



Job description for VESSEL 2nd Officer

1. General Job Description

Introduction:

All personnel are expected to be familiar with the content of the *General Job Description* and perform their work according to the set guidelines. The Job Description is subject to changes based on the consequence of the variation/modification/amendment within the organization and in the *Solstad Integrated Management System (SIMS)*.

Positions with superior responsibility shall ensure that personnel supervised by said position has updated processes, access to and knows their own Job Description.

Commitment statements:

- Live up to the *Code of Conduct* requirements;(Process 0022);
- Look out for your own safety and those that are working around you, and live up to the '*4 Guiding Principles*' of *SIFO (Solstad Incident Free Operations)*;
- Duty of Care to *Stop Work* if an unsafe situation is identified (Process 1432);
- Report any instances of malpractice or impropriety to the whistle-blower confidential e-mail whistleblower@solstad.com, with no fear of reprisal (process 7105 for ashore and 7240 for on board).
- To be aware of the hazards and risks of physical, mental and social well-being of personnel in the workplace in all areas of operation relating to Occupational Health (Process 8240).
- All Solstad Offshore employees, subcontractor employees, clients and visitors have an individual Duty of Care to abide by and adhere to the covenants of our corporate policies.

Standard compliance:

- Comply with and be continuously updated on, relevant laws, sanctions and regulations;
- Be continuously updated with newly-implemented or newly-revised SIMS processes and reference documents, most especially when position is '*involved in process*' as responsible, verifier or executor;
- Comply with and understand the policies and objectives relating to your work and seek assistance from your Superior, if needed;
- Comply with authorities' requirements related to your work and seek assistance from your Superior, if needed;
- Comply with client requirements where relevant and/or any specific instructions the company's clients may have for the performance of work.

Personal responsibilities:

- Be responsible for your own health, well-being, safety, and that of others;
- Be responsible for the environment and contribute to company environmental initiatives;
- Attend and participate in safety meetings, toolbox talks and pre-start meetings, where relevant;
- Follow-up performed meetings (Reference Document 2499);
- Take part in and be responsible to initiate a *Risk Assessment*. Always evaluate and think that all operating activities have a level of risk;
- Where relevant, take part in or request for a *Management of Change (MOC)* (Reference document 0856);
- Maintain a good housekeeping which includes keeping the workstation clean and tidy, keeping documents and files in an appropriate system and ensure that the workplace is safe and inspected for any hazardous conditions.
- Be responsible to record your chemical exposure onboard to any operational activities. For more information on chemical handling, refer to Process 0260 *Chemical: Requesting, Receiving, Storage, and Usage* and Reference Documents 7827 *Chemical Exposure Log* & 0457 *Chemical Journal*.

Competence:

- Position with superior responsibility shall ensure that annual *Appraisal Talk* is arranged for employees in the Company (ashore and on board) according to relevant organisation charts. For further information, refer to the Appraisal process.

- Requirement to monitor individual MINTRA Training portal profile and promptly complete mandated training assigned to position.
- Our Learning Management System, *Trainingportal*, contains a variety of Voluntary programs that are made available to further increase your personal and professional competence. For more details, please refer to process 7841 "Voluntary Training development".

Emergency Preparedness:

- Ensure that roles and responsibilities are understood in the event of an emergency and participate in emergency preparedness and drills.

Reporting responsibilities:

- Within four (4) working days, 'accept' assigned *HSE reports*, *QET findings* and *DP findings* or give feedback if the report/finding has been mistakenly assigned for your attention. For the QET and DP application: Immediately fill-in the box for 'Underlying cause (Root Cause)' and 'Planned corrective actions to prevent recurrence' per finding;
- When an *HSE report*, *QET finding*, *DP finding* or *meeting tasks* are assigned, they are to be followed-up and closed within the given time frame. Closing includes carrying out immediate corrections and actions to prevent it from happening again;
- Propose changes where opportunities for improvements related to operations/performance, loss reduction or increased efficiency are identified.

