

ΑΚΑΔΗΜΙΑ ΕΜΠΟΡΙΚΟΥ ΝΑΥΤΙΚΟΥ  
ΜΑΚΕΔΟΝΙΑΣ  
ΣΧΟΛΗ ΠΛΟΙΑΡΧΩΝ  
ΠΤΥΧΙΑΚΗ ΕΡΓΑΣΙΑ  
ΘΕΜΑ:

All jobs involved in the maritime industry



ΤΟΥ ΣΠΟΥΔΑΣΤΗ:  
ΚΩΝΣΤΑΝΤΙΝΙΔΗ ΠΑΥΛΟΥ

ΕΠΙΒΛΕΠΩΝ ΚΑΘΗΓΗΤΗΣ:  
ΤΣΙΓΓΟΥΝΑΚΗΣ ΙΩΑΝΝΗΣ

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# ΠΤΥΧΙΑΚΗ ΕΡΓΑΣΙΑ

ΕΠΙΒΛΕΠΩΝ ΚΑΘΗΓΗΤΗΣ: Τσιγγουνάκης Ιωάννης

**ΘΕΜΑ: All jobs involved in the maritime industry**

ΤΟΥ ΣΠΟΥΔΑΣΤΗ: Κωνσταντινίδη Παύλου

**A.Γ.Μ: 3360**

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<b>ΤΕΛΙΚΗ ΑΞΙΟΛΟΓΗΣΗ</b>				

**Ο ΔΙΕΥΘΥΝΤΗΣ ΣΧΟΛΗΣ : Τσούλης Νικόλαος**

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## **Introduction-** **Summary**

The objectives of this thesis are to provide an adequate and as all-round as possible detail regarding the jobs involved in the maritime industry. In order to accomplish that I am going to start from ground up, therefore from the Maritime Company itself. Throughout this thesis I am going to cover each department with detail, giving more emphasis to the Maritime Company itself, and of course each department's sub division and sub departments, how they collaborate and co-operate with each other and how the numerous jobs contribute to the whole Maritime Industry Structure.

In the end, third party organizations outside the Maritime Company Structure are going to be analyzed and more detail is going to be given as to their role in the Maritime Industry.

## 1.1| CEO – Chief Executive Officer

CEOs have five key responsibilities, no matter the company's size, industry or geography. Only the chief executive -- who has a holistic view of the firm -- can take on these duties:

**1. Own the vision.** A CEO should determine and communicate the organization's strategic direction. Until that's settled, making decisions about anything else at the business is difficult. And without this, the company is merely a collection of people pursuing individual goals, guided by their own values.

While other people may help shape the strategic vision, the CEO must be able to describe it in a clear, engaging and exciting way for all stakeholders. All the players in the organization should understand how this direction affects their job and daily responsibilities. Everything the CEO does should support this vision. Too many CEOs have allowed the strategic vision to be nothing more than slogans on a piece of paper rather than guidance informing all key decisions.

**2. Provide the proper resources.** Only the CEO can perform the task of balancing resources -- the two most important ones being capital and people. The CEO must make both available in the proper quantities and at the right time for the company to succeed.

All executives have experience dealing with budgets and allocating resources. But the CEO's job involves keeping a proper balance of resources for all the disparate groups and initiatives, according to the company's goals. Skill in making such decisions requires a deep understanding of all aspects of the business as well as a clear vision.

Putting the right people in the right positions with the right training is probably the single most important thing a CEO can do. With the right team, all things are possible. With the wrong team, nothing else matters.

**3. Build the culture.** Culture is the set of shared attitudes, goals, behaviors and values that characterize a group. It adds up to how things get done at a company and influences the entirety of the employee experience and thus the customer experience. Every organized group of individuals develops a culture -- whether it's explicitly recognized or not -- and the CEO must constantly observe and be involved to achieve the desired culture.

The most critical part of culture is values: The CEO ensures that those values are applied consistently from top to bottom, across all departments. A good culture makes people feel safe and respected, enabling them to perform at their best.

**4. Make good decisions.** A new CEO is often surprised by the breadth of issues confronting him (or her). One minute the CEO is discussing a new product, the next a human resources issue -- and then along comes a legal issue. It's impossible for anyone to be an expert in all aspects of the business, yet the CEO is the person tasked with making the decisions. Many problems require a solution that will end up affecting multiple departments, and only the CEO is empowered to take such an action. Everyone else can pass the buck from time to time, but the CEO will make the final call when no one else will or can.

## **5. Oversee and deliver the company's performance.**

Everyone agrees that the CEO is ultimately responsible for a company's performance. To be successful, he or she must take an active role in driving that performance. This requires maintaining a keen awareness of the firm's industry and market and being in touch with the core business functions to ensure the proper execution of tasks.

The CEO also serves as the interface between internal operations and external stakeholders. He or she needs to ascertain how different stakeholders expect the company to perform, interpret this for internal teams and then be sure the proper metrics accurately gauge performance. "You get what you measure" is an apt adage. The CEO sets the bar for the level of performance to be reached, regardless of the company's size, type, circumstances or stakeholders.

Some CEOs might find be content to sit back and let the job arrive at their doorstep; after all, there are always tactical things that need to be done. But successful CEOs plan how they spend their time, according to the above responsibilities (and not just tend to urgent to-dos). To successfully grow a company, the CEO should have a clear picture of how to fulfill these functions that only he or she can do, prioritize them and find balance when dealing with the onslaught of issues.



## **1.2| Supervisory Board**

Under the Articles of Association, the Supervisory Board consists of at least three members who are appointed by the General Meeting of Shareholders based on nominations of the Supervisory Board. The General Meeting of Shareholders and the Central Works Council can recommend candidates to the Supervisory Board for nomination as a Supervisory Board member. For one third of the seats, a person is placed on the nomination list of the Supervisory Board on the recommendation of the Central Works Council. In principle, a Supervisory Board member is appointed for at most three terms of four years, unless there are serious reasons for deviating from this rule. The remuneration of the members of the Supervisory Board is determined by the General Meeting of Shareholders

A Supervisory Board member retires by rotation no later than four years following his or her appointment. A Supervisory Board member can be suspended by the Supervisory Board, but only dismissed by the Enterprise Division of the Amsterdam Court of Appeal.

The Supervisory Board is responsible for supervising the policy of the Managing Board and the general affairs of the Maritime Company and its business. The Supervisory Board advises the Managing Board. In performing their duties, the members of the Supervisory Board act in accordance with the Regulations of the Supervisory Board and in the interests of the Maritime Company itself and its business, taking into consideration the interests of the company's stakeholders. In doing so, it also takes into account the corporate social responsibility issues that are relevant to the Maritime Company. The Supervisory Board is responsible for the quality of its own performance.

Each Supervisory Board member should be capable of assessing the broad outline of the overall policy. Each Supervisory Board member has the specific expertise and experience to perform his or her individual duty within the framework of the Supervisory

Board's profile. The composition of the Supervisory Board is such that the members are able to act independently and critically of one another, the Managing Board and any particular interests.

