

Port Captain Job Description

| Number | Activities | Description | VSC Service |
|--------|---|---|--|
| 1 | Ship's Visits ISM System Inspection | <ol style="list-style-type: none"> 1. ISM Code Application - Monthly Reporting Forms submission to the Office 2. ISM Monthly Reports Review: Ship Certificates Report review 3. Monthly Deck Report review 4. Monthly Deck Job Plan review 5. Monthly Engine Report review 6. Monthly Engine Job Plan review 7. ISM Manuals Update 8. Monthly Safety Committee Meeting Reports review 9. Monthly Quality Assurance Meeting Report review 10. Monthly Spare Parts Supplies Orders review 11. Monthly Repair Requests review | ISM System Implementation: 1. ISM Manuals 2. ISM Monthly Reporting Forms |
| 2 | Ship's Visits ISPS Code Inspection | <ol style="list-style-type: none"> 1. ISPS Code Application - SSP review 2. SSO Trainings review 3. Security Equipment Inspection 4. Crew Questioning - Master 5. SSO 6. Crewmembers 7. Ship Security Alert System Inspection | |
| 3 | Ship's Drawings, Schemes, Muster List, Fire Plan, Emergency Duties Inspection | Detailed Inspection with Master/Chief Officer of all Drawings, Schemes, Muster List, Fire Plan, Emergency Duties | |
| 4 | USCG Deficiency List Rectification/Update | Rectification in time of all deficiencies marked down in USCG Deficiency Lists | |
| 5 | Port State Control Deficiency List Rectification/Update | Rectification in time of all deficiencies marked down in Port State Control Deficiency Lists | |
| 6 | Class Society Deficiency List Rectification/Update | Rectification in time of all deficiencies marked down in Class Society Deficiency Lists | |
| 7 | Flag State Inspections Deficiency List Rectification/Update | Rectification in time of all Flag State Inspections Deficiencies | |
| 8 | Ship Safety Inspection | <ol style="list-style-type: none"> 1. Detailed Inspection with Chief Officer of Safety Equipment 2. Safety Drills Reports 3. Crewmembers Safety Questioning | |
| 9 | Ship's Condition Inspection | <p><i>Detailed Inspection with Master, Chief Officer, Bosun:</i></p> <ol style="list-style-type: none"> 1. Ship's Hull 2. Cargo Spaces 3. Decks 3. Superstructure 4. Fore 5. Aft <p><i>Detailed Inspection with Chief Engineer:</i></p> <ol style="list-style-type: none"> 1. Engine Room 2. Deck Mechanisms 3. Cargo Gears 4. Air Conditioning Rooms 5. Pump Rooms. | |
| 10 | Ship's Maintenance and Repair Inspection | <p><i>Detailed Inspection with Master, Chief Officer, Bosun:</i></p> <ol style="list-style-type: none"> 1. Ship's Hull 2. Cargo Spaces 3. Decks 3. Superstructure 4. Forecastle 5. Poop Chief Engineer <p><i>Detailed Inspection with Chief Engineer:</i></p> <ol style="list-style-type: none"> 1. Engine Room 2. Deck Mechanisms 3. Cargo Gears 4. Air Conditioning Rooms 5. Pump Rooms. | |
| 11 | Bridge Radio-Navigational and Electro-Navigational Equipment Inspection | Detailed Inspection with 2nd Officer, or officer in charge | |
| 12 | Bridge Library, Navigational Charts/Publications Inspection | Detailed Inspection with 2nd Officer, or officer in charge | |
| 13 | Food Provisions, Refrigerators, Menues, Food/ Housekeeping Purchasing Inspections | Detailed Inspection with Ship's Cook | |