



SOR

船上組織章程

**SHIPBOARD ORGANIZATION
REGULATION**

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PAGE	SOR-PR-1

	SOR	船上組織章程 SHIPBOARD ORGANIZATION REGULATION	DATE OF ISSUE	2009-05-01
			EDITION	V1.0
			PAGE	SOR-PR-2

目錄
CONTENT

1	通則 GENERAL	4
2	船長 MASTER.....	5
3	大副 CHIEF OFFICER.....	10
4	二副 2 ND OFFICER.....	13
5	三副 3RD OFFICER.....	15
6	甲板實習生 DECK CADET	16
7	輪機長 CHIEF ENGINEER	17
8	大管輪 SECOND ENGINEER.....	20
9	二管輪 3RD ENGINEERING OFFICER	22
10	三管輪 FOURTH ENGINEERING OFFICER.....	23
11	電機師 ELECTRICIAN	24
12	輪機實習生 ENGINE CADET	25
13	水手長 BOSUN	25
14	木匠 CARPENTER	27
15	幹練水手/ 一等水手 ABLE BODY SEAMAN / SEAMAN I	28
16	普通水手/ 二等水手 ORDINARY SEAMAN /SEAMAN II.....	28
17	銅匠 FITTER	29
18	機匠 / 加油 MOTOR MAN /OILER.....	29
19	大廚 CHIEF COOK.....	29
20	服務生/二廚 MESS BOY/SECOND COOK	30

	SOR	船上組織章程 SHIPBOARD ORGANIZATION REGULATION	DATE OF ISSUE	2009-05-01
			EDITION	V1.0
			PAGE	SOR-PR-3

21	相關工作指導書	RELEVANT WORK INSTRUCTIONS	31
22	相關文件	RELEVANT DOCUMENT	31
23	相關卷宗/紀錄	RELEVANT FILE/RECORD	31
24	相關表格/檢查表	RELEVANT FORM/CHECKLIST	31



SOR

船上組織章程
SHIPBOARD ORGANIZATION
REGULATION

DATE OF ISSUE 2009-05-01

EDITION V1.0

PAGE SOR-PR-4

1 通則

General

1.1 船上之組織及職務之敘述

Shipboard Organization and Job Description

1.1.1 船長須確知所有新進人員在其上船到職時，能研讀各相關手冊，並充分了解他們各自的義務與職責。

The Master is to ensure that all new joining personnel read and fully understand their duties and responsibilities at the time of joining the vessel.

1.1.2 本手冊僅涵蓋船上人員之例行義務及職責，所有船上人員亦應執行安全管理手冊其他章節所列舉之特定工作。

This Manual covers only routine responsibilities and duties of Shipboard Personnel. All Shipboard Personnel shall also carry out the specific tasks as listed in the other parts of the Safety Management Manual.

1.1.3 本章程不得妨礙所有船上人員執行船長或輪機長所下達之任何命令之責任。

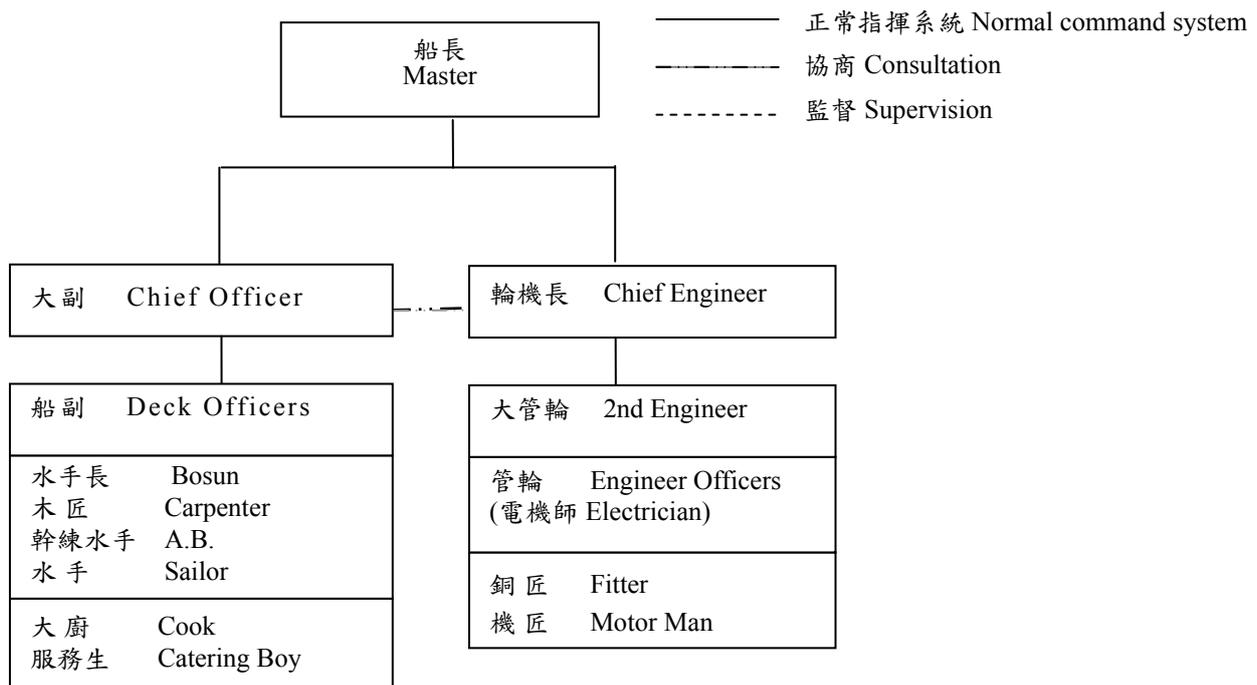
Nothing in this Regulation precludes the responsibility of all Shipboard Personnel in carrying out any duty as ordered by the Master or Chief Engineer.

