



# Job description for VESSEL 3rd Engineer

## 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](mailto: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 3rd Engineer**

<b>Superior:</b>	2 <sup>nd</sup> Engineer
<b>Substituted by:</b>	None
<b>Reporting to:</b>	Chief Engineer or 2 <sup>nd</sup> Engineer
<b>Reported to by:</b>	Engine ratings
<b>Superior for:</b>	Engine ratings

### **Authority and Interrelation**

1. A part of the engine department.
2. Is the 2<sup>nd</sup> Engineer deputy.
3. A leader of the engine ratings on his watch.

### **Specific Duties and Responsibilities**

1. Participate in the general maintenance and operations.
2. Understand, abide and implement all relevant documentation, regulations, guidelines and procedures.
3. Record and report any undesired events, unsafe practices or near misses to the Chief Engineer or 2<sup>nd</sup> Engineer and arrange to rectify them if safely possible.

4. Ensure the safe and efficient working of the machinery and all technical equipment under the department.
5. Control the stores and spares utilized in maintenance tasks related to the technical installation and equipment.
6. Manage contingency planning and training in the engine department in conjunction with the shipboard contingency plans.
7. Ensure where all manuals, records, books, forms and drawings are located.
8. Prepare routine orders for key procedures involving systems or equipment.

### Required Competence

1. Minimum Engine Officer Class 4 certificate.
2. For CSV minimum 6 months experience as 3rd Engineer in Solstad (internal candidate) or 12months as 3rd Engineer for the last 5 years (external candidate). For AHTS 12 months as 3<sup>rd</sup> Engineer for the last 5 years (external candidate)
3. Good level in oral and written English.

## 3. Processes related to the JD

### Book 5-1 Onboard Marine Services > Standard Marine Operations > Engine

Engine Arrival/Departure		<b>E</b> 4	
MGO Bunkering	<b>V</b> 1	<b>E</b> 3	
LNG Bunkering		<b>E</b> 2	
Watchkeeping		<b>E</b> 4	
Bunkering, Transfer, Disposal of Lubs in bulk, Sludge and Oily Bilge water		<b>E</b> 5	

### Book 5-1 Onboard Marine Services > Maintenance > Engine

Maintenance - Engine		<b>E</b> 4	
End of Month (EOM) Engine Report		<b>E</b> 8	

### Book 5-1 Onboard Marine Services > Maintenance > Deck

Maintenance - A-Frame	<b>V</b> 1	<b>E</b> 1	
Maintenance - Ships Crane	<b>V</b> 1	<b>E</b> 1	

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

Shipboard Publications		<b>E</b> 1	
------------------------	--	------------	--

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

Dropped Objects		<b>E</b> 5	
Manual Handling & Ergonomics		<b>E</b> 5	

### Book 7-1 Common Tools > IMCA > Publications

Access to IMCA Publications		<b>E</b> 1	
-----------------------------	--	------------	--

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

Familiarization - Engine		<b>E</b> 3	
Additional duties for vessel positions		<b>E</b> 1	