Supervisory Board members are selected in such a way as to ensure a balanced composition in terms of nationality, gender, age, experience, expertise, personality and social background. Expertise is the decisive factor in the composition of the Supervisory Board, with diversity being secondary. A Supervisory Board member is reappointed only after careful consideration, with the profile for appointments being taken into account.

The Supervisory Board appoints a Chairman and Deputy Chairman from its members. The Chairman is responsible for the proper functioning of the Supervisory Board and its committees and acts on behalf of the Supervisory Board as the main contact for the Managing Board and shareholders with respect to the performance of the members of the Managing Board and Supervisory Board. As Chairman, he or she ensures the orderly and efficient conduct of the General Meeting of Shareholders. The Chairman of the Supervisory Board is assisted in his or her role by the Company Secretary.

Despite the fact that the Supervisory Board currently consists of only four members and therefore, under the Corporate Governance Code, is not required to set up any committees, it has two permanent committees: the Audit Committee and the combined Remuneration & Appointment Committee. The function of these Committees is to facilitate the decision-making of the Supervisory Board. The activities of the two Committees do not relieve the Supervisory Board of its responsibilities and do not deprive it of any of its powers.

The Supervisory Board has drawn up Regulations covering the duties and composition of the Supervisory Board, its working

practices and decision-making process, as well as its relationship with the Managing Board, shareholders, the Central Works Council and the external auditor. The Supervisory Board has also drawn up regulations for the Audit Committee and the Remuneration & Appointment Committee

### **1.3| Managing Board**

The Board of Directors is the governing body for a company. All major decisions will need to be ratified by the Board. You will need the Board's approval to sell the company. You will need the Board's approval to hire or fire a CEO. You will need the Board's approval to do a major acquisition. You will need the Board's approval to do a major financing, including an IPO. On all matters of major strategic importance, the Board will need to be engaged, involved, and supportive.

However, the Board should not run a company. That is the role of the CEO and his/her senior management team. The Board's job is to make sure the right team is at the helm, not to be at the helm themselves. Boards that meddle, that get too involved, that undermine the management team are hurting the company, not helping the company.

Boards work for the company. The company is their responsibility. They must always act in the best interests of the company and its major stakeholders; the employees, the customers, the shareholders, the debt-holders, and everyone else that is relying on the company to deliver on its promises.

Some would say that the company works for the Board. But I think that is wrong. The company works for the market (and I am using the word market in all of its meanings) and the Board and the management team work for the company. Every director must put the interests of the company first and their interests second. This is called fiduciary responsibility.

“About ten years ago, I was in a Board meeting when management told the Board that they had uncovered significant accounting issues in a recently acquired company. This was a public company Board. And these accounting issues had flowed through to several quarterly financial statements that had been reported to the public. Every Board member who was also a material shareholder (me included) knew that the minute this information was disclosed, our shareholdings would plummet in value. But there was no question what we had to do. We had to hire a law firm to investigate the accounting issues. We had to immediately disclose the findings to the public. And we had to terminate all the employees who had an involvement in this matter” (AVC, 2012).

Things like fiduciary responsibility seem very theoretical until you find yourself in a moment like this. Then they become crystal clear. Directors often must act against their own self interests. They must do the right thing for the company, its shareholders, and its stakeholders. There is no wiggle room on this rule. For directors, it is the golden rule.

The hard thing about being a director is that many times, the right answer is not clear. Should we accept this extremely generous offer and sell the company? Should we ask the CEO to leave the company? Should we go public or wait a few more years? There are no formulas that you can run to tell you the answers to these questions. There is no "right answer." Only

time will tell if the right decision was made. And even then, there will be debate.

Debate is what good Boards do. They put the key issues on the table and discuss them. Good directors are deeply engaged in the important issues and they are upfront and open about their opinions on them. They are respectful of the other Directors and listen carefully to opposing opinions. Boards should try to reach a consensus and then act on it. Board should not procrastinate on the big decisions. Boards need a leader to drive them. That leader is commonly called the Chairman. I plan to write an entire post on the subject of the Board Chair as part of this series.

There are many CEOs who want to manage their Board. That is a mistake in my opinion. A great Board manages itself and treats the CEO as a peer and gives the CEO's opinion great weight. But a great Board is not a rubber stamp. A great Board pushes the CEO and the company to make the most of the opportunities in front of the company. It makes sure that the CEO and the management team is pushed out of their comfort zone from time to time.

## 1.4| Executive Director

### Job Purpose

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.

### Primary Duties and Responsibilities\*

The Executive Director performs some or all of the following:

#### *Leadership*

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Act as a professional advisor to the Board of Director on all aspects of the organization's activities
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- In addition to the Chair of the Board, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the organization at community activities to enhance the organization's community profile

#### *Operational planning and management*

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders
- Oversee the efficient and effective day-to-day operation of the organization

- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials

#### *Program planning and management*

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

#### *Human resources planning and management*

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review

- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

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### *Financial planning and management*

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget
- Work with the Board to secure adequate funding for the operation of the organization
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments

### *Community relations/advocacy*

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

### *Risk management*

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage

## **2.1| Operations Department**

The Operations Department is usually staffed primarily by experienced Masters, Arch Captains as well as lower ranked deck officers and secretaries. It is responsible for the monitoring of the fleet's performance and taking care of vessels' needs while at sea or in port. The Operations people try to foresee and provide solutions to all the problems that may arise and can have an adverse effect on the smooth operation of the ships.

The department maintains constant communications with our Ship Masters and agents worldwide and takes all the appropriate steps to keep cater their every need. Moreover, it monitors the daily operating costs of the fleet and in close co-operation with the Supply Department, makes sure that all vessels are provided with the necessary deck stores, provisions, paints, etc.

In addition, the Operations Dept. has the overall supervision of the Company's Crew Department. Last, but not least, this department is charged with the safety of the ships and their crew members, by making sure that all necessary safety items are provided on a regular and scheduled basis and by upholding a quality control system using the International Safety Management (ISM) Code as its backbone.

Within its great area of responsibilities are:

- **Profitability:** The operations department is responsible for the profitability of the company. When it increases sales and profit margin while simultaneously reducing expenses, the bottom line is, it will improve and profits will increase. Accountability for profits ultimately falls to the operations department. These individuals run the day-to-day business of the company and, through solid management techniques, produce results and a return on investment for

the organization. From scheduling employees to solving performance issues, the operations department manages the bottom line.

- **Increasing Sales:** Operations also has the major objective of increasing income. While the sales team meets clients and sells the services, the operations team sets sales goals and monitors progress. Achieving sales results means having an excellent service as well as talented and motivated salespeople. The operation department sets goals, motivates and manages the sales force, and ensures that targets and objectives are met. Through the continual monitoring of sales performance and assisting the sales force in their efforts, the operations team helps to increase sales.
- **People Management:** People are the only asset in the company that can increase in value. The operations team makes this happen. From hiring the best people, to training and development, the operations department places the right people in the right position. They also assist in maintaining excellent people performance and handle difficult management processes, including termination, when needed. Managing the results of the other departments, like human resources, chartering and performance, is also an objective for the operations team.

