



Position Title	Surveyor Deck – Flag State Control
Supervisor/Manager	Manager Ships Inspection
Reviewed Date	November 2018
Reviewed By	Capt. Samuela Bulimetuira and Capt. Philip Hill

(a) Prime Function/Purpose of Job

The Flag State Control [FSC] Surveyor Deck reports to the Senior Flag State Control Surveyor [FSC] and to the Manager Ships Inspection (MSI) in the conduct of flag state surveys and inspections. As a Flag State Control Surveyor, one will assist in the conduct of other technical roles as & when required and approved by the Manager Ships Inspection (MSI).

The Flag State [FSC] Surveyor Deck is responsible for:

- i. Conducting, monitoring and follow up on flag state surveys and inspections.
- ii. Conducting maritime audit on lifesaving appliances service centers and ship building facilities.
- iii. Coordinate underwater survey and compile underwater reports for vessel.
- iv. Conducting Valuation Surveys and compile reports.
- v. Vetting survey reports of Trainee Surveyors.
- vi. Attending to ship owners and seafarers queries on surveys, registration process and seafarer certification.
- vii. Collate, compile, prepare vessels documentations and submit survey reports.
- viii. Ensure Flag State inspections are carried out and reports are submitted in a timely manner.
- ix. Training and mentoring of trainee surveyors and small craft surveyors.
- x. Assist in the conduct of Marine Casualty Investigations as and when required by the Manager Ships Inspection.
- xi. Assist in Port State Control Inspections as and when required by the Manager Ships Inspection.
- xii. Assist in oral examination for deck officers from Class 3, Class 4, Class 5, Class 6 Masters, Deck Watch Ratings and boat masters.

(b) Principal Objectives and End Result expected of the job

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Conducting Flag State survey and ensures that:

Phase one: Pre-Survey and Inspection

- Fees are paid and Application for Survey [SUR 1] dully filled and the declaration for survey signed by ship-owner, ship-agent or representative.
- Survey booking are made and compiled to the condition of survey discussed.
- Dates and time of survey are confirmed.
- Meet and discussed survey schedule with ship-owner, ship-agent or representative and obtained work lists.

Phase two: Survey and Inspection

- Conduct visual inspection and tests of vessel hull, accommodation, life-saving appliance, lifesaving equipment, miscellaneous equipment and machineries as required.
- Collate and compile all verified ships documents are true and valid.
- Issue defect list to master and ship-owner including confirmation meeting.
- All defects issued to owner are rectified before issuing certificates or an conditional arrangement with CEO

Phase three: Compilation and submission for survey reports.

- Ensure checklists are correctly completed and all defects are rectified.
- Written report accompanied by photographic evidence and illustration.
- Make recommendations according to the findings.
- Recommendations are in line with the requirements of the marine act/regulations.

Assist in the conduct Port State Control inspection when required and ensures that:

- Ships arrival time schedule updated from Port Master.
- Liaise with MSI and SPSCO for vessel targeting.
- All documents for inspection are well prepared.
- Conduct Inspection in accordance with TOKYO MOU manuals/requirements.
- APCIS database to be updated after inspection and recommendation deficiencies or detention input is conducted.
- Notify SPSCO, MSI, CEO for any detentions.

Assist in the conduct of Oral Examination: for Classes 3, 4, 5, 6 Deck Certificates of Competencies

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- Ensure that STCW convention and regulation requirements are met before recommending issuance of Certificate of Competency if the candidate has passed his/her oral examination.
- Liaise with Manager QL and Senior Examiner for oral examination bookings.
- Compile and submit oral examination reports to senior deck examiner for vetting and final endorsement by the Manager Q&L.

Conducting Maritime Audits and ensure that:

- Proper documentations and plans and schedules are as stipulated in the Marine Act 1990, Marine Regulations, the MTD,SRD and as required in IMO protocols
- Compile and submit reports to Manager Ships Inspection.

(c) Job Dimensions

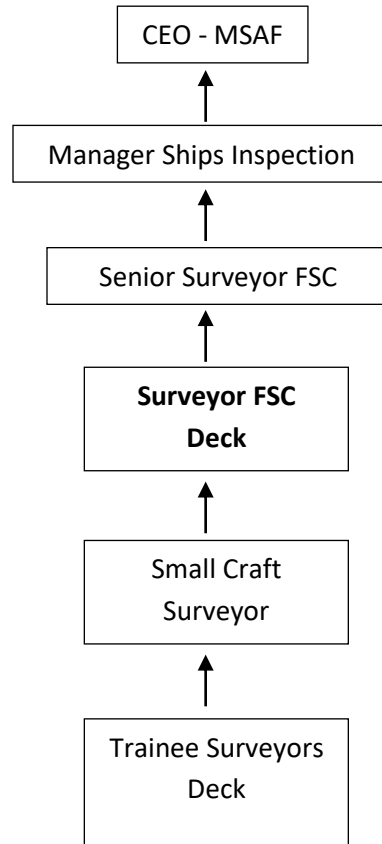
Number of staff: Three

Operating Budget: As per Annual Ships Inspection Department’s Budget

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(d) Organization Structure



(e) Knowledge, Experience, Skills and Attributes Required.