1.2 船上之組織

Shipboard Organization

圖一：船舶行政及管理系統組織圖

Chart1: Shipping administration and administrative system organization chart





SOR

船上組織章程
SHIPBOARD ORGANIZATION
REGULATION

DATE OF ISSUE

2009-05-01

EDITION

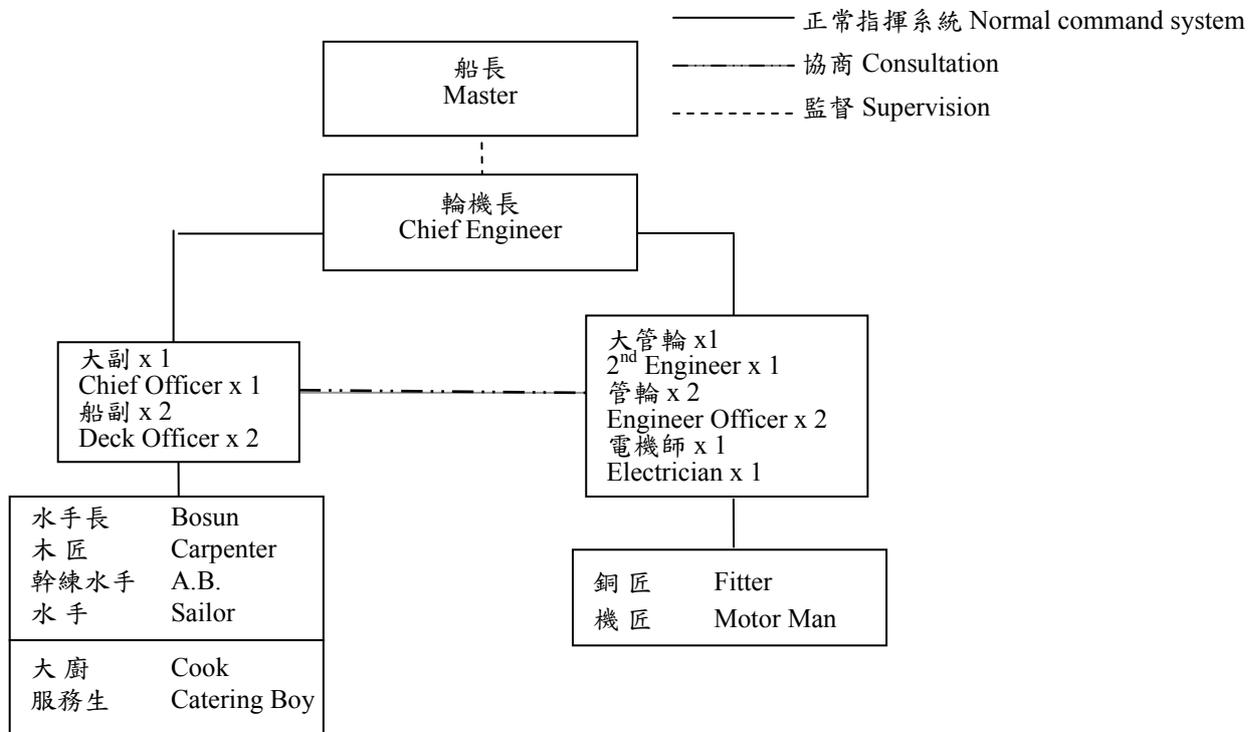
V1.0

PAGE

SOR-PR-5

圖二:船舶保養及維修作業系統圖

Chart2:Shipping maintaining and Maintain the operating system Chart



2 船長

Master

2.1 船長依法對船舶及船員負安全責任，並執行及確認符合相關之法規、規章及公司之政策；

By law, the Master is responsible for the safety of the ship and crew, implementing and ensuring compliance with relevant rules, regulations and Company policies;

2.1.1 船長須持有本國海事主管機關核發之適任證書，經合格之訓練和多年之航海經驗，並持有船籍國核發之適任證書或認可加簽證書。

The Master of ship shall hold a certificate of competency issued by his/her home country with qualification training and seagoing experience, and in addition, an certificate of competency issued or endorsed by the Flag States properly.

2.1.2 船長因應職務需求應了解 IMO 與 ILO 之相關規定。

The master in viewing of his duty requirement, He will know and be expected to comply with the IMO and ILO requirements.

2.1.3 除符合國際公約及本國規定之職責外，船長亦應遵守雇主（或租方）之規章及租方指示。



SOR

船上組織章程

SHIPBOARD ORGANIZATION
REGULATION

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-6

Besides this international and national responsibility, the Master will also be required to comply with his employer's (and sometimes the charterer's) regulations and charterer's instruction.