Moreover, the Operations Department is responsible for numerous major and minor procedures like:

1. Keeping in close contact with Chartering department advising Brokers with vessel's movements and expected dates of completion of present voyages and bunkers ROB.

2. Studying agreed C/P clauses of taking necessary action to protect our principal's interests.
3. Planning the refueling of each vessel for her employment needs to ensure the most competitive prices are obtained.
4. Taking all necessary information for load port and disport. (Peculiarities, restrictions, requirements ).
5. Monitoring cargo and ballast plans, passing to Masters proper instructions regarding cargo details, bunkering schedule; C/P main terms, peculiarities, restrictions, requirements for load port and disport, ensuring that charterers voyage instructions are implemented.
6. Tendering ETA notices to Charterers, Agents and Parties concerned on behalf of Master, if required, till Master has received the necessary voyage instructions.
7. Appointing agents for each port. Arranging for cargo Surveyors to attend cargo operations on owners side.
8. Keeping charterers advised on vessels positions.
9. Informing Technical/Crew/Purchasing/Marine departments for vessels next voyage.
10. Giving to Masters special instructions depending on trading area.
11. Interviewing Masters/ Chief Officers
12. Updating position list and passing any unexpected change of schedule to the other departments in order to coordinate supplies, crew changes, inspections etc.
13. Member of Emergency Response Team.

14. Is in continuous regular communication with the Master and Chief Engineer to ensure optimum performance of equipment and machinery.
15. Responsible to prepare the survey planning and present the vessel in time for various classification surveys and to have all certificates clean and valid.
16. Coordinating the hired teams employed by the Company to carry out cleaning and repairs work or deck/tanks maintenance, for efficiency/ quality and time spent advising Fleet Manager as required.
17. Evaluating weekly updating reports from vessels and updating file with progress/status.
18. Handling disputes with charterers/agents etc.
19. Checking the port agents account for any wrong and/or inflated charges.
20. Dealing with union problems.
21. Verifies that all documents of crew are correct and complete before departure.
22. Sees to it that all crew members requested by the masters join on time.
23. Maintains computer data regarding office staff visits onboard vessel.
24. Is in continuous regular communication with the Master and Chief Engineer to ensure optimum performance of equipment and machinery.
25. Regarding Paints/Lubricants he co-operates with the Purchasing officer and the Technical Manager in order to

propose quantities to be ordered, place orders with the contracted supplier after obtaining Fleet Manager's

26. Participates, when required, in the investigation of accidents, security incidents, near misses, NCRs, for preventing re-occurrence.

27. Organizes vessels pre-purchase inspection, delivery / un-delivery, cargo surveys, bunker surveys.

## **2.2| Chartering Department**

The Chartering Department, which is part of the Operation's Department in the biggest companies whereas in the small ones it does not exist and therefore the company resorts to an outside agency, is the most important Department as is easily understood within the Operation's Department.

The people crewing this department are high-degree educated specialists with a wide experience and extensive practice in operation, negotiation, and chartering of vessels. The department usually also employs Masters whose position remains advisory. The Department is directly subordinate to the Director of Chartering and Operations as well as the Financial Department and works in close co-operation with the operational and technical managers of the fleet. Among its responsibilities are:

- Markets the vessels, owned and/or managed and operated by NMB to the shipping community and/or to selected companies. Negotiates and signs shipping contracts, aiming to achieve the best result for all parties involved. Contracts on voyage and time charter terms.
- Prepares and circulates the daily open position list of the vessels of the Company



- Looks for suitable cargoes and negotiates the best employment for the open vessels
- When necessary, negotiates and employs vessels from the market, for the purpose of covering the contracts of NMB. Takes decision for the periods on which the vessels on time-charter will be operated
- Approves and constantly updates the list of the Owners' brokers of NMB
- Carries out market research and analysis, keeps up with the news in the shipping sector, i.e. indices, reported fixtures, important events and developments
- Projects and monitors the general chartering strategy in relation to the income from the operation of the vessels of NMB
- Analyzes the final results of the contracts
- Controls the original Charter Parties by all counterparts
- Provides and supports the continuous education of the personnel
- Participates in meetings with Charterers, Brokers, etc. Takes active part in shipping conferences.

## **2.3| Insurance and Claims Division**

Insurance and Claims Department provides professional services related to Marine insurance market research, placement of Hull & Machinery and P&I risks and creating effective insurance and claim handling solutions. This department employs Maritime Lawyers as well as Masters experienced in the field.

The Department supervised by a Department Manager is directly subordinated to the Executive Directors and in many Maritime Companies it is either a sub department of the Operations Department or a solely independent department by itself.

There are two sectors established within the Department. The Department Manager and the officials in the subordinate structural units provide for the following main operational activities and functions:

### **Averages and Insurance Sector**

- selection and analysis of insurance offers;
- implementation of the insurance contracts agreed upon, keeping subsequent and due records, submitting claims and claim handling
- providing quotations and extra cover of vessels in case of any breach of warranty
- communication and negotiations with different insurance agencies, claimants' representatives and responsible parties on a certain incident, lawyers, average adjusters, etc. in relation to insurance events that have occurred (including accidents in the scope of applicable deductibles agreed), as well as undertakes actions relating to each specific case

towards provision of the respective compensation for the Company

### **Cargo Claims Sector**

- on obtaining information for a forthcoming claim, the Sector is actively involved in establishing the facts, providing assistance and all necessary instructions to the ship, agents, surveyors and Club correspondents
- on receiving cargo claims the Sector collects all necessary documents, analyses facts and settles claims considering circumstances related to each specific case, so as to minimize the Company losses and expenditure

Where necessary the Sector informs and works in cooperation with the P&I insurers and their correspondents in order to protect the company interests, as well as to claim damages that have occurred.

### **3.1| Technical Department**

This Department primarily consists of the Arch Mechanics of the Company and employs numerous other occupations within its ranks such as shipbuilders, engineers, generally every occupation in direct correlation to the ship's building and maintenance. Among its responsibilities are:

- Monitoring Statutory and Class Survey Status and arranging required surveys to be carried out in time in co-operation with the Operations dept. Manager and the Fleet Manager.
- Monitoring the Company's working system- PMS by checking that all Company's Circular Letters and General Letters are correctly implemented onboard the vessels.
- Follows up the vessel technical matters by reading all e-mails/ telexes/ fax/, mail reports and checks that proper and prompt actions are taken by the responsible staff of the appropriate department to deal with any outstanding or routine matter
- He is in continuous regular communication with the Master and Chief Engineer to ensure optimum performance of equipment and machinery
- Attending the ships at least every three months. Also attending during major repairs and Dry-dock.
- Responsible to check whether the vessel is implementing the Company's working system and is in conformity with

the provisions of the relevant rules and regulations.

