	Coastal Shipping Limited	Document No.	SBP-4
	CSL Shipboard Operations Manual	Revision No.	1
		Date	14-08-2024
	Shipboard Position - Third Officer	Approved by	Admin

The Third Officer is a junior officer whose primary responsibility is the inspection and maintenance of safety equipment on board the vessel. The Third Officer reports to the Master by way of the Chief Officer.

In the event that a vessel is operating with 2 officers the Master will determine the assignment of duties normally carried out by the Third officer.

Safety Officer

The Third Officer is the vessel's Safety Officer responsible for monitoring all aspects of safety onboard. As part of this role, the following responsibilities are included:

- Preparing and filing accident and injury reports as specified in the Safety Management System Manual;
- Assisting with incident investigations as requested by the Master;
- Assisting crewmembers in conducting risk assessments when requested;
- Conducting Safety Orientations with crewmembers joining the vessel;
- Posting safety related notices sent from the company's office;
- Maintaining records and files regarding safety as required by this manual;
- Ensuring safety signs, posters, and IMO emergency symbols are clearly legible and in good condition;
- Conducting safety inspections of all areas of the vessel.
- Checking SDS to ensure the most up-to-date sheets are available.

The Third Officer is also the Health and Safety representative for the vessel's crew. This role includes the chairing of monthly safety meetings, ensuring that recent (since last meeting) incident and Learning Opportunities are printed and reviewed during the meeting, and taking and submitting Safety Meeting Minutes.


The Third Officer will be identified as the Safety Officer by name on the Designated Duties poster.

In the event that the Third Officer is new to the vessel and does not have the "Safety Officer Training" those duties can be transferred to another qualified deck officer in the interim. The muster list must then be revised to reflect the change.

Safety Training

The Third Officer is responsible for implementing the Onboard Safety Training Program as described in Section 3.2 of this manual. While the Third Officer may not necessarily deliver the actual training, he/she is responsible for the following:

- Ensuring the appropriate time and space is dedicated to allow the training to occur according to the plan;

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- Organizing an appropriate crewmember to deliver the training;
- Coordinating with the Master to align the training with appropriate drills when possible;
- Recording the crewmembers attending the training and the topic, and filing the Training Report.

Lifesaving and Firefighting Equipment

The Third Officer is responsible for maintaining all lifesaving equipment, firefighting equipment, firefighting systems, emergency escape trunks, and other safety equipment on board the vessel in a ready to use state at all times. All equipment must be inspected and maintained according to Section 2.4 of this manual. He/she is also responsible for monitoring expiry dates on all hydrostatic releases, batteries, lights, and pyrotechnics associated with the safety equipment and ordering replacements as required through the Chief Officer.

If any piece of safety equipment is expired, damaged, or otherwise unserviceable, the Master must be notified immediately.

Cargo Operations

As directed by the Chief Officer, the Third Officer will assist with cargo calculations, tank gauging, cargo sampling, connecting and disconnection hoses or hard arms, performing pre-cargo checks, or inspecting cargo equipment. He/she is also responsible for take salinity tests of the water in the loading berth and to determine the allowance to be made for local salinity variations to the ship's draft. This data must be entered in the Deck Log Book, if required by the Master and given to the Chief Officer. The Third Officer must observe the vessel's draft and enter it in the Deck Log Book before departure and on arrival after reporting to and with approval of the Master.


In addition, the Third Officer will assist with the supervision of cargo operations by standing a cargo watch taking control of cargo handling systems on behalf of the Chief Officer. During this time, the officer is to observe the standing orders and specific instructions left by the Chief Officer, closely monitor the cargo operations ongoing, supervise the unlicensed crewmember working on deck, regularly check the mooring and cargo hose arrangements, and monitor the security of the vessel.

Navigation and Mooring

As a Watchkeeping Officer, the Third Officer is to maintain a safe and attentive navigational watch while at sea in accordance with the ICS Bridge Procedures Guide, the Master's Standing Orders, and Section 4 of this manual. During mooring and unmooring operations, the Third Officer is to be on deck in command of the operations in a location assigned by the Master.

Handovers

The Third Officer is to complete a written handover covering each of his/her responsibilities

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when departing the ship. The incoming and outgoing Third Officers should review the condition of the vessel with a particular focus on safety equipment before the outgoing officer departs. The written handover notes shall be signed by both parties and after that submitted by email technical@woodwards.nf.ca and filed onboard the vessel by the incoming Third Officer.

In the event the Third Officer is not being immediately relieved, this handover process must still be completed.

Regular Duties

Daily

- Update and sign Deck Logbook

Weekly

- Conduct visual inspection of survival craft and launching arrangements

Bi-weekly

- Arrange onboard safety training


Monthly

- Chair Monthly Safety Meeting
- Inspect and clean lifeboat(s) and equipment
- Inspect pyrotechnics
- Inspect lifejackets and immersion suits
- Inspect life buoys
- Inspect fire extinguishers
- Inspect foam and fire stations
- Inspect fire locker equipment
- Inspect and grease fire flaps
- Inspect rescue boat and equipment
- Inspect and replenish eyewash stations
- Inspect and test fire doors
- Inspect all emergency escapes and trunks for free access and lighting
- Inspect fall arrest and confined space rescue equipment
- Inspect workboat and equipment

Annually

- Work with Chief Officer to get safety equipment serviced
- Inspect IMO symbols in place around the vessel and replace as needed

Per Voyage

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- Update and post muster list, crew list and watch schedule

Per tour of duty

- Inspect fire plans

As Required

- Conduct safety orientations

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