2.1.4 船長為公司代表，並負有與港口當局安排進出港事宜之責；
Acts as Company representative when arranging port entry and departure with Port Authorities;

2.1.5 涉及船舶運作之事宜時，船長為船東之代表，在特殊狀況下，有權對船舶及貨物採取必要措施以顧及船東利益。
Concerning the operation of the ship, the Master is the representative of the shipowner. He is thus given authority to operate as he sees fit to look after the owner's interests. His authority however, goes beyond this in that under certain circumstances he can take a lien on both ship and cargo.

2.1.6 當船舶進港或結關時，船長須準備所有相關文件。
When entering or clearing a port The Master will arrange for the preparation of all relevant documentations.

2.2 船長負責船員相關事宜（上船、離職、船領金、醫療及履行公司之僱傭契約）；

Responsible for crew related matters (joining, leaving, cash advances, medical, implementing company conditions of employment);

2.2.1 船長對船員(視同自己一般)之僱傭契約須負確認及遵行之職責，特別是有關薪資、工作小時、加班、伙食及住宿問題。

The Master is responsible (as are the crew) for ensuring that the conditions of employment are recognized and followed - particularly in relation to wages, working hours, overtime, victualling entitlements and accommodation.

2.2.2 船長須負維持全體船員之守記懲戒之責，並對其屬下制訂任務規範。船長執行職責時，應態度友善及秉持公正。

The Master shall be responsible for the maintenance of crew discipline on board and shall set as a role model to his subordinates. All duties shall be carried out in an amicable manner and handled with justice.

2.2.3 船長須確認該船舶航行相關証書均為有效。

The Master shall ensure that all certificates being used by the vessel are valid.

2.2.4 船長須確認所有船員均遵從「航海人員訓練、發證及當值標準公約」及其修正案之要求。

The Master shall ensure that all crews follows the requirements of STCW Convention as amended for their watch keeping duty.



SOR

船上組織章程

SHIPBOARD ORGANIZATION
REGULATION

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-7

2.2.5 對於伙食委員會，船長應處於監督及管理立場，避免透支。

The Master shall organize a provision committee to run crew victualling with the budget provided by the Company. However, the responsibility of the Master shall not be released should the provision budget be over run.

2.2.6 在船舶安全管理制度要求下，船長須監督相關會議之舉行。會議紀錄須呈遞公司，以利後續追蹤及記錄保存之目的。

The Master shall convene meetings as required by the Shipboard Management System. Minutes of the all meetings shall be submitted to the Company for action and record purpose.

2.2.7 船長須確保所有船帳適當地保管，現金須由船長管理，並負虧失之責，若有不當挪用，公司保留訴訟權。

The Master shall ensure that all ship's accounts are properly kept. Cash shall be under the custody of Master who shall be fully responsible for any loss. Should there be any embezzlement, legal proceedings will be made.

2.2.8 每年六月、十二月及相關船員離船時，船長須向公司呈報甲板部及輪機部船員考核表。

In June and December of each year and relevant crews disembarkation, The Master shall complete the Appraisal Form for Deck & Engine department crews then submit to Company.

2.2.9 船長對於岸上指派人員核發之通告，須確認與其相關之船員，均能充分瞭解及確實遵行。

The Master shall be responsible for the circular receiving from the company is fully understood and followed completely by the relevant ship's crews.

2.3 船長之權限

Master's authority

在海上，船長應擁有最高之權責，當以船舶、船員、貨物之安全以及海洋污染為最大利益考量時，可作出立即之決定或對策，即使偏離安全管理手冊之要求，需要時公司亦應給予支援。

The Master shall have the overriding authority and responsibility to make immediate decisions or actions at sea which is in the best interests of the safety of the ship, crew, cargo and pollution prevention. Even if the decisions are in conflict with the requirements of the Safety Management Manual, company shall give support if necessary.

2.4 船長應確認船舶穩度及應力之要求

The Master shall ensure that ship complies with stability and stress requirements.



SOR

船上組織章程

SHIPBOARD ORGANIZATION
REGULATION

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-8

船長在船舶開航前、抵港前及航行中，應確認船舶之適航性及安全性，並針對船舶穩度及應力計算之內容進行審查及簽署。審查時應特別注意每一階段之船舶穩度並避免發生過度應力。

The Master shall ensure the seaworthiness and safety of the ship before setting sail, arriving port and sailing. He also shall review and sign the content of the calculation for ship's stability and stress. He shall pay particular attention ship's stability and any undue stresses for all stages of the voyage

2.5 船長應確認所有航行所需證書之有效性

The Master shall ensure that all documents for ship are up to date

船長應確認所有航行證書到期前，應要求實施相關之檢驗，以確保航行所需證書之有效性。

It is the Master's responsibility to ensure that all necessary surveys associated with the issuance of valid trading certificates are carried out.

2.6 船長應了解租傭條款、P&I 保單、保險及海事報告之要求

The Master shall know charter party terms, P&I policy, insurance and the requirements for sea protest.

2.6.1 船長在其船營運時，應熟悉租船條款，以確保船東及租方雙方之權益，且符合條款，雖然大部份合約為標準格式，但會有額外追加條款。

The Master shall be familiar with the terms of the charter party or parties concerned when the ship is trading and protect the owners' and the charterer's interests. He must also comply with the terms of the charter party or parties concerned. Though most of contracts are standard format, additional supplementary provisions might be added.