- Checking the requisitions for lubricants, spare parts/ supplies.
- Evaluating vessel's repairs request in order to find the most suitable workshop to attend the job, taking in consideration the quoted cost/ time involved/ quality and vessel's trading commitments. The obtained quotations are submitted to Fleet Manager for approval.
- Attending vessel for carrying out inspections/ maintenance work and/or repairs accompanied by appropriate riding team.
- Supervising the hired teams employed by the Company to carry out cleaning and repairs work or deck/ tanks maintenance, for efficiency/ quality and time spent advising Operation Manager and Fleet Manager as required.
- Keeping electronic records for all certificates and surveys of the vessels and is in charged to send originals onboard vessels.
- In co-ordination with Fleet Manager and Operations Manager is applying to Class Societies for required attendance and updating status of last dry-dock, Special/Intermediate surveys and Tail shaft inspections giving also the next due dates for all vessels.

- Maintain files/ records of all workshops available in ports where the vessel is usually calling. In ports where availability of workshops is unclear investigation is carried out through the nominated Agents.
- Maintain separate files for each repair/service carried out where cost, quality and time is being clearly stated
- For occasional repairs/ services the vessel submits a repair requisition clearly stating description of damage and proposed repair. Under instructions of the Fleet Manager for specific port the Technical Manager s obtaining offers with repair procedure, including cost and time from two or three local workshops. The quotations received are recorded in a comparison table and submitted to the Fleet Manager to select the most suitable one and then submitted to the Management for approval. As soon as the required shore assistance (repairs/services) is awarded vessel is instructed by Technical Manager to land items in need of repairs. To this effect, vessel is preparing a landing report for local Agents. In some occasions and depending on the urgency of repair, offers are obtained after landing the machinery/ part for repair.
- He is responsible to the Fleet Manager for following duties/responsibilities: a. Daily report for main machinery performance. Issues daily reports based on the noon reports and updating Fleet Manager and Operations Manager for: -M/E, BLR and D/G extra fuel consumption -Vessels' low speed, high slip -M/E, A/E high exhaust temperatures, high scavenging temps, high T/C inlet temps -M/E A/C high pressure drop b. Monthly reports Lub Oil

Analysis Drew or Aneroid Service Engineer attendance  
Boiler Water Treatment and Cooling Water Treatment  
Logs Records wear down of Main Engine cylinder liners  
and piston grooves. c. He is responsible for creation of the  
PMS database (machinery maintenance tasks-spare parts  
inventory), checking the implementation of the  
computerized system and follow-up of vessels' PMS  
reporting in time.

- Prepares new electronic application forms, which are gradually added on the existing PMS electronic system. These forms are based in Makers instructions, Classification recommendations and industry experience.
- Participates, when required, in the investigation of accidents, security incidents, near misses, NCRs, for preventing reoccurrence.
- Supervising the hired teams employed by the Company to carry out cleaning and repairs work or deck/ tanks maintenance, for efficiency/ quality and time spent advising Technical Coordinator as required.

Regarding Paints/Lubricants he has the following duties/responsibilities:

- Maintains files/records for all contracted and certain non - contracted lubricants suppliers
- ROB and average consumption of the three main grades (system, cylinder, generator) based on vessels reports.

- co-ordinates with the lube oil supplier for the issuing of the lubrication charts, compatibility of lube oil grades, etc.
- Reports to Fleet Manager abnormal consumption of the three main grades.
- Proposes quantities to be ordered.
- Performs the duties of Internal Auditor.
- Participates when required, in the investigation of accidents, security incidents, near misses, NCRs, for preventing reoccurrence.
- Trouble shooting onboard for cargo/ballast operation.
- Attending vessels pre-purchase inspection, delivery/un-delivery.
- Attending cargo surveys, bunker surveys.
- Attending vessels dry-dock and repairs as required.
- Monitor performance of crew and report accordingly.



### **3.2| Dry Docking and New Building Division**

Being part of the Technical Department, other than the Arch Engineers and Mechanics, it employs ship building engineers, and specialists in all matters regarding the ship's building and optimum performance procedure, such as Naval Architects. Its responsibilities are:

- Shipyard supervision of new buildings, conversions and retrofits.
- Full supervision of ship repairs or dry dockings including procurement of spares and paints.
- Afloat repairs in transit
- New building plan approvals
- Machinery and equipment selection and procurement

From the Dry dock's side, numerous occupations, most of them self-explanatory, are required to fulfill the task of the maintenance at hand. Project Planners, welding engineers, crane operators and foremen, divers for underwater welding, tug operators and engineers, marine mechanics specialized in certain parts of the ship's maintenance and draughtsman who conduct the dry dock inspections.

### **3.3| Sale and Purchase Division**

Although The Sale & Purchase division runs through the Financing Department, the Technical Dpt. Has the final word over all vessel purchases and sales.

The Sale & Purchase Department is usually a dynamic team of open-minded and experienced in-house brokers, always operating in compliance with new tendencies in the shipping market and especially in the new building and second-hand market. Its specialists negotiate the sales and purchase of tonnage predominantly owned by the company. The team is led by committed managers, ensuring that the best service and value are provided to meet our clients' demands. The team is in a position to assist and share their expertise and advise potential clients on all relevant issues related to the new building and the sale and purchase matter.

New building contracts and Purchase of second-hand vessels - Constantly renewing its fleet S&P Division is a key factor to all Maritime Companies in order to develop, grow and execute its prosperous business.

## 4.1| Human Resources

Human resources is a somewhat vague term that doesn't capture well the scope of the duties in the department. While human resources staff handles many of the matters pertaining to the employees of a company, such as recruiting and benefits management, they also work with management to help develop long-term strategies for the growth and development of a company. HR departments often act as a middleman between employees and management and should be where employees go for basic company information.

Its responsibilities and authorities are, for:

- Hiring of shore-based (office) personnel, in cooperation with relevant Department Heads
- Hiring of Masters, Officers and crewmembers, in consultation with the Manning Agent.
- Maintenance of crew lists.
- Maintenance of records for ship-based (office) personnel, including personal information, training and evaluation reports.
- Maintenance of records for ship-based personnel (Masters, Officers and crew), including personal information, training and evaluation reports.
- Handling of personnel P&I Club health relevant claims.

## 4.2| Crewing Department

Although the Human Resources Department is primarily responsible for the employment of the Company's staff, the Crewing Department, which is part of the HR, specializes in hiring professions for the manning the Company's Vessels. It primarily employs Arch Captains, and staff with expertise in the Human Relations sector, it ensures that all standards are met adequately and covered to provide a safe work ethic and environment. Apart from its responsibilities and authorities which were mentioned above, it recruits Agencies in various locations across the globe, which specialize in the recruitment of seafarers and specialists regarding positions on-board the vessel, deck and engine officers, electricians, cooks and lower ranked crews. In general it is responsible for:

- Monitoring manning level and forecasting manning needs for all vessels.
- The identification of hiring/promotion needs as well as the determination of required qualifications and skills
- The final selection, engagement, administration and training of all seagoing personnel in co-operation with Ops and Technical dept. for top-4 officers
- Hiring of all shipboard personnel, directly, via authorized Manning Offices or via subcontracted Crew Managers
- Controlling and evaluating the performance of Manning Offices and sub-contracted Crew Managers
- Consistently evaluates the performance of all seafarers to ensure the above requirements.

