

	FAMILIARIZATION MANUAL	LBS-FAM-2.22 COMPANY POLICY
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n + 1: Chief Engineer

I. Authority

The Hotel Engineer must comply with orders and instructions received from the Chief Engineer in a professional and competent manner at all times. This may include duties not referred into the following card.

The Hotel Engineer is assisted in his/her duties by the Plumber, Reeferman, Hotel Motorman. He has to plan and organize their activities.

II. Responsibilities

1) Watchkeeping

The Hotel Engineer keeps watches at sea and in port as may be required by the Chief Engineer. He/she should make a complete patrol in engine spaces at the beginning and at the end of the watch.

2) Team management


The Hotel Engineer should :

- ✓ Manage and motivate Engine staff to ensure that all operational, safety, security & environmental objectives are met (EPI, pollution prevention, risk assessment, hazardous work permits...)
- ✓ Ensure that duties are delegated appropriately within the team he/she is in charge.
- ✓ Fill in his/her working hours record form (ALL-FLEET-1.08c) at the end of each month.
- ✓ Collect the same forms filled in by his/her team members and give it to the Chief Engineer.

3) Technical management

The Hotel Engineer has the responsibility of the maintenance of the following equipment:

- HVAC system engine and accommodation
- Chillers : maintenance and daily record of operating parameters
- Cold rooms, fridges and equipment attached, chilling and freezing compressors.
- Piping outside engine room (black, grey, technical, potable water and steam).
- Sanitary system and equipment attached (AWWTS excluded)
- Black water vacuum pump
- Exploration, life and rescue boats engines.
- Zodiac, bosun, liferaft and rescue boats cranes, lifeboats davits.
- Maneuvering gears and deck apparatus. (Excluding greasing, daily maneuvering)
- Garbage treatment plant equipment and food waste system, including grease trap
- Main and crew laundry equipment
- Galley, pantries and bar equipment
- Fresh water bunkering and equipment attached

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- Pax and crew fitness equipment
- Emergency diesel generator and emergency air compressor, excluding switchboard
- Turkish bath and spa area technical equipment
- Swimming pool technical equipment
- Hospital oxygen plant equipment
- Side shell doors

The Hotel Engineer :

- ✓ Plans and executes engine maintenance as required by the BASS system under the direction of the Chief Engineer.
- ✓ Oversees the works conducted by the Officers and ratings he/she is in charge of.
- ✓ Records the reports of maintenance operations & other jobs in BASS system.
- ✓ Updates the inventories of spare parts / consumables and proposes requisitions to the Chief Engineer.
- ✓ Ensures that the requests done inside reception complain book has been taken in consideration and signs each job done.
- ✓ Ensures that all areas he has responsibility are always in a clean and safe condition.
- ✓ Works in full cooperation with Chief Electrician and his team to organize the electrics investigations and maintenances on all this items.

4) Document management

- ✓ Write down and record hand over to its substitute explaining the status of each apparatus of the engine department, filling the form LBS-OPS-1.03b.08.
- ✓ Send to Chief Engineer a cruise job report at each end of cruise : list of equipment out of service, description of the problem, requisition number referring to this problem.

5) Safety, Security & Environmental management

The Hotel Engineer:

- ✓ Observes the requirements of the SEMS and shall be fully aware of the Company Safety, Security and Environmental Policy.
- ✓ Shall be fully aware of the Company Policy about sanitary and pollution regulations involving any of the equipment for which he/she is responsible, and apply it
- ✓ Is fully involved in protection of the environment at his own level
- ✓ Must know perfectly his emergency duties as described in form *LBS-EMCY-3.06 Emergency duties*
- ✓ Takes part to different drills/instructions
- ✓ Reports any event or non-conformity liable to affect the ship and its operations, the quality, the safety, the security environment, and engine availability.