Additional responsibilities for positions ashore:

- Ashore positions utilizing *Eye Share database* shall approve or reject the invoice within six (6) days;
- Handover for onshore positions: Reference document *DTFA-OTFA-6496 Handover Checklist for Onshore Staff* to be used for positions from the Manager and up, to document handover during absence of more than two weeks when taking vacation/leave of absence and when resigning from their respective position as agreed by relevant parties. The scope and depth of the handover shall be relevant to the responsibilities of the personnel/position involved;
- Onshore support positions documented in the *Roles* in UniSea application shall be used as a support if the vessel requests support outside normal working hours. The 'primary' person is the first person to be contacted. If this person is unable to respond, then the 'backup' persons shall be contacted.
- Processes and Reference documents are owned by various Departments. Each Process and Reference document has an 'owner' and an 'editor'. The 'Owner' is the position to decide/approve for a Process or a Reference document to be set for revision or to be deleted. The 'owner' can select an 'editor' within his Department, as found necessary to perform the work.

2. Superior JD VESSEL 2nd Officer

Superior:	Chief Officer
Substituted by:	3rd Officer
Reporting to:	Chief Officer
Reported to by:	Deck Crew
Superior for:	None

Authority and Interrelation

1. Is the Chief Officer's deputy and is to take over command if the Chief Officer is unable to assume command or is absent from the vessel.
2. In charge of safe management of marine operations and onboard activities within deck department.

Specific Duties and Responsibilities

1. Manage all aspects of Vessel operations in accordance with Company procedures and policies contained in SIMS.
2. Always to be well informed and updated on new- as well as amendments to maritime legislation, rules and regulations, instructions and procedures issued by the authorities, by the Charterers/Operators and the Company - including the contingency plans of the Charterer and the Company.
3. In charge for navigational and communication equipment is working satisfactory.

4. In charge for correction of nautical chart and publications.
5. To see that required Log-books and records are properly entered and kept in accordance with the requirements of the Maritime Authorities, Class as well as Company internal requirements.
6. In charge of voyage planning.

Required Competence

1. Certificates: Deck Officer Class 3 or 4
2. Experience: 6 months as 2nd Officer in Solstad (internal candidate), 12 months as 2nd Officer for the last 5 years (external candidate) and 6 months DP experience with DP certificate.
3. Good level in oral and written English.

3. Processes related to the JD

Book 2-1 Emergency > Onboard Emergency (Contingency Manual) > Action Plans

SOPEP / SMPEP	E	1	
Voyage Data Recorder (VDR)	E	1	

Book 2-1 Emergency > Onboard Emergency (Contingency Manual) > Security

Stowaway	V	3	E	3	
Migrant/Refugee			E	2	

Book 2-1 Emergência > Emergência a Bordo (Manual de Contingência) > Proteção

Clandestinos	V	3	E	3	
Imigrante /Refugiado			E	2	

Book 2-1 Emergência > Emergência a Bordo (Manual de Contingência) > Planos de Ação

SOPEP / SMPEP			E	3	
Gravador de Dados de Viagem - Voyage Data Recorder (VDR)			E	1	

Book 2-1 Emergency > Onboard Emergency (Contingency Manual) > DP Contingency

Generic DP Contingency			V	1	
------------------------	--	--	----------	---	--

Book 2-1 Emergência > Emergência a Bordo (Manual de Contingência) > Contingência DP

Contingência DP Genérica			V	1	
--------------------------	--	--	----------	---	--

Book 5-1 Onboard Marine Services > Standard Marine Operations > Bridge

Navigation	R	1	V	1	E	12	
Watchkeeping					E	1	
Adverse Weather			R	1	E	4	
Stability Plan					E	3	
Voyage Planning			R	1	E	8	

Book 5-1 Onboard Marine Services > Standard Marine Operations > Deck

Confined Space - Australia			V	1	E	6	
----------------------------	--	--	----------	---	----------	---	--

