

CHIEF ENGINEER'S STANDING ORDERS

The engineer-in-charge of the watch is the Chief Engineer's representative in the engine room. His/her primary responsibility, at all times, is the safe and efficient operation of the ship.

He/she should ensure that all orders from the bridge related to changes in speed or direction are implemented immediately.

All engine room staff should be familiar with the company manuals, policies, checklists, permits, and also all international regulations (e.g., MARPOL, ISPS etc.) for safe vessel operation.

Owner's/Manager's interest is best protected when different machinery systems onboard vessel are functioning smoothly and efficiently. Thus, the ship's staff has to maintain a high standard of maintenance for the machinery.

To perform the above-mentioned points in the best possible manner, it is essential to follow a procedure based on the following lines:

1. During UMS operation, daily working hours for day workers will be from 0730 hours to 1730 hours. The UMS duty personnel are Duty Engineer + Duty Motorman. Usually, the engine room will be unmanned between 1730 hours to 0730 hours. Final rounds and log filling will be between 2100 hours to 2200 hours. Unauthorized entry into E/R during U.M.S. operation is prohibited.
2. 2nd engineer & Electrical Officer should discuss each day's work with the chief engineer. Work orders will be allocated to the engine room personnel by the 2nd engineer. If for any reason, the chief engineer gives some direct order to any engineer, the 2nd engineer is to be informed about the job so that he/she is aware of all activities in the engine room. Watchkeeping has the priority over other routines, therefore, each UMS day the work will only be commenced after a thorough round of all allotted machinery systems are taken by engineers, along with their daily checks routines as instructed. Faults, problems, and doubts are to be discussed with the 2nd engineer and attended first.
3. Machinery spaces when manned should not be left unattended at any time. Under no circumstances, the machinery space may be put on UMS without completing the checklist formulated for this vessel. Duty engineer and duty motorman will be relieved from regular maintenance work after 1630 hours to prepare engine room for UMS and to complete the log book. All the parameters deviated from the normal should be informed to the 2nd engineer.
4. The engineer officer in-charge of the watch should not hand over the watch to the relieving engineer officer if he/she has a reason to believe that the latter is apparently not capable of

caring out his duties efficiently, in which case, he/she should notify the chief engineer officer accordingly. The relieving engineer officer of the watch should ensure that the members of his/her watch are apparently fully capable of performing their duties efficiently. The relieving engineer officer should not take over the watch until he/she has examined the engine room log and checked that it is as per his/her observations.

5. On any reduction in speed/power of the engine, the Chief Engineer must be informed immediately.
6. Set points and the limits of various parameters in engine room Alarm Monitoring System are not to be altered at any time without Chief Engineer's permission.
7. MARPOL Regulation and Company Policies regarding pumping out bilge water to be strictly observed. Oily water separator's proper functioning & alarm to be checked regularly. Bilge overboard valve to be shut locked and opened only after receiving permission from chief engineer. Sludge and oily waste to be burnt in the incinerator while sailing. Same is to be recorded in the Oil Record Book and therefore all IOPP tank soundings before/after transfer for quantities are required.
8. A high standard of cleanliness must be aimed and maintained in the engine room. Everyone's involvement and co-operation with the 2nd engineer is essential in this regard.
9. Protective clothing, safety helmets, safety shoes, and ear defenders must be worn in the engine room at all times while working in the engine room outside the control room areas.
10. All safety items must be maintained in a state of instant readiness. Saturdays should be utilized strictly for safety routines and other weekly routines, except for breakdown maintenance and while in port when these routines cannot be carried out; complete them on the first opportunity after sailing. Everybody must know the complete fire plan.
11. Ensure before starting any maintenance on machinery, the "lock out tag out" procedure is followed. While working on the main engine and auxiliary engine, starting air valves must be shut. For pump filters, the system must be depressurized slowly with all the protections. All main pump overhaul jobs must continue until finish so that they can be tried out and put on standby mode for U.M.S. operation. Standby equipment must always be ready. If any machinery, is not ready, its repair has priority over all other maintenance tasks.
12. Engine room log book must be written every day at 0000 hours noon in UMS. All counters, flow meters, running hours, etc. are to be filled up every noon. Use capital English only. Log Book must be signed in ink by duty engineer, noting rank. No pencil / white ink/cancellations in log book are allowed. Cancellations are to be with a single stroke and initialled.

13. If any running motor trips in operation, electrical officer is to be contacted immediately. Duty Engineer must never reset the tripped motor. Cause of the trip is to be investigated. Overload of motor must never be bypassed/tampered in any case.
14. All leaks of water/oil/steam, however small it may be, must be rectified immediately without delay or bring it to the notice of 2nd Engineer. Also, the area affected by the leak is to be cleaned & dried immediately.
15. All tools taken for a particular job must be returned to respective tool board and the work area to be squared up after finishing the job.
16. All heavy parts must always be kept lashed up.
17. Oxygen and Acetylene gas bottle valves must be kept shut when not in use. In port, before arrival, the hose connection to be disconnected from the bottle, and the engine room W/S gas hose to be left with open valves (depressurized).
18. All engine room exit doors, fire doors, steering flat doors and hatch openings must be kept shut at all times.
19. All engine room tanks must be sounded daily, any abnormality in the levels must be brought to Chief Engineer's notice.
20. The dead-weight closure device of the sounding pipe, under any circumstances, must not be artificially held open.
21. Batteries are to be kept clean, terminals to be kept tight, and coated with petroleum jelly. Battery routines need to be carried out as per technical manual. Any abnormality has to be brought to Chief Engineer's notice. Battery room must have a chemical apron, long chemical gloves, goggles or face mask, etc.
22. Boiler water test and cooling water test to be carried out at least twice a week.
23. The 2nd Engineer will issue all chemicals and maintain a detailed log of the same. Crew members must read MSDS of all chemicals used in the engine room and also use appropriate protective equipment required to avoid any accident or injury. Alkaline and acids should be segregated. Chemical locker station to have chemical apron, long chemical gloves, goggles or face mask, etc. Also, a file holding all chemicals MSDS sheets must be kept.
24. PMS monthly worklist to be discussed and completed by the end of the month to keep the overdue jobs less than 2% every month end.

25. All critical operations must be carried out after making a 'RISK ASSESSMENT' and filling the checklist. A log entry needs to be made in the log book with the checklist number, description, and signature of the person carrying out the jobs. All Drills to be logged. All engineers should maintain their workbooks.
26. All the monthly paperwork, as required by the company policy, to be completed before the end of the month, so an email can be prepared to be sent to the office.
27. Follow company's filing system. All files to be updated with month end reports.
28. During cargo operation, liaise with Cargo Control Room frequently. Follow safe practices required for Inert Gas / Boilers / COPs. Prior arrival, discharge port alarms of cargo operated pumps and IG to be tried out, the O₂ analyser to be calibrated, and a log sheet to be maintained by the Electrical Officer.
29. All engineers should read and understand the Company Manuals and forms, and comply with Company's Safety, Quality, Environmental, and Alcohol & Drug policy.
30. International and other publications are to be placed on the bridge so they can be referred to at any time.
31. Any engine room staff going on shore leave must inform and take prior permission from the 2nd engineer, whereas the 2nd Engineer and Electrical officer will inform the Chief engineer prior to going on shore leave.

I AM AVAILABLE AT ANY TIME FOR ANY PROBLEM / EMERGENCY.

PLEASE DO NOT HESITATE TO CALL ME.

CHIEF ENGINEER

READ AND UNDERSTOOD

2nd ENGINEER 3rd. ENGINEER ELECTRICAL OFFICER 4th ENGINEER 5th ENGINEER