2.6.2 船長須熟悉公司業已安排船體及機器之保險事項，雖能承保部份風險，但第三責任險的可能索賠，則由 P&I 協會來承擔。在船舶發生有索賠事件時，船長依據事件之急迫性，得主動告知 P&I 保險公司並尋求建議。

The Master must be familiar with the hull and machinery insurance items. Such insurance can cover part of the risk. However third party Liability claims that may arise against the ship are covered by Protection and Indemnity associations. In the event of a claim against the ship arising, the Master shall inform P&I Correspondent and seek advice.

2.6.3 船長應保護船東、租方及貨主各方之利益。當事件發生而不利於他們權益時，船長須製作海事報告，該報告可供爾後導致訴訟時，作為採信的證明。

The Master shall protect Owner's, Charterer's and cargo owner's interests.



SOR

船上組織章程
SHIPBOARD ORGANIZATION
REGULATION

DATE OF ISSUE 2009-05-01

EDITION V1.0

PAGE SOR-PR-9

If there is any event which is detrimental to their interests he shall issue a written Note of Protest. The Note can be an admissible evidence when the event is led to litigation.

船長應於下列任一狀況發生時，提出海事報告：

The Master shall lodge marine protest on any one of the following occasions:

2.6.3.1 由於碰撞而致船舶、碼頭設施損壞或可能損壞時。

Damage or possible damage to ship, pier or berth facilities due to collision.

2.6.3.2 由於擱淺、觸礁或其他意外事件，而致船體或貨物損壞或可能損壞時。

Damage or possible damage to hull or cargo due to grounding, stranding or any other accident.

2.6.3.3 由於風浪大或惡劣天候，而致貨損或可能之貨損。

Damage or possible damage to cargo due to rough sea and/or adverse weather.

2.6.3.4 任何事件發生而須保護公司之權益時。

In any event that the interest of the company shall be protected.

反之，船長亦可能收到對方認為反之船在某些方面有過失而提出之海事報告，即如尚未備妥裝貨或貨有差異／短缺，海事報告不能拒收，但在接收時應加註不負責任條款。

Vice Versa. The Master may receive Notes of Protest from parties who believes that the ship has a fault in some respects. The Master can not reject Notes of Protest though the loading or discrepancies/shortage in cargo out-turn figures are not ready but shall add the irresponsible clause.

2.7 事故回報

Reporting of incident

船長需將所有相關之船舶保養及操作事故，特別是關於主機故障、延誤及其他異常現象，以電郵、電話、電傳、傳真或信件、完整地報告公司，並應迅速地回應公司或租方所提之要求。

The Master shall fully report Company by letter, telex, fax, cable or telephone regarding all relevant maintenance and ship operation accident, particularly on the breakdowns, delays and anomaly, and shall quickly response to Company and/or the Charterer's request.

2.8 緊急事件之應變

Emergency response

如發生海難時，船長應遵照“船上應急計畫”之建議實施之。

In case of Marine Casualties, the Master shall act as recommended in the

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-10

“Shipboard Emergency Plan”。

當船舶在海上發生部份或完全無適航性時，公司將會儘可能地協助及建議，但船長應了解，因其在現場，較遠方辦公室人員易於評估所有狀況，須採取何種行動，及需何種協助做出最後的決定。無論如何，船長不能忘記其職責，應將狀況及對面臨之困難，其意見或處理，全盤告知公司。

In the event of the vessel becoming partially or totally disabled at sea, the company will give every possible help and advice. The Master must understand that he is in a better position to assess all aspects of the situation than anyone in a distant office and shall make the final decision on what action has to be taken or what assistance is required. However, the Master shall bear in mind of his obligation to keep the Company fully advised of the situation and his proposals or dealing with the current difficulties.

如不可避免須求救及棄船時，船長應儘力安排拯救全船人命，並在安全範圍內於離船前，收集所有重要文件、現鈔及其他有價物。

In case of distress and abandon ship is definitely inevitable, the Master shall make his best arrangement to save all lives on board and, within safety limit, to collect all important documents, cash and other valuables before leaving the ship.

2.9 交接

Handover and takeover

當交接時，船長應準備詳細及正確的移交報告，並點交所有船舶之文件給接任者，移交報告副本應呈交公司，船帳應平衡並將所剩現金一併轉交給接任者，在完成交接時，應記載於甲板日誌簿。

On occasion of command change over, the Master shall prepare a detailed and precise Hand Over Statement and hand over all the ship's documents for his successor. Copy of the Hand Over Statement shall be forwarded to the Company. The ship's accounts shall be balanced and handed over together with all the remaining cash to the successor. Upon completion of handover and takeover, entry shall be made in Deck Log Book.

3 大副

Chief Officer

3.1 大副為船上行政官員，當船長不在時，代理其職責。

The Chief Officer is the ship's executive officer and act as deputy when the Master is absent.

3.2 當船在海上航行時，如船長無能力執行法定指揮權或死亡時，大副須即刻通知公司，並接替指揮船舶，他亦應準備正式移交給新任船長。

In case the Master is incapable of carrying out his legal right of



SOR

船上組織章程

SHIPBOARD ORGANIZATION
REGULATION

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-11

commanding or has passed away whilst the ship is at sea, the Chief Officer shall inform the Company immediately and shall temporarily take over the command of the ship. He shall also prepare the handover formalities to the new Master.