Book 5-1 Serviços Marítimos a Bordo > Operações Marítimas Padrão > Passadiço

Plano de Resposta a Ciclone/Furacão

E 2



Book 5-1 Serviços Marítimos a Bordo > Operações Marítimas Padrão > Convés

Gerenciamento e Plano de Gerenciamento de Resíduos

E 4



Book 5-1 Serviços Marítimos a Bordo > Operações Marítimas Padrão > Passadiço

Plano de Esforço e Estabilidade

E 2



Planejamento da Viagem

E 5



Quarto de Serviço

E 1



Navegação

R 1 V 1 E 13



Book 5-1 Onboard Marine Services > Maintenance > Bridge

Maintenance - Bridge

V 2 E 2



Book 5-1 Serviços Marítimos a Bordo > Manutenção > Passadiço

Manutenção do Passadiço

V 2 E 2



Book 5-1 Onboard Marine Services > Onboard Administration > HR Management

Vessel POB Control

V 2 E 3



Book 5-1 Serviços Marítimos a Bordo > Administração de Bordo > Gerenciamento de Operações

Procedimento de EPI Brasil

R 2 V 1 E 2



Book 5-1 Onboard Marine Services > Onboard Administration > Operation Management

Brazil PPE Procedure

R 1 E 1



Book 5-1 Onboard Marine Services > Onboard Administration > Documentation

Shipboard Publications

E 1



Onboard Access to Brazilian Legal Requirements Database

V 1 E 2



Book 5-1 Onboard Marine Services > Onboard Administration > Management Responsibilities

Handover

R 1 E 1



Book 5-1 Onboard Marine Services > Onboard Administration > Biological Health Risk

Potable Water quality and testing

E 3



Book 5-1 Serviços Marítimos a Bordo > Administração de Bordo > Relatórios

Ferramentas de Relatório Ambiental

V 3 E 2



Book 5-1 Onboard Marine Services > Onboard Administration > Reporting

Environmental and Energy Reporting Tools

E 3



Book 5-1 Serviços Marítimos a Bordo > Administração de Bordo > Risco Biológico a Saúde

Qualidade e Teste da Água Potável

E 3



Book 5-1 Serviços Marítimos a Bordo > Administração de Bordo > Permissão de Trabalho

Permissão de Trabalho - Brasil

R 4 V 4 E 6



Book 5-1 Serviços Marítimos a Bordo > Administração de Bordo > Documentação

Acesso a Bordo aos Requisitos Legais Brasileiros

V 1 E 1



Sistema Library - Biblioteca

E 7



Book 5-1 Serviços Marítimos a Bordo > Administração de Bordo > Gerenciamento de RH

Controle de Pessoas a Bordo (POB) da Embarcação **R** 1 **V** 2 **E** 7 

Book 5-1 Onboard Marine Services > Onboard Administration > Permit to Work

Permit to Work - Brazil **R** 4 **V** 4 **E** 6 

Book 5-1 Onboard Marine Services > Onboard Administration > Competence

Internal Verification of Competency (VoC) **V** 7 **E** 7 

Book 5-1 Onboard Marine Services > Onboard Administration > Permit to Work

Permit to Work **E** 1 

Permit to Work - Online **V** 5 **E** 2 

Book 5-2 Onboard Special Operations > Common Onboard Special Operations > Common Onboard Special Operations

Safety Zone Entering **V** 2 **E** 6 

Book 5-2 Operações Especiais a Bordo > Operações Especiais Comuns de Bordo > Operações Especiais Comuns de Bordo

Entrada na Zona de Segurança **V** 2 **E** 6 


Operações de Prontidão **V** 1 **E** 7 

Book 5-2 Onboard Special Operations > Common Onboard Special Operations > Common Onboard Special Operations

