Li 李小姐
- E-mail: cli@hmc-heerema.com

Annex A – Engine Room Integrated Rating (Motorman STCW)

Competency Register	
(General Safety)	Employee must be competent in performing general safety requirements including:
	Hazard Identification
	Assessing Risk & Implementing control measures
	Work in accordance with Permits
	Correct use and maintenance of PPE
(Emergency Preparedness)	Employee must be competent in performing emergency preparedness including:
	Correct use of the muster board
	Knowledge of the muster points and correct actions to take at an emergency muster
	Correct actions to take during an emergency alarm
(Responses to Minor Incidents)	Employee must be competent in performing responses to minor incidents including:
	Spill kit location and the procedures for small spills or leaks
	Fixed fire fighting appliances and activation methods
(Human Behavioural Factors)	Employee must be competent in performing Human Behavioural Factors including:
	Accepts advice and responds to directives
	Proactive and uses initiative in the workplace
	Work of a consistent quality
	Displays sound and productive work ethic
	Satisfactory safety behaviour
	Leadership qualities or potential to be a leader
	Team work orientated towards fellow workers
	Positive attitude towards equipment (not abusive, respectful towards equipment)
	Sound organisational skills
(Planning)	Employee must be competent performing logical planning prior to performing work including:
	Adequate safety planning
	Equipment (including safety equipment) is selected and inspected according to procedures and purpose, unserviceable equipment and tools are segregated and reported
	Environmental factors are correctly considered during Operations to ensure safety and productivity
	All relevant personnel are informed of maintenance and repair operations and any potential disruption to operations is accurately identified
	Calculations of Safe Working Load (SWL) and Working Load Limit (WLL) are correct and applied to all lifts
	Replacement part numbers are verified and parts inspected / clean / fit for purpose
	Correct type, grade and clean lubricants / fluids are used