3.3 大副須對船長負甲板部有效組織及運作之責。

The Chief Officer shall be responsible for the Master for the efficient organization and running of the Deck Department.

3.4 大副須對船長負所有甲板機械及吊貨裝具之保養及維持在良好工作狀況之責。

The Chief Officer shall be responsible for the Master for the maintenance and upkeep in good condition of all deck machineries and cargo gears.

3.5 大副於船舶航行當職期間亦應負無線電當值之責。

In addition to navigational watchkeeping duty, the Chief Officer shall take responsibility for carrying out radio watchkeeping during bridge watchkeeping.

3.6 當在海上航行、停泊及裝卸貨物時，安排甲板當值。

The Chief Officer shall provide personnel for deck watchkeeping while underway at sea and handling cargo in port

3.6.1 大副應有效管理每日船舶操作，向船長負責。

The Chief Officer shall manage the daily operation effectively of the ship and is responsible for the Master.

3.6.2 然而，在航行中，大副得應工作需求強制指派人員，維持駕駛台當值，並可優先召喚持有當值證書船員執行操舵或當值瞭望。

However, he shall assign personnel by force to maintain bridge watches at sea and has the priority to assign the crew who holds certificates for watchkeeping duty for steering or lookout on watch.

3.7 貨物裝卸

Cargo handling

3.7.1 所有貨物裝卸事宜，大副應向船長負責。在裝貨、卸貨及營運期間，大副應經常確保船舶之穩度及應力狀況在安全之範圍內，吃水差經常符合要求。

The Chief Officer shall be responsible for the Master for cargo handling. He must ensure that stability and stress conditions throughout the period of loading, discharging and shipment are always within safety limit and the trim is always complied with requirement.

3.7.2 在裝貨前，大副應將貨艙備妥以便裝貨，並確認嚴格遵守安全法規。

Prior to loading the Chief Officer shall prepare the cargo holds for



SOR

船上組織章程

SHIPBOARD ORGANIZATION
REGULATION

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-12

loading cargo and shall ensure that all the safety regulations are strictly followed.

- 3.7.3 在貨物裝卸作業時，因裝卸工人所造成之所有損壞，大副應保持紀錄，並提醒適當之權責單位注意，應在開航前儘力要求裝卸工人修妥損壞，或取得他們書寫之負責文件。

The Chief Officer shall keep record (Damage Report) and bring to the attention of the proper authority all damages caused by stevedores during cargo handling and do his utmost effort either to have the damage repaired by the stevedores before sailing or to obtain their written acknowledgment of liability.

- 3.7.4 開航前，大副應確認船上裝備已適當繫固，並確認船舶及所有裝備已在適航狀況，並向船長作報告。

Before sailing, the Chief Officer shall make sure that the equipment onboard is properly secured. He shall also ensure that the ship and all equipment are in a thoroughly seaworthy condition and report to the Master.

- 3.7.5 當貨物在船時，大副應負全航程照料之責，防止可能之損失或損害，並特別注意所有運裝說明，以便能依托運人／收貨人之要求將貨運至卸貨港卸下，其應在發生缺失時立即向船長詳細說明。

Whilst the cargo is on board, the Chief Officer shall be responsible for whole voyage care, guarding against all possible loss or damage. He shall follow up all carriage instructions and deliver the cargoes in accordance with the shippers/receivers requirements on arrival at the discharge port. He shall also keep the Master fully advised in the first instant when deficiencies arise.

- 3.8 熟悉及符合公司之政策及程序；

Familiar and comply with Company policies and procedures;

像船長一樣，大副須知船東之期許，能透過在船上各種程序書所詳述之職責規範，及所列之要求標準及目標，予以實施之。

Like the Master, the Chief Officer shall know what is his employer's expectations, implement his responsibilities and meet the expected standards and targets specified in various procedures onboard.

- 3.9 遵照法規或公司政策之要求，由大副負責組織，所有船員都須參與緊急及污染之演練。

The Chief Office shall organize emergency and pollution drills required by regulations or Company policy and have all crew members participate.

- 3.10 離港或抵港前，大副須與輪機長或其代理人配合進行全船搜查可能之走私或偷渡，其結果須完全告知船長，並記入甲板日誌簿內。

The Chief Officer shall, before leaving or arriving port, in cooperation with

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-13

Chief Engineer or his deputy, conduct a search throughout the ship for possible smuggling and stowaways. The search result shall be advised the Master and recorded in the Deck Log Book.

3.11 大副應維持全船之清潔以保持其高衛生標準。

The Chief Officer shall keep cleanliness and maintain the high hygienic standard of the ship.

3.12 大副應協助船長實施船員之訓練及處理船員之糾紛，並依公司要求，定期呈報船長其所屬甲板部乙級船員之考核表。

The Chief Officer shall assist the Master on crew training and in dealing with crew disputes. He shall submit to the Master the appraisal form of his subordinates regularly required by the Company.

3.13 大副應負責全船甲板部之物料申請，控制其消耗及維持。

The Chief Officer shall be responsible for ship's deck store requisition, consumption control and inventory upkeep.