- Maintains updated records for all seafarers employed by the Company.
- Follow up of Industry wages
- Setting and control of the annual Crew Budgets

### **4.3| Training and Career Development Division**

Among a Company's assets, the most valuable by far, is its personnel. Through the development and growth of each individual employee the company succeeds long term through all aspects of its business and in-house business exchanges. This division consists of training and development specialists as well as high ranked employees of each respective sector to provide guidance and ensure the effectiveness of the courses.

Its goals and aims are to:

- Assess training needs through surveys, interviews with employees, or consultations with managers or instructors
- Design and create training manuals, online learning modules, and course materials
- Review training materials from a variety of vendors and choose appropriate materials
- Deliver training to employees using a variety of instructional techniques
- Monitor and evaluate training programs to ensure they are current and effective
- Select and assign instructors or vendors to conduct training

- Perform administrative tasks such as monitoring costs, scheduling classes, setting up systems and equipment, and coordinating enrollment.

Training and development specialists create, administer, and deliver training programs for businesses and organizations. To do this, they must first assess the needs of an organization. Once those needs are determined, specialists develop custom training programs that take place in classrooms or training facilities.

Training programs are increasingly delivered through computers, tablets, or other hand-held electronic devices.

Training and development specialists organize or deliver training sessions using lectures, group discussions, team exercises, hands-on examples, and other formats. Training can be in the form of a video, self-guided instructional manual, or online application. Training also may be collaborative, which allows employees to connect informally with experts, mentors, and colleagues, often through the use of technology.

Training and development specialists may monitor instructors, guide employees through media-based programs, or facilitate informal or collaborative learning programs.

## **5.1| Finance Department**

The activities expected from a finance department cover a wide range from basic bookkeeping to providing information to assisting managers in making strategic decisions. What to expect from the finance department will depend largely on factors such as how much involvement the owner/manager has in the organization. The Finance Department is the chain that links all departments together and influences all money-related procedures from the standard vessel provisions, to the order of a new built ship. It consists of experts in finance, accountants and bookkeepers.

At the base level, the finance department will be responsible for all the day to day transactional accounting for the business. This will include the tracking of all transactions and the management of any government reporting. In very small owner-managed businesses this role is often filled by a family member with accounting experience. An outside accounting firm is usually used for annual financial statements and returns. In larger organizations this role will extend right through to preparing the financial statements with an external auditor engaged for assurance purposes.

The finance department is also responsible for management of the organization's cash flow and ensuring there are enough funds available to meet the day to day payments. This area also encompasses the credit and collections policies for the company's customers, to ensure the organization is paid on time, and that there is a payment policy for the company's suppliers. In most organizations there will be some form of forecast prepared on a regular basis to systematically calculate the ongoing cash needs.

Where there are cash needs beyond the day to day working capital, the finance department is responsible for advising and sourcing longer term financing. Financing may be obtained through bank or private lender debt or, in applicable firms, share issues to private investors or shareholders. If the organization is ready to target angel investors or venture capitalists the finance department will be key in preparing the documents required for these presentations and may work with outside consultants on a company valuation. In larger companies considering public share offerings the finance department will assist with the preparation of the offering documents but will likely also use outside consultants to advise on this complicated process.

With the must-do's taken care of, the finance department can now start to contribute to the management and improvement of the operations by measuring and reporting regularly on key numbers crucial to the success of the organization. Management accounting information is information that managers can use to monitor the operations and decide where further attention may be required. It will likely include some non-financial information and should be communicated to managers in a way that is easy to understand. In smaller owner-managed businesses this resource, though extremely important, is often overlooked or ignored.

Looking forward, the finance department will work with managers to prepare the organization's budgets and forecasts, and to report back on the progress against these throughout the year. This information can be used to plan staffing levels, asset purchases and expansions and cash needs, before they become necessary. Some organizations often 'plan' by the seat of their pants, while organizations know it is important to have some idea of where you want to go before you start going there.



Finally, the finance department should be called upon to provide information to assist managers in making key strategic decisions, such as which markets or projects to pursue or the payback periods for large capital purchases. The finance department can often contribute an objective perspective based on special financial assessment techniques.

In summary, some organizations know the finance department should be considered a resource to assist managers in the running of the business. With the growing popularity of outsourced finance departments, it is possible for even small businesses to have access to all of the benefits of a full finance department, through part time professionals, at a fraction of the cost of employing a full time finance department.

To sum things up, the responsibilities of the Finance Department are:

- every aspect of controlling debit and credit,
- the suppliers' payments,
- as well as producing the associated balance sheets.

The financial aspect of the department deals:

- with the control of the company's cash flow,
- the financial feasibility of a project,
- the relevant negotiations with financial institutions, the follow up of outstanding loans and
- Various other financial products.

## **5.2| Marine Safety Department**

The Marine Safety Department employs both Arch Captains and Engineers as well as external auditors and surveyors to ensure that all standards aboard the Company's vessels are met, regarding ISM and Safety at sea issues. It is one of the most crucial departments in the organization, and its responsibilities are:

### **Vetting matters (tankers):**

- It coordinates the invitations for the tanker inspections by oil companies.
- It gives guidance and instructs masters/officers for the above inspections
- Internal vetting and visits always take place prior and during vetting inspections.
- A superintendent from the above dept. is always attending vetting inspections.
- The dept. follows up any observations that might have been noticed during vetting inspections.
- There is constant communication and correspondence between the dept. and the Oil companies after an inspection takes place.
- The dept. has to update the management and the crew onboard vessels about latest regulations concerning oil companies' requirements.
- The manager of the marine/safety/vetting dept. often visits oil companies' offices and discusses matters relating to the group's tankers.

## **Safety matters (Containers/Bulk Carriers)**

- It follows up the certification process of the ISM code and revises the SMS.
- It performs internal/external audits.
- It updates the management and the vessels for all matters related to safety as per flag states, IMO, Class Societies etc.
- It conducts training seminars for the office staff and seafarers.
- It monitors the safety and pollution prevention aspects of each ship's operation, ensuring that adequate resources and shore based support are applied as required.
- It ensures that the requirements of the International Safety Management code (ISM) and the group's Safety Management System (SMS) are implemented, maintained and wherever possible improved.
- It ensures the investigation of accidents and the accurate reporting of hazardous occurrences.
- It organizes and coordinates management review meetings and revises whenever necessary the group's controlled documentation system.

### **5.3| Supply and Logistics Department**

The supply and logistics department of a Maritime company is primarily staffed by warehouse keepers, warehouses, vendors, ship chandlers, merchants and logisticians. Although it's usually regarded as a Finance sub-department, it usually stands alone, especially when the Maritime Company's fleet cannot be covered solely by the Finance Department and it works alongside the Operations and Technical Departments.

Responsibility and authority for purchasing of materials and services for both shore side and vessels such as:

- Stores (final evaluation of requisitions, receipt and comparison of suppliers' quotations, order placement and follow up (including receipt control), receipt/invoice control).
- Provisions (final evaluation of requisitions, receipt and comparison of suppliers' quotations, order placement and follow up (including receipt control), receipt/invoice control).
- Spare parts (final evaluation of requisitions, receipt and comparison of suppliers' quotations, order placement and follow up (including receipt control), receipt/invoice control).
- Office supplies, including equipment such as PCs (final evaluation of requisitions, receipt and comparison of suppliers' quotations, order placement and follow up (including receipt control), receipt/invoice control).

