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| BLACK llp | MANAGEMENT SYSTEM | Document No. | HR-JD-102 |
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JOB DESCRIPTION

Chief Mate

1 GENERAL

A person can be designated to a position of Chief Mate if he holds a certificate of competency, including validity and authenticity, complying with the relevant Flag State and STCW requirements with minimum 3 years of seagoing experience in the position of OOW navigational.

Chief Mate is designated to the position and dismissed from it by the order of the Director of BLACK llp.

- Chief Mate reports to Captain;
- Coordination with Chief Engineer, Chief Cook;
- Positions subordinate to Chief Mate: Bosun, AB/Welder, Boat Drivers, AB's, Cleaners;
- In Chief Mate's absence to be replaced by Captain;

For those crew members subordinate to the Chief Mate, it is by administrative order, and his directions regarding vessel maintenance, discipline and organization of work and regulations are obligatory for those crew members and persons on board of the vessel.

Chief Mate is a head of vessel service and manages the deck crew. Chief Mate has to be always ready to replace Captain and take the command of the vessel. In Captain's absence can do mooring and vessel's navigation in port waters, when necessary call pilot or port tugs.

Chief Mate's main task is:

The Chief Mate is directly subordinate to the Captain and is his first deputy responsible for organization of the services and maintenance of discipline on the ship. When the Captain is absent onboard, the Chief Mate acts as master. The Chief Mate should always be ready to act as master and to take control of the ship. The Chief Mate is the chief of operation service and supervises domestic and medical-sanitary services.

To fulfill International Convention requirements, national rules and all normative documents regulating issues of navigation accident prevention.

Chief Mate must know:

1. Resolutions International Marine Organization Convention;
2. Marine Shipping Register rules;
3. Ship's manual;
4. Marine Shipping Code of RK;
5. Marine regulation on vessel impact at sea prevention, 1972;
6. Regulations on survival at sea;
7. ISM Code;
8. ISPS Code;

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9. Job Descriptions of all crew members;
10. The company QHSE-MS and policies;
11. Written and Verbal English language;
12. STCW requirements, including radio and GMDSS qualification requirements;
13. Possess valid Medical First Aid Training Certificate;

2 JOB RESPONSIBILITIES

Chief Mate of the vessel:

1. Prepares and corrects vessel's schedules;
2. Organizes and holds vessel safety training for crew members, life saving equipment use, people, cargo, vessel property rescue, controls emergency teams and groups, directly manages crew member's actions in vessel damage control;
3. Provides permanent readiness of life safety equipment for immediate use, checks their integrity;
4. Provides appropriate storage of irreducible stock of food on board;
5. Controls water quantity in ballast and potable tanks, its expenditure;
6. Together with Service Manager places crew members and persons being on board on a temporary basis to living compartments;
7. Provides appropriate technical exploitation and keeping in order hull, decks, superstructure, vessel compartments and modules, potable tanks, collective safe compartment, medical aid and food stocks, survey instruments, personal protection equipment, darkening, sparring, rigging, cargo, anchor, mooring, tug equipment, life saving equipment of the vessel, fire protection, emergency equipment, volumetrical, air and receiver pipes; drawoff and welded ventilation channels, clinket doors and their drives (except machinery department), ladders, jacob's ladder and fenders;
8. Together with Chief Engineer checks water-resistant compartments and closings conditions;
9. Plans and controls vessel operations, checks the quality of prepared food;
10. Dispatches deck duties;
11. Provides in time receiving, storage, expenditure and control of emergency and fire prevention and special equipment and property, provision and consumed materials among vessel services;
12. Keeps records of technical conditions under his supervision, prepares maintenance registers; provides trainings, drills, surveys and checks conducting;
13. Maintenance and updating of all navigation charts;
14. Ensure all newly arrived crew members attend a Safety Orientation Induction;
15. Determine that requisitions are in line with departmental requirements;
16. Report and log all accidents/incidents in accordance with CSG and Client's policies;
17. Ensure proper use of PPE assigned to crew;
18. Exercise prudent control and management of junior staff;
19. Compliance with the implementation of the Company HSE policies, as well as those of our Clients and Local authorities;

Before and during cargo operations:

1. Provides preparation of loading equipment and compartments for cargo loading; checks the readiness with deck crew and Chief Engineer;

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2. Personally directs loading (unloading) operations, bulky and heavy loads fastening, placement and fastening of deck loads;
3. Personally directs the vessel preparation for hazardous cargo transportation and ensures the regulations of the transportation are followed;

Before putting to sea:

1. Ensures the vessel is ready to leave, takes measures to proper fastening of the deck machinery and loads;
2. Checks the steering, anchor gear, boat-handling gear, distinctive lights, light alarm, audio alarm, emergency alarm facilities, internal vessel communications, engine telegraph and main engine remote control; ensures bilge, hatches, illuminators, capes and other deck and board openings are locked;
3. In two hours before departure reports to Captain that all services are set and in 15 minutes that the vessel is all set;

During voyage:

1. Controls proper fastening of the deck machinery and loads; provides cargo water impermeability; controls containment of external outline of the vessel; ensures all the measures with this regard are taken; directs preparation of the vessel for navigation in storm area and for ice formation fight;
2. In case of abandonment of the vessel by crew, checks all compartments and ensures that none is left on board;
3. Keeps 6-hour watch in 6 hours in turns with Captain according to approved schedule;