3.14 大副應計劃及安排甲板部日常保養工作。

The Chief Officer shall plan and arrange ratings to the routine maintenance work on deck .

3.15 大副須執行船長所交辦之工作。

The Chief Officer shall also perform works assigned by the Master.

3.16 大副有職務調動時，須準備詳細及清晰之交接報告給接任者。

On occasion of duty change over, the Chief Officer shall prepare a detailed and precise Hand Over Report to his successor.

4 二副

2 nd Officer

4.1 二副是船上駕駛員，應向船長負責，確認下航次所需之海圖、潮汐表、燈塔及航海刊物業已備妥在船上並保持修正完成，特別是在使用中的要優先修改，並報告船長。

The 2nd Officer is the ship's Navigational Officer and shall be responsible for the Master for ensuring that all charts, Tide Tables, Lights and publications required for the intended voyage are onboard, corrected and updated. Particularly for those in use shall have the priority to be corrected and be reported the Master.

4.2 除當值外，二副應在船長之指導下劃定航線，在航行時應呈交每日正午報告給船長及輪機長。

In addition to his watch keeping duties, the 2nd Officer shall set the routes under the Master' s direction. Whilst at sea, he shall also submit the daily noon position report to the Master and the Chief Engineer.

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-14

- 4.3 二副應向船長負責所有航儀之正確操作，當發現有任何問題時須報告船長。
The 2nd Officer shall be responsible for the Master for the correct operation of all Navigational Equipment. He shall also report to the Master if found any defects.
- 4.4 開航前二副應確認所有航海裝備在良好之狀況，測試結果應實際地記錄之。
The 2nd Officer shall ensure that the Bridge Equipment are in good working condition before departure. The result of test shall be duly recorded.
- 4.5 二副應負責上緊及檢查天文鐘及船鐘，並負船上所有光學儀器如六分儀、望遠鏡及羅經等之安全管理責任。
The 2nd Officer shall be responsible for winding and checking of all chronometers and clocks. He is also responsible for the safe custody of all optical instruments on board, sextants, binoculars, azimuth rings etc.
- 4.6 在船長指令下，於船抵港、靠泊或離泊、或拋錨時，二副須在佈署位置監督其運作。
The 2nd Officer, under the Master's direction, shall supervise the operation of ship's arrival or mooring or unmooring or anchoring at the deployment location.
- 4.7 二副須負責保存甲板日誌簿、摘要日誌及所有航儀紀錄簿，亦須保存所收受之所有航行警告之紀錄簿。
The 2nd Officer shall be responsible for keeping of Deck Log Book, Abstract Log and the record books of all navigational equipments. He shall also keep a record book containing all navigation warning messages.
- 4.8 當船靠碼頭時，二副須在大副指導下實施裝卸貨當值，並對有關裝卸貨事宜採取積極措施。
The 2nd Officer shall carry out cargo watch keeping duties directed by the Chief Officer when ship is in port. He shall also take on active actions in all respects of cargo handling.
- 4.9 二船副應負照料醫療庫之責，並在船員生病或意外時協助之。
The 2nd Officer shall take care of the medical chest and give help when crews is ill or have accidents.
- 4.10 除上述職責外，二副亦應執行其主管所交辦事項。
Except as stipulated in above, the 2nd Officer shall also perform works assigned by the executives.



SOR

船上組織章程
SHIPBOARD ORGANIZATION
REGULATION

DATE OF ISSUE 2009-05-01

EDITION V1.0

PAGE SOR-PR-15

4.11 除甲板當值外，當值期間亦應負無線電當值之責任。

In addition to deck watchkeeping, he shall take responsibility to carry out radio watchkeeping while on duty.

4.12 當二副調動時，應準備詳細及清晰之交接報告給接任者，副本應交船長轉呈公司。

On occasion of duty change over, the 2nd Officer shall prepare a detailed and precise Hand Over Report for his successor. A copy shall be submitted to the Master for forwarding to the Company.

4.13 二副應向船長負計算電報費之責。船東及租方之費用應分開，私人電報及電話費應由使用者支付。

The 2nd Officer shall be responsible for the Master for computation of the radio account. Charges for Owners and Charterers shall be separated. Private telegrams and telephone calls shall be paid by the user.

4.14 二副負照料所有通信裝備配件、物料、刊物及電報文件之責。

The 2nd Officer shall be responsible for the care of all radio accessories, stores, publications and radio documents.

4.15 二副應向船長負責，船上所有通信裝備(若有裝置則包括衛星通信及其附件)之操作保養。須確保應急指位無線電示標 (EPIRB)，搜救雷達詢答機 (SART)，及特高頻無線電對講機等器具，經常維持在良好工作狀況。

The 2nd Officer shall be responsible to the Master for the operation and maintenance of all Radio Equipment on board to ensure EPIRB, Radar Transponders (SART) and VHF Two-way Radiotelephone Apparatus etc, are always in good working condition

5 三副

3rd Officer

5.1 除航行當值外，三副應向船長負照料所有救生設備及救火裝備，確保其維持在完全良好狀況且有效之責，並保管安全設備保養紀錄簿。

In addition to his watch keeping duties, the 3rd Officer shall be responsible for the Master for the care of all life saving appliances and fire fighting equipments. He shall ensure that all of them are maintained in a good and effective condition and keep the safety equipment maintenance record book.