In respect of approved suppliers/sub-contractors Purchasing Department Head is responsible for:

- Overall evaluation of company approved subcontractors/vendors.
- Maintenance of updated List of Approved Subcontractors/Vendors.

### **5.4| Legal Department**

Not every Maritime Company has a legal department, depending on the size of the company and the matters it is expected to handle. It is crewed by Maritime Law specialists and Lawyers as well as outside counselors and always with the help of independent Law Firms. Its functions and responsibilities are:

- Claims of H&M , P&I, FD&D, LOH (all C/P, MOA & contracts disputes in arbitration, court, mediation)
- Corporate Matters
- Vessel's registration
- Sale and Purchase Transactions.
- Shipping Finance.
- Shipbuilding Contracts.

## 6.1 The Ship

The field of merchant navy involves a certain order of hierarchy with the seafarers holding different ranks on ships. This ranking system ensures smooth coordination of on board operations and promotes proper management strategies.

The nomenclature of merchant navy ranking system is universally accepted by shipping companies and commercial vessels around the world. However, there can be minor changes in names and duties assigned to specific positions depending on the country to which the ship belongs.

In general, the ranking system on merchant vessels is mainly divided into following categories: The Deck Department, the Engine Department and the Catering Department.

The bridge of a vessel, also the navigation hub, is fitted with advanced machinery systems. The ship must be handled by people possessing the required amount of knowledge and skills for navigation. Seafarers under the deck department of the ship are vested with the responsibility of managing ship navigation, along with handling cargo gears and berthing instruments present on the deck of the ship.

Similarly, seafarers working in the ship's engine room fall under the engine department. This mainly includes marine engineers and ratings responsible for operation and maintenance of ship's machinery.

The third department, or the catering department, is responsible for preparation of meals and general housekeeping for crew and passengers. It is to note that in general cargo ships, the catering department comprises of only 2-4 members, whereas in passenger vessels there are

several members/ranks in the catering department depending on the size of the vessel and number of passengers.

A vessel thus requires a definite system of merchant navy ranks that would enable the distribution of assignments in a professional and formal manner.

The Captain (or Master) of the ship is at the top of all the ranks, holds the highest post of the ship's crew, and is accountable to the owner of that ship. He shoulders immense responsibilities and presides over the activities occurring on board. He tackles serious issues and guides the crew to perform better. The Captain stays in command of the vessel, all the time and he regulates the proper daily transaction and handles the legal affairs of the maritime issues.

If a situation arises wherein the Captain is not on board, then automatically the Chief Officer has to take over the Captain's work and will act as the ship's executive officer.

### **1. The Deck Department consists**

The Deck Department consists of the Chief Officer/Mate, the Second Officer/Mate, the Third Officer/Mate, the Deck Cadets and the Deck Rating, the Bosun, the Welder/Fitter, the Able Seaman (AB), the Ordinary Seaman (OS) and the Trainee OS.

**Chief Officer / First Mate:** The Chief Officer occupies the second responsible position after the Captain of the vessel. He acts as the leader of the deck department and mainly engages in the cargo affairs. He also supervises the vessel's crew and looks after the various deck operations. The Chief Mate prioritizes the security and safe functioning of the vessel, and is concerned about the welfare of crew and passengers (if passenger ships) on board. Additionally, the

correct working of the hull, the accommodation section, the cargo gearing, the security appliances and the fire prevention equipment is managed by the Chief Officer.

**Second Officer/ Mate:** He is the primary officer behind the navigational section of the vessel (Navigation chart preparation and paperwork) and his designation implies that he is third-in-command. His main responsibility is the standard 12-4 navigation watch duty.

**Third Officer/ Mate:** He is basically employed with the security measures on board, and therefore is greatly answerable to the Captain for maintaining the safety of the particular ship and its crew. After the captain, he is appointed as the fourth-in-command. Usually, the Third Officer handles the standard 8-12 watch duty.

**Deck Cadet:** The role of a deck cadet is quite important on ships as he can be assistance to all the officers. He is basically new to the ship and is on ships for the training purpose. Prior joining he has to undergo several courses to avoid disasters and accidents on the vessel, along with knowledge on firefighting equipment, first aid and other security measures. Special training is meted out to the Deck Cadets under the maritime law, and they prove their worth in the navigational section, besides dealing with the cargo. A newly appointed Deck Cadet needs to report to the Chief Officer of the ship, from time to time. A Cadet must observe and lend a helping hand, and try to gain as much of knowledge as possible. His ineligibility for the “Certificate of Competency” award implies that he has no permission to keep watch. He accompanies a senior officer while they stand in watch, instead.



**Bosun:** Bosun takes care of the crew on the deck and also assists chief officer in daily routines of the ships.

**Able seaman:** According to the modern nautical terminology, an able seaman (AB) possesses a merchant mariner's document and is eligible to assist the deck department. Know more about the rank of Able Seaman here.

**Ordinary seaman:** The post of ordinary seaman, denoted by OS, serves the vessel's deck department. An OS is usually busy with tasks such as buffing, scaling, cleaning the deck and occasionally painting the superstructure, above the main deck. An ordinary seaman can undertake activities like overhauling, splicing ropes, wiring, rigging, etc. and conducting repair-work on the deck. It is the Ordinary seaman's job to ensure secure handling of cargo gears and loading or dismantling cargo. He is directly associated with the proper launching and recovering the ship's lifeboats. Know more about Ordinary Seaman here.

## **2. The Engine Department**

The Engine Department consists of, the Chief Engineer, the Second Engineer/First Assistant Engineer, the Third Engineer/ Second Assistant Engineer, the Fourth Engineer/ Third Assistant Engineer, the Fifth Engineer/ Engine Cadet, the Electrical Officer and the Engine Room Rating. Then we have the Fitter, the Motorman, the Wiper and the Trainee Fitter / Trainee Wiper.

**Chief Engineer:** Chief engineer is the head of the engineering department on a vessel. The required qualification for this position is loosely referred to as the "Chief's Ticket". Alternatively, he can also be alternatively termed as the "The Chief" and usually draws the same

payment as the Captain, although the complete responsibility of a particular vessel falls solely on the Captain's shoulder. The Chief Engineer cannot take over the ship's charge, unless such a situation arises which has been documented under the safety measures. Chief engineer gives orders for operation and maintenance of ship's machinery system and is responsible for the engine room department.

**Second Engineer/ First Assistant Engineer:** He is associated with the day-to-day activities in the engine room, and he is accountable to the Chief Engineer. He stays extremely busy most of the time on board, as he needs to constantly supervise the proper functioning of all engine room machinery systems and also assigns jobs to the other engine officers and crew. The Second Engineer generally keeps watch on the engine room, during the day time.

**Third engineer/ Second Assistant Engineer:** This is the next position after the Second Engineer, and is assigned jobs to look after machinery ordered by the chief engineer, along with daily watch keeping. He reports to the second engineer.