The following are considered essential for the Flag State Surveyor:

- A mature person holding a Diploma in Nautical and/or a Master Class 3 Watch Keeper Certificate of Competency with sufficient sea service for a Class 2 Master Certificate and at least 3-5 years’ sea service experience as a Master.
- Sound knowledge of Fiji’s Maritime Legislations and IMO Conventions, Protocols and Codes.

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- Proven ability to perform collaboratively within the management team which includes such diverse disciplines as standards & compliance.
- Proven ability to undertake research and analysis on Flag State Inspection issues.
- Well-developed written and oral communication skills, interpersonal skills, and the ability to communicate effectively.
- Capable of working after hours and during the weekends.
- Must be computer literate.
- Having a valid Drivers’ license

The following are considered desirable:

- Advanced Diploma in Nautical Science and/or a Class 2 Master Certificate of Competency with 3-4 years’ experience as a Master.
- Diploma in Marine Surveyor with 3-4 years’ experience as a Master of a vessel

Specialized Training Required

- Basic training in Port State Control Inspection with TMOU Secretariat
- Training in maritime auditing.
- Diploma in Ships Surveying by Lloyds.
- Advance diploma in Nautical Science (Class 2 Master Certificate of Competency)

(f) Span of Control

Organizational wide:-

(i) Conduct of flag state surveys

(ii) Responsible for the implementation of:

- The survey requirements of the Maritime and Marine Environment Protection Regulations
- Assist in the development of survey procedures and instructions
- Assist in the development of survey forms and documents

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(g) MSAF Level and Freedom of Action

Answerable to the senior Flag State surveyor and Manager Ships Inspection

Any complicated and issues of a serious nature is referred to the Senior Surveyor (FSC) Senior Surveyor (PSC) and Manager Ships Inspection

(h) Problem Solving

- For complicated survey/inspection issue and of serious nature is to be referred back to the senior surveyors and Manager Ships Inspection for clarification.
- Matters with respect to the interpretation of the MTA, SRA& regulation are referred to the LRAO

(i) Contacts.

Positions	Range and Nature	Frequency
Manager Ships Inspection	: Report on survey and inspection Report on investigation Report on Audit status on lifesaving appliances service centers and shipbuilding facilities	as when required
Manager Qualification and Licensing	: Report on oral exams conducted	When required and approve by Manager Ships Inspection
Manager Regional Enforcement	: Report on enforcement and compliance issues	When required and approve by Manager

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			Ships Inspection
Manager Port Regulatory and Emergency Response	:	Report on marine pollution and damage to AtoNs	When required and approve by Manager Ships Inspection
Ship owners		<ul style="list-style-type: none"> • Discuss survey schedule and program • Discuss survey findings • Discuss rectification of deficiencies 	Daily and as when required
Ship agents		<ul style="list-style-type: none"> • Discuss vessel survey application • Survey date and times 	Daily and as when required
Ship builders		<ul style="list-style-type: none"> • Discuss audit of ship builders facilities 	When required
Operators of LSA service centers		<ul style="list-style-type: none"> • Discuss audit of LSA service centers 	When required

(j) Challenges and Impact on Organization Results

- In ensuring that objectives of the Department is continually maintained
- in maintain a quick turnaround for all flag state surveys are carried out in a timely manner.
- in ensuring that maritime audits on lifesaving appliances service centers and shipbuilding facilities are carried out in a timely manner and the audit report is submitted accordingly;
- in ensuring that oral exams for Deck Class 4, 5, and 6 Master/ Engineer are carried out in a timely manner and the exam report is submitted accordingly;
- in ensuring that any marine pollution incident or damage AtoNs is reported immediately to the Manager Port Regulatory and attended to.

(k) Additional Information Relevant to the Position

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TRAINING:

The incumbent training needs to be fast tracked to meet IMO qualification guidelines as required for flag state surveyors. Therefore the following is to be noted:

- i) The surveyor will need to undergo attachment training program with TMOU member countries on Port State Control inspections.
- ii) The surveyor is recommended to undergo Diploma in Ships Surveys or other accredited training provided by Lloyds.
- iii) The surveyor is required to attend an Advance Diploma in Nautical Science and attain a Class 2 Master certificate.

In addition

- i) The incumbent would be required to assist other technical departments with oral examination and assessments, investigation of marine oil spills and reports of incidents and accidents.
- ii) Issue spot fines and infringement notices in cases of non-compliance after instruction from Manager.

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