5.2 三副應負照料船上所有旗幟及信號裝備之責。

The 3rd Officer shall be responsible for taking care of all flags and signaling equipments on board.

5.3 開航前，三副須確認所有駕駛台內之裝備在良好狀況，其測試結果應確實記錄之。



SOR

船上組織章程

SHIPBOARD ORGANIZATION
REGULATION

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-16

- The 3rd Officer shall ensure that the Bridge Equipment are in good working condition before departure. The result of the test shall be duly recorded.
- 5.4 在船長之指令下，於船靠泊或離泊、或拋錨時，三副須在佈署位置監督其運作。
The 3rd Officer, under the Master's direction, shall supervise the operation of ship's mooring or unmooring or anchoring at deployment location.
- 5.5 當到港後或離港前，三副應準備一份含所有到港或離港資料之狀況報告給船長，副本分別給大副及輪機長。
Upon arrival or before departure, the 3rd Officer shall prepare a condition report containing all arrival or departure data to the Master with copies to Chief Engineer and Chief Officer respectively.
- 5.6 三副應在大副指導下實施裝卸貨當值，並對有關裝卸貨事宜採取積極措施。
The 3rd Officer shall perform the cargo watch keeping duties as directed by the Chief Officer and shall take active actions in all aspects of cargo work.
- 5.7 除上述職責外，三副亦應執行其船長及上司所慮及之其他適當事務。
Except as stipulated in above, the 3rd Officer shall perform other duties as considered appropriate by the superior officers and the Master.
- 5.8 當三副調動時，應準備詳細及明晰之交接報告給接任者，副本應交船長轉呈公司。
On occasion of duty change over, the 3rd Officer shall prepare a detailed and precise Hand Over Report for his successor. A Copy shall be submitted to the Master for forwarding to the company.
- 5.9 除甲板當值外，當值期間亦應負無線電當值之責任。
In addition to deck watchkeeping, he shall take responsibility to carry out radio watchkeeping while on duty.
- 5.10 三副被指定在遇險事故時，負有無線電通信之主要責任。
The 3rd Officer is designated to have primary responsibility for radio communications during distress incidents.
- 5.11 依船長之命令，三副準備港口結關所需之文件。
By order of the master, the 3rd Officer shall prepare the papers required for port clearance.

6 甲板實習生
Deck Cadet



SOR

船上組織章程

**SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-17

6.1 在訓練期間，甲板實習生應遵從船長、大副或上級指示，隨同船副執行當班或辦理有關事務及交辦事宜。
During the tenure of training, deck cadet shall obey the master, chief officer or superior's instruction to work with officer on watchkeeping or relevant affairs and carry out work assigned to him.

6.2 船舶停泊時，甲板實習生應隨同大副或當值船副從事裝卸貨或交辦事宜，如須上岸須事先經大副或當值船副之許可。
Cadet shall assist C/O or duty officer in carrying out cargo handling or work assisted to him when the ship is in port deck. If he wants to take a shore leave, a permission shall be obtained in advance from C/O or deck duty officer.

7 輪機長

Chief Engineer

7.1 輪機長對全船所有機械及電氣裝置與裝備負安全及有效運轉之全責。
The Chief Engineer is ultimately responsible for the safe and efficient running of all mechanical and electrical machinery and equipment on the ship.

7.2 輪機長應與船長密切諮商，特別是有關保養及開放檢查計畫，應儘可能配合船舶營運所需，輪機長亦應經常告知船長，有關船上機器之通盤狀況，以便在機器發生故障及船上備用設備不能啟用時，對船長既定之航次計畫，必要時有一較大的空間以避開航行危險。
The Chief Engineer shall consult with the Master closely, particularly with regard to the maintenance and overhaul schedules which can be programmed as much as possible with the requirements of the ship operation. The Chief Engineer shall also keep the Master fully informed of the general state of the machinery on board. It will help the Master to avoid the navigational hazards under the set voyage plan in case the machinery becomes defective and the stand-by facilities can not be opened and operated.

7.3 輪機長應對其部門有關之藍圖、說明書、操作手冊、証書及所有其它文件負安全保管之責。
The Chief Engineer shall be responsible for safe keeping of finished drawing, instruction books, operational manuals, certificates and other documents related to his department.

7.4 輪機長應在計畫之保養架構及機器連續檢驗，及／或適合船上之特檢下，確保保養及檢驗項目業已實施。
The Chief Engineer shall ensure that maintenance and surveys are

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-18

conducted within the framework of the planned maintenance and continuous machinery survey and/or special surveys suitable on board.

- 7.5 當船航行或在港時，輪機長應確認所有當值業已適當地實施之，並應對其部屬詳細的說明有關主、副機及裝卸貨機械之正確操作。

The Chief Engineer shall ensure that all watches are properly carried out whilst the vessel is at sea or in port. He shall also give precise instructions to his subordinates with regard to the correct operation of the main and auxiliary machinery and cargo handling equipments.

- 7.6 輪機長應確認所有警報系統，特別是機器及火災的，在良好工作狀況並定期測試之。

The Chief Engineer shall ensure that all alarms, especially for engine and fire, are in good working condition and regularly tested.

