

ROLE: Stage responsible - On board

Stage Responsible - on board the Ship (SR-S) has the overall responsibility for all activities with the ship and crew, when the ship is docked (when sailing the Captain has this responsibility).

Responsibilities

SR-S is responsible for the stage success related to the crew welfare, voyage logistics, events a.m.o. As SR-S you have the following responsibilities:

- Plan and execute logistic tasks related to bunkering food, fuel and other supplies in close dialog with Captain and Chef
- Overview of nearby harbors and services available, like electricity, grocery, fuel sales, sanitary facilities...
- Plan and execute actions to prepare the ship for overnight stay
- Coordinate and execute events according to agreement with customer/sponsor
- Coordinate with the Chef regarding food supplies, meals etc.
- Inform current crew and crew that will arrive, where and when crew changes will be done
- Contact with local authorities and handle administrative tasks relevant (custom, tax, fines etc.)
- Coordinate daily activities with Captain and Chef, including chosen route, ETA etc.
- Perform Masteting when needed (before leaving the harbor and after arrival at destination)
- Overall responsible that the ship has all needed supplies, working equipment and technologies defined for the stage in question
- Close dialog with SR-H
- Plan and execute full wash down of the ship when needed - and minimum in conjunction with the ship handover to the next stage of the voyage

Requirements and skills to fulfill the role

The following requirements defines the role:

- Leadership and people skills
- Be able to make decisions on actions to take, relevant to the matter at hand
- Keep calm when chaos emerge

It is recommended SR-S was SR-H on the previous stage of the voyage. In this case the SR-S will be well prepared and informed about the status of the ship, crew and voyage before entering the ship.

Expected deliverables

- Daily Masteting when needed, with clear information to the crew about actions to take/activities to come, when and where - and when the next Masteting will be
- Formal handover of the ship from previous Stage Responsible and formal handover to the next Stage Responsible, including a detailed walkthrough of the ship, supplies, known issues etc.
- Report any damages or wear and tear of the ship to be handled by shipbuilders or other qualified personnel
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Organizational setup

See illustration below.

SR-S is in direct relation to the Stage Responsible at home (SR-H).

On board the ship SR-S closely collaborates with the Captain and the Chef as a part of the daily routines.

Organization when on the voyage

