



# SAFETY MANAGEMENT MANUAL

## 7.5.2 RESPONSIBILITIES OF ENGINEERS

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### 1. Purpose

The purpose of this procedure is to establish the guideline to follow to set forth the responsibilities for the engineers on each of the ships managed by Woods Hole Oceanographic. This designation of responsibilities is set forth in order to systematically allocate the preventative maintenance of the various engineering systems on the vessel. This systematic allocation is intended to assist crewmembers to understand their assigned responsibilities, insure that the various systems on the vessel are assigned to someone for preventative maintenance and to aid in the education of new (to the vessel) personnel as to their responsibilities.

The Chief Engineer still has the authority to direct the engineering personnel to perform any repairs or maintenance as deemed necessary. These assignments may even be to those outside of an individual's area of maintenance responsibility.

It is essential that the members of the engineering department remember that it is the responsibility of every member to take immediate and definitive steps to remedy a piece of equipment found in a failing condition to limit the extent to failure. This is regardless of areas of the responsibilities set forth herein.

### 2. Responsibility

It is the responsibility of the Chief Engineer to designate each system of the vessel to a position in the engineering department. This designation should happen by position and not by name. Individuals go on vacation and move up and down in positions. Designation by position will establish stability in the preventative maintenance program.

It is recognized that each vessel is different; therefore, a listing of the engineering responsibilities for each vessel is to be maintained in the appropriate section for each individual vessel. The regular Chief Engineer will generate the assignments of engineering responsibilities and have it adopted into the safety management system. As the need may dictate the Chief Engineer may revise that list of assignments by sending a revised list in to the Safety Management Representative for incorporation into the Management Safety System.

The individual assigned to perform the preventative maintenance shall refer to vendor's technical manuals, the Maintenance Module of the fleet management system and other reference materials located on the vessel. Maintenance shall be recorded in the fleet management system.

### 3. Turnover Notes

In order to provide for the smooth transition of personnel on and off the vessel, a certain level of information must be passed along to relief personnel. This is accomplished through the use of turnover notes.

Within the Engineering Department, the Chief Engineer, Assistant Engineers, Junior Engineers and Electricians shall provide turnover notes. This list is not exclusive. Others in the Engineering Department who have information to pass about projects they have been working on shall pass this information on to their reliefs in the form of a turnover note.

The information contained in the turnover notes is varied and dependent on the position of the person departing. As a guideline, ask yourself, "Would I want to know this if I were coming on board the vessel?" The following areas should be addressed as appropriate:

- Review machinery readiness – Provide information on any equipment that is your responsibility which has outstanding work to be completed. Include the status of parts on order to complete this maintenance. Include a description of any equipment that required special attention or has trends that need to be watched. Be sure to include special equipment such as the A-frame on Atlantis.
- Review Lock out/Tag out – Review all pieces of equipment that you are responsible that you have tagged out. Make sure your tag out has been removed and your relief renews the tag out.
- Confined Space Condition – Provide information on any confined spaces that are currently being tested for entry.
- Vibration Analysis – Provide information on the condition of the vibration analysis program on your equipment.
- Oil Analysis – Provide information on the condition of the oil analysis program. Include equipment testing and those waiting for analysis to be received.
- Requisitions/Service Requests – Review the status of requisitions and service requests associated with your position to prevent unnecessary duplication. Also review Work Orders that are associated with your position. If you have received any purchases, ensure that they have been delivered within NS5 or that the paperwork is passed along to your relief.
- Consumables – Review the status of consumables that need to be addressed by your position. Make sure items needed have been ordered and that your relief knows about them or you have supplied turnover notes stating that these items need to be ordered.

#### **4. Reports**

A copy of turnover notes shall be provided to the Chief Engineer. There is no need to retain turnover notes once the on-coming relief has them.