**Fourth Engineer/ Third Assistant Engineer:** This is the most junior rank in the engineering department. The Fourth Engineer is concerned about the correct working of the machinery systems assigned to him and also carry out watch keeping. He reports to the second engineer.

**Fifth Engineer/ Engineering Cadet:** Fifth engineer is a trainee under the Second Engineer officer, and he assists and learns while observing and carrying out activities in the engine room. He would accompany a senior officer (mostly second engineer) during the watch duty.

All the engine room ratings report to the second engineer.

### **3. The Catering Department**

The Catering Department consists of, the Chief Cook, the Trainee-Assistant Cook, the Steward.

**Chief Cook:** Chief cook falls under the catering department of the ship. It is his duty to prepare meals regularly for the crew and passengers. He is also in charge of the food stores, and he can utilize or replenish them. The Chief Cook also inspects the equipment needed to keep the ship clean and uncontaminated in the galley area.

**Trainee Cook:** The trainee cook assists chief cook in preparation of meals and managing provision.

**Steward:** The steward, as the name suggests, is assigned tasks include cooking and serving meals on time, sweeping and maintaining the living quarters of the officers, and stocktaking the stores. It is also the job of a steward to manage the grocery accounts, planning menus, and documents the cost control issues.

It is to note that a galley on passenger ships would involve several other ranks as well. Merchant navy ranks might differ a bit depending on the country to which the ship belongs and the shipping company. However, the basic hierarchy remains the same as mentioned above.

## 7.1| Chartering and Brokering

**Charterers** are the controllers of cargoes; charterers are directly responsible for keeping the world's shipping fleet in business. While some Charterers own ships themselves, either on a leased or permanent basis, most charterers regularly hire ships, or space on ships, to move their goods, products and even passengers. Ship Charterers either liaise with intermediaries, known as Ship Brokers, or directly with ship owners to arrange the hire or charter of ships to get those cargoes to their clients by the most cost-effective and timely means. Ship Charterers therefore need to be in touch with the market to find the most suitable and cost effective transport options.

Using standard forms, Ship Charterers will plan a voyage, calculate the costs involved, organize clearance and dispatch of ships, and handle ship and cargo-related documents. There is also a requirement to handle damage and insurance cases, should the need arise. Good communication and interpersonal skills are therefore essential for this role, while an analytical and proactive nature can also prove useful.

Ship Chartering companies are a diverse group – ranging from the world's largest oil companies, to mining concerns, international commodities traders and grain houses. They deal in almost every commodity – from raw materials such as iron ore, bauxite, grain and crude oil to highly refined products such as aviation fuel and petrochemicals. At the peak of an economic cycle, the demand for Ship Charterers will be high, in line with increased trade growth and the high demand for ships to transport the cargo. However, the flip side of this is that when the market dips, so too does demand for ships and Ship Charterers. Ship Charterers play an important role at the deep

end of ship operations, helping to pair ships with suitable cargoes.

**Ship brokering** is a dynamic and financially rewarding career, with options to work at ship broking companies around the world. Acting as an intermediary, a Ship Broker negotiates and attempts to seal a deal between ship-owners and charterers or the buyers and sellers of ships in return for a commission payment. The dynamic nature of the business means that Ship Brokers must be in touch with the market, so that they are well positioned to close a contract between two parties when the opportunity arises. Working hours can be demanding with Ship Brokers expected to be alert to the different trading zones of Asia, Europe and the Americas. They may also have to commit to on-call periods out of office hours to ensure the 24/7 coverage needed in this fast-moving and competitive industry.

Ship Brokers will be expected to provide clients with a wide range of market intelligence and advice, initiate deals with potential clients, negotiate and finalize the terms of a contract or sale, and follow the deal through to its conclusion. They are most often found in the chartering market, where they act as a middle man between ship owners and charterers, but Ship Brokers can also be found in the sale and purchase market, negotiating between buyers and sellers of ships. Ship Brokers in the sale and purchase market see fewer deals than their chartering counterparts, but to balance that, earnings for sale and purchase ship brokers are generally higher.

Ship Brokers are employed by specialist ship broking firms, of which there are many around the world, by major shipping companies that employ in-house Ship Brokers, or by chartering companies. Within ship broking, roles can be broken down into a number of sub-specialties, for example dry cargo chartering,

tanker chartering, sale and purchase of ships, liner agency, port agency and ship management. Many employers take on recruits that are new to shipping and to ship broking, and put emphasis on work-based training. There are also shipping-related degrees available in many international universities and colleges that will give a good grounding in shipping business, and professional qualifications available for Ship Brokers. In terms of geographic location, Ship Brokers are not tied to just port or coastal areas. International shipping service centers, such as London, New York, Hong Kong, Shanghai and Oslo, all house ship broking companies to cater for chartering and sale and purchase brokers. A Ship Broker, working in this highly competitive business, prides him/herself on good negotiation skills and personal drive.

**Maritime Economist** in a derived-demand industry – where demand for ships is governed by demand for the cargoes they carry – a Maritime Economist’s analytical understanding of the fundamentals of the maritime industry is a valuable aid to informed decision-making. As the experts on economic factors in the shipping environment, Maritime Economists study and analyses economic data and propose theories on future trends that can be expected based on current data. They also examine the techniques of finance and recommend improvements, outline organizational structures of marine-related business concerns, and may also have to study government regulations and requirements in maritime business.

To successfully model, analyze and predict future trends, Maritime Economists gather data on the industry, analyze that data and then prepare reports, including tables and charts, on the research results. Maritime Economists may also be required to evaluate policies, perform cost/benefit analyses, and test ideas

and hypotheses. Large ship broking companies often employ Maritime Economists in their research departments, while independent maritime consultancy firms will also have openings. To build up experience, candidates should look to take on a junior role in a research department and build up expertise through experience. Maritime Economists offer valuable insight into the intricacies of maritime industry fundamentals.

**Ship and Cargo Planner.** A ship arriving at a port may be loading tons of cargo, discharging tons of cargo, or supplementing cargo that is already loaded onboard. And it is crucial for stability and safety that any loading or discharging is done in the correct way, otherwise there is a risk of harm to the ship, to its crew and to port operatives. A Ship Cargo Planner essentially ensures that the goods and cargoes loaded or unloaded from a ship reach their end destination in the correct state. For container ships, planning container positions gives the added benefit of maximizing space on the ship and minimizing the ship unloading time at the next port of discharge. This role is usually covered by shift work, and some weekend work is to be expected.

Roles that the Ship Cargo Planner is expected to do include assessing loading/discharging suitability of the ship, allocating quay handling equipment, organizing adequate storage if needed, and communicating with port operatives to assign destinations for the cargo. Ship Cargo Planners are also proficient on computer systems and usually use sophisticated cargo planning software to remove the risk of planning errors. Ship Cargo Planners also need to be aware of the different properties of cargoes, for example heavy containers should be positioned at the bottom of the stack, while liquid cargoes need to be held in tanks to reduce the free flowing surface of the

cargo which could lead to ship instability. Likewise, if incompatible cargoes are being loaded, good planning will remove the risk of contamination or damage. Additionally, Ship Cargo Planners must take the working loads of the ship structure into account, and adhere to international safety codes for cargoes, if applicable. A Ship/Cargo Planner may also coordinate vessel schedules. Ports and terminals offer the most employment opportunities for Ship Cargo Planners as well as Chartering and Brokering Companies, although positions are also available in major shipping companies and some ship agencies. A Ship Cargo Planner performs an important role in the safe and secure stowage of cargo to protect both people and ships.



