	<b>FAMILIARIZATION MANUAL</b>	<b>LBS-FAM-2.21</b> <b>COMPANY POLICY</b>
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n + 1: Chief Engineer

### I. Authority

The First 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 First Engineer is the head of the Engine Officers, the Store Keeper, Motormen, Fitter and Wiper.

### II. Responsibilities

#### 1) **Watchkeeping**

The First 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 First 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.
- ✓ Fills 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 First Engineer is in charge of the following:

- Main engines and auxiliaries (excluding transformers and converters)
- Shaft lines, bearings, and simplex system.
- Bow thruster
- Steering gear
- Diesels generators and auxiliaries. Booster modules, coolers.
- Purifiers, HFO, MDO and OIL
- Auxiliary cooling system
- HFO/MDO, oil, Transfer pumps
- Quick closing valves
- Remote control valves check of his/her systems
- Remote gauging system
- Workshop apparatus.
- Bunkering operations in accordance with Chief Engineer orders.

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The First 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 maintenance operations & other jobs in BASS system.
- ✓ Updates the inventories of spare parts / consumables and proposes requisitions to the Chief Engineer.
- ✓ Ensures that all areas of the engine room 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 First 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.

**Additional note** : The First Engineer is the President of the Officer mess.