Standby Operation **V** 1 **E** 4 

Book 7-1 Common Tools > Risk Management Onboard > Risk Identification

Fatigue Management Guideline **R** 1 **E** 2 

Risk Assessment **V** 5 **E** 7 

Dropped Objects **E** 5 

Manual Handling & Ergonomics **E** 5 

Book 7-1 SIMS - Ferramentas Comuns > Gerenciamento de Risco a Bordo > Identificação de Risco

Diretrizes para Gerenciamento de Fadiga **R** 1 **E** 2 

Diretriz de Gestão da fadiga **R** 1 **E** 2 

Análise Preliminar de Risco (Risk Assessment) **V** 4 **E** 6 

Queda de Objetos **E** 5 

Book 7-1 SIMS - Ferramentas Comuns > IMCA > Publicações

Acesso às Publicações da IMCA **E** 1 

Book 7-1 Common Tools > IMCA > Publications

Access to IMCA Publications **E** 1 

Book 7-2 Training, Operation and Familiarization > Onboard Training, Familiarization and Operation Competence > Familiarization

Familiarization - Deck **V** 4 **E** 5 

Introduction - Safety and Code of Conduct Booklet **R** 1 **V** 1 **E** 2 

Familiarization of third party equipment **E** 1 

Familiarization - Bridge **V** 2 **E** 5 

Additional duties for vessel positions **V** 1 **E** 9 

Book 7-2 Training, Operation and Familiarization > Onboard Training, Familiarization and Operation Competence > Training

Fire and Lifesaving training/maintenance manual **E** 3 

Anchor Handling Winch Training	E 1	
Navigation Self-Assessment	E 2	
Onboard Training Authorized Gas Tester (AGT)	R 5 V 1 E 6	
Book 7-2 Training, Operation and Familiarization > Onboard Training, Familiarization and Operation Competence > Operation		
Operational Competence	V 2 E 7	
Book 7-2 Treinamento, Operação e Familiarização > Treinamento, Familiarização e Competência Operacional a bordo > Familiarização - Serviço		
Responsabilidades adicionais para funções na embarcação	V 1 E 9	
Book 7-2 Treinamento, Operação e Familiarização > Treinamento, Familiarização e Competência Operacional a bordo > Familiarização de Terceiros		
Familiarização de equipamentos de terceiros	E 1	
Book 7-2 Treinamento, Operação e Familiarização > Treinamento, Familiarização e Competência Operacional a bordo > Treinamento		
Manual de treinamento / manutenção de incêndio e Salvatagem	E 3	
Treinamento do guincho de Anchor Handling	E 1	
Book 7-2 Treinamento, Operação e Familiarização > Treinamento, Familiarização e Competência Operacional a bordo > Familiarização - Segurança e SIMS		
Introdução - Livro de Código de Conduta e Segurança	R 1 V 1 E 2	
Book 7-2 Treinamento, Operação e Familiarização > Treinamento, Familiarização e Competência Operacional a bordo > Familiarização - Serviço		
Familiarização – Convés	V 3 E 5	
Familiarização – Passadiço	V 2 E 5	
Book 7-2 Treinamento, Operação e Familiarização > Treinamento, Familiarização e Competência Operacional a bordo > Familiarização de Terceiros		
Familiarização – Visitantes e Pessoal de Projeto	V 4 E 3	
Book 7-2 Treinamento, Operação e Familiarização > Treinamento, Familiarização e Competência Operacional a bordo > Treinamento		
Registro de operações de manuseio de âncora	R 1 E 1	
Analizador de Gás Autorizado de bordo	R 5 V 1 E 6	
Book 7-2 Treinamento, Operação e Familiarização > Treinamento, Familiarização e Competência Operacional a bordo > Operação		
Competência Operacional	V 2 E 7	
Book 7-2 Treinamento, Operação e Familiarização > Treinamento, Familiarização e Competência Operacional a bordo > Treinamento		
Auto avaliação da navegação	E 2	