## **7.2| Law Firms and Insurance Companies**

Law firms primarily employ Maritime Lawyers, any problem related to an incident or situation at sea, on a waterway or during the voyage of a ship will likely require the services of specialist legal professionals. These Maritime Lawyers are employed to protect and advance the legal rights of one of the parties involved in the incident, and will ensure that any issues regarding maritime law are dealt with fairly in the courts. More often than not, a maritime lawyer will deal with maritime law that includes injuries. Seafarers are given special protections and benefits under maritime law above and beyond those of land workers because of the special nature of their work. Maritime lawyers can also help draft or design, interpret, and enforce international legislation that governs various aspects of the maritime industry, including safety aboard ships and pollution from vessels.

An average working week for a Maritime Lawyer can cover a variety of different cases ranging from checking paperwork for the loading and unloading of a ship, to courtroom battles for criminal negligence cases. Maritime Lawyers give advice and representation support to clients in shipping matters under a workload traditionally split into two areas. The ‘dry’ area includes advice on charter-parties, insurance policies, and ship building, repair and conversion contracts, and disputes arising from contracts. ‘Wet’ work includes giving advice on rights and liabilities, and disputes arising from casualties, ship arrests, marine pollution, salvage, and accidents.

Maritime Lawyers in general can be found in local or international law firms, and in shipping companies and petro-chemical companies with in-house legal advisers. Protection & indemnity clubs and international maritime organizations may

also employ Maritime Lawyers. A thorough understanding of international, national and regional maritime law is essential for this role. Some Maritime Lawyers chose to specialize on distinct areas of maritime law, for example Maritime Tort Law, which covers cases where injury, loss or damage is caused to a person or their interests by another party's action or negligence. A career as a Maritime Lawyer views the maritime industry from a different standpoint, giving job satisfaction to those who seek justice at every turn.

**Marine Insurer.** Working in the oldest form of insurance, a career as a Marine Insurer is a career steeped in history. Traditionally encompassing the insurance of ships or their cargo against specified causes of loss or damage that might be encountered at sea, Marine Insurance now also covers the transit of cargo over land at each end of the voyage. The term 'vessel' has now also been extended to include ships under construction or repair and drilling rigs. Marine Insurers take decisions on whether applications for insurance cover, known as risks, should be accepted, and if so, what the terms and conditions of that cover will be. Understanding the risks associated with cargo transit is vital to the efficient running of all the shipping business, and Marine Insurers provide an expert service on protection and insurance arrangements that the industry could ill-afford to be without.

Marine Insurers cover four main strands centering around the loss and damage of ship cargoes, terminals, ships and their property, namely Marine Hull Insurance, Marine Liability Insurance, Marine Cargo Insurance, and Offshore/Energy. To be able to make informed decisions on which cover to insure, Marine Insurers will examine documents to determine the degree of risk of the application. Risk factors can include the condition and value of the asset, and the financial standing of

the applicant. From this information, the Marine Insurer will evaluate the possibility of losses. The Marine Insurer will also need to assess the likelihood of a claim from reviewing detailed information on the potential policyholder. Post acceptance, Marine Insurers will work directly with clients to periodically review insurance applications to rate risks to determine continued coverage and pricing. They will also need to be well versed in current affairs to protect themselves against adverse conditions in the market. Marine Insurers are most often found in commercial direct insurance companies, the most famous of which are the Lloyd's Syndicates. There are also positions to be found at protection & indemnity clubs, loss adjusting firms, reinsurance companies, and some shipping companies. Insurance is a large expense for ship owners and they will 'shop around' for the most comprehensive cover at the most cost effective price. In that respect, there is also demand for experienced Marine Insurers as advisors on insurance matters, and they can often provide solutions to a range of problems, such as war and strikes risks, stock throughputs, terrorism and political exposures, trade disruption, and marine business interruption. Marine Insurers provide cover for the perils that the shipping industry faces every day, and allow continued trading should disaster strike.

### **7.3| Dry Docks and Shipyards**

Dry docks and shipyards, much alike a ship employ a range and great number of staff to carry out the tasks required to perform the maintenance of a ship.

The Dry Dock team is led by an experienced Arch Naval Mechanic and his project engineer and project planner who help plan and carry out the maintenance by being the second in command.. The team mostly consists of Engineers with expertise in an individual field like, engine machinery, propeller and shaft, electricians, welding engineers, fitters, pipe engineers and a/c engineers. The workshop of engineers is led by a Mechanical Supervisor and/or a Mechanical Foreman in the field.

Tasks like anti fouling and hull / propeller / shaft cleaning is carried out by a team of workers who specialize in sand blasting, high water pressure cleaning and painting, led by a foreman. By the end of the maintenance, draughtsman conducts the inspection of the hull and in cooperation with the classification society issues the certificates of (proper) maintenance and seaworthiness of the ship.

Last but not least, tug boat skippers and crane operators are employed to dock the ship in the dry dock.

## 7.4| Port Facilities

A harbor is a big community which employs a great number of different professions, those of whom are connected to the maritime industry are Accounting, Auditing, Construction Management, Engineering, Environmental, Finance & Budget, Human Resources, Marketing, and Planning.

An Accounting Division employs accountants and finance experts to carry out all port-borne transactions.

The **Auditing Division** is crewed by auditors. The job of an Auditor is to plan audits, review and evaluate all audits performed and prepare a report detailing the results and recommendations of all audits carried out. An audit job includes the assessment and appraisal of key ship and port processes within the port, working with all levels of management.

The **Construction Management Division** carried out tasks like the expansion of the port's facilities, new crane requisitions and generally every task revolving around the construction within the port.

The **Environmental Division** works around the quality of both the resources as well as the surroundings of the port, in rare occasions and after an audience has been called, their opinion on ship pollution related matters is asked. In general the Environmental Division checks the air, land and water quality around and within the facilities as well as the resources, as mentioned above, and its responsibilities is to maintain them.

The **Finance and Budget Division** alongside the Marketing Division is much alike the Financial Department of the Maritime Company, it covers a wide range from basic bookkeeping to providing information to assisting harbor

managers in making strategic decisions and it will also be responsible for all the day to day transactional accounting for the harbor.

The **Human Resources** handles many of the matters pertaining to the employees of the harbor, such as recruiting and benefits management, they also work with management to help develop long-term strategies for the growth and development of a the harbor's facilities.

Last but not least, the **Planning Division** is an essential part of the port management, as it helps with a wide array of tasks, from planning and programming the incoming and outgoing ships, arranging plans for loading or discharge, to the expansion of the port itself or procedures that require foresight and strategic planning for the growth and development of the facilities.

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