

## Master

### Responsible to the Operations Director for all aspects of Ship Operations specifically as follows:

- i) The Master has ultimate responsibility for the execution of all maritime laws, rules and regulations as issued by the authorities of the flag of the vessel, by Classification Society, by I.M.O. Port Authorities and by the vessels owners management.
- ii) In matters of ship and crew safety, pollution prevention, security, discipline, hygiene and all other general ship matters including cargo distribution, ballast and ship stability, the Master has the overriding authority and responsibility to take whatever actions he considers to be in the best interest of passengers, crew, ship and / or marine environment. Consequently, the Master has full and unlimited permission to request the company's assistance in supporting him carry out his duties, as and when he requires. While speed and economy are important, the Master must understand that both are considered secondary to safety issues.
- iii) The Master becomes legally responsible for the vessel at the time he signs the handover in the Official Log Book. Prior to signing, He should be assured that the vessel is stable and fit for purpose for the forthcoming voyage and be aware of all ongoing work and outstanding defects.
- iv) The Master is responsible to the Operations Department for the day to day operation of the vessel, and to the QHSE Department for any matters regarding safety and the marine environment.
- v) The Master shall liaise with the Vessel Superintendent and Chief Engineer on all matters relating to the technical operation of the vessel.
- vi) The Master must report any major incidents or accidents immediately to Operations Director



vii) The Master shall liaise with the QHSE Department on any and all matters regarding safety. This includes safety queries, observations, hazards, causes for concern, discrepancies, and any other relevant topic. Furthermore, the Master is actively encouraged by the company to discuss with the QHSE Department any broader safety issues or concerns-him or his crew may have.

viii) When on location, the Master shall make his ship and it's on board services available to the contracted client's Senior Onshore / Offshore Representative. Provided that it is within the safe capabilities of the vessel, and adheres to maritime law, rules and regulations, the Master shall provide all reasonable services at his disposal, as lawfully requested by the client's Senior Onshore / Offshore representative. When providing services for the client, or when in the process of doing so, the Master remains fully responsible for the vessel and its actions.

ix) The Master is responsible, assisted by senior staff, for the carrying out of crew training on board, ensuring that his crew are practiced in applicable [procedures](#) & Safety Management. This includes ensuring that the Vessel QHSE Induction has been carried out satisfactorily and recorded.

x) Overall command of the ship and her crew, passengers and all others on board.

xi) Safety and well-being of ship and crew, and providing a safe working environment by enforcing all company's safe systems of work including permit to work and Isolations.

xii) Safe navigation and passage of vessel.

xiii) Ensuring that safety regulations and precautions are followed, and that Statutory Instruments 'M Notices', security, environmental, hygiene and disciplinary codes are adhered to.

xiv) Implementing the company Quality, Health, Safety and Environmental Policy.

xv) Motivating his crew in the execution of the above policy.

xvi) Fulfilling the role of Ships Security Officer, as elected by the company. Master retains ultimately responsibility for all security matters on the vessel.



xvii) The Master is responsible to the company for the reporting of Defect Reports and Requisitions.

ixx) The Master must ensure that all Defect Reports and Requisitions are relayed by the Chief Engineer to the Technical Department as soon as possible.

ixx) The Master must liaise with Chief Engineer and Chief Mate regarding the status of defects and requisitions.

xx) The Master should ensure compliance with North Star Shipping's Management System.

xxi) Ensuring that planned maintenance is carried out by liaising with his Deck and Engineering Officers.

xxii) Carrying out vessel exercises in accordance with the company matrix and client requirements.

xxiii) Reviewing the content of North Star Shipping's Management System on board, and reporting to the Quality Manager any deficiencies - whether major or trivial - which could potentially affect the safe operation of his / any company vessel or present a pollution risk. The Management System is under constant scrutiny, and input from all Masters across the fleet is encouraged.

xxiv) Ensuring each crew member is properly signed on and off the Crew Agreement and that all statutory requirements in respect of seamen are complied with.

xxv) Taking appropriate disciplinary action, where necessary, against crew members or others who are not in compliance with maritime law, company procedure or Masters orders.

xxvi) Delegating tasks to his crew in a professional manner. He must ensure that designated tasks are within the scope and jurisdiction of the seafarer and his / her rank, as ultimate responsibility remains with the Master.

xxvii) All vessel communications with Offshore Installation Managers, Marine Authorities, Classification Societies, and Rescue Co-ordination Centres, where applicable.



xxviii) Ensuring that sufficient levels of fuel and water are on board the vessel.

ixxx) Master should always wear his uniform in port, when practical.

xxx) Ensuring Deck Officers have access to charts and navigational publications / equipment.

xxxi) Master must make accessible to his crew: all M Notices, Circular Letters, Memorandums and any other legislation / literature which may concern them. The Company Management System must also be made available for inspection by any crew member.

xxxii) Ensuring that he or the Mate are on board the vessel at all times, except in an emergency.

xxxiii) Ensuring that only the Master or a Deck Officer of the Watch takes charge of a watch on the bridge, when the vessel is at sea.

xxxiv) Completing honest and accurate crew appraisal report forms when required and sending them to the crewing agent under document transmittal as proof of receipt.

xxxv) Actively promoting inter-departmental communications.

xxxvi) [Stop the job](#) when required

xxxvii) Ensuring all crew's original certification is valid and on board prior to sailing including ENG1, CoC and STCW95 and OPITO.

xxxviii) Ensuring all personal original certification is on board and valid when sailing including ENG1, CoC and STCW95 and OPITO, This must also include a valid passport.

ixxx) Reporting any illness or injury to crewing agent that may affect his capacity on joining.