- 7.7 輪機長應確認機艙內所有之滅火裝置，經常保持在良好工作狀況下，每逢實施救生艇演練時，輪機長應測試艇上之發動機。

The Chief Engineer shall ensure that all fighting appliances in the engine room are always in good working condition. He shall test the engine of the life boat whenever boat drill is conducted.

- 7.8 輪機長每日至少巡視檢查機艙及舵機一次，當在港口內、過運河、航行於狹窄及擁擠之水道、或需特別留意之特定狀況之操俾時，他必須在機艙指揮。

The Chief Engineer shall inspect the engine room and steering gear at least once a day. When maneuvering in harbour, transiting canal, navigating in narrow or congested waterway or on any other peculiar occasion where special care is necessary, he must attend in the engine room.

- 7.9 在離靠碼頭前遵照船長命令，會同大副仔細檢查全船，以防可能之走私及偷渡。

The Chief Engineer, under the Master's order, shall conduct a search with the Chief Officer throughout the ship for possible smuggling, stowaways before leaving or arriving a port.

- 7.10 輪機長應確認每一預定航次，船上有足夠安全存量之燃油及滑油，亦按期查驗其品質，必要時將樣品送岸化驗及報告之。

The Chief Engineer shall ensure that sufficient fuel and lubricating oil with safety margin are on board for each intended voyage. He shall also keep checking on its quality and arrange for samples to be landed for analysis and report if necessary.

- 7.11 輪機長須負加油及撥油運作責，及須清楚告知其部屬，應遵照撥油程序並填寫／記錄查核表。

The Chief Engineer shall be responsible for bunkering and oil transfer

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-19

operations. He must give precise instructions to his staff to follow up transfer procedures and fill in/record the checklist.

- 7.12 輪機長應責成所屬對裝卸貨設備做定期之檢查以維持良好之運轉。

The Chief Engineer shall inspect and check cargo handling equipment periodically in order to maintain them in good condition.

- 7.13 當預期有重要修理或進塢時，輪機長應在適當時期內提交詳細之修理項目與規範呈遞公司。當進行修理時，應嚴格地遵守安全規定及採取預防危險之措施，所有重大修理輪機長應謹慎的監督。

When major repair or dry docking is expected, the Chief Engineer shall submit a detailed repair specification to the Company within proper period. When the repair is in progress, all safety regulations must be strictly followed and precaution against dangerous must be taken. All major repairs shall be under the close supervision by the Chief Engineer.

- 7.14 輪機長應負責維繫機艙人員之訓練。

The Chief Engineer shall be responsible for the engine crews' training.

- 7.15 輪機長應計畫及安排在甲板或機艙工作。

The Chief Engineer shall plan and arrange to work on deck or in engine room.

- 7.16 輪機長應對污染防治採積極之態度，特別是消除機艙內之任何漏洩油及水事項，如欲排出機艙舟必水，須經由油水分離器，以防任何油污排放至船外。

The Chief Engineer shall have positive attitude in pollution prevention, particularly with regard to the elimination of any oil and water leakage in the engine room. If engine bilge have to be discharged, it shall go through the oily water separator to avoid the possibility of discharging any oil overboard.

- 7.17 輪機長應按期將機艙摘要日誌、狀況報告、每月保養項目、計畫之保養及其它所需之報告備妥並呈交公司。

The Chief Engineer shall prepare and submit to the Company at intervals the Engine Abstract Log, Condition Report, Monthly Maintenance, Planned Maintenance and other reports as required.

- 7.18 當輪機長調動時，在離職前，須準備詳細與明晰之移交報告及所有相關文件給接任者，雙方對燃料油及滑油之存量應完全同意，完成上述移交／接收程序後，應記載至輪機日誌簿內。

On occasion of duty changing over, the Chief Engineer shall prepare a detailed and precise Hand Over Report and all relevant documents for his successor. They shall fully agree on quantities of fuel and lub oil. When complete the handover/takeover is completed, he shall record in the Engine Log Book.

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-20

7.19 每年六月、十二月及相關船員離船時，輪機長須呈請船長向公司呈報輪機部船員考核表。

In June and December of each year and relevant crews disembarkation, The Chief Engineer shall complete the Appraisal Form for Engineering department crews then submit to the Master for forwarding to Company.

8 大管輪

Second Engineer

8.1 除當值外，大管輪應向輪機長負船上所有機器(含貨物裝卸設備)及附屬設備操作及保養之責。

Except watch keeping duties, the Second Engineer shall be responsible for the Chief Engineer for the operation and maintenance of all machinery(including cargo handling equipment) and associated equipment on board.

8.2 大管輪應確認主、副機之操作程序，均依其相關說明書來實施，如發現有任何故障或異常應報告輪機長。

The Second Engineer shall ensure that the procedures of operation of the main and auxiliary engines are all carried out according to the related manuals and shall report to the Chief Engineer if any defect or abnormality is found.

8.3 大管輪應依輪機長所制定之保養計畫實施之，並保存所有完整工作之紀錄。如需外力支援時，應與輪機長商議，其在與公司工程師聯絡後，於下一個方便港口安排岸上人員上船。

The Second Engineer shall carry out the planned maintenance made by the Chief Engineer and keep a full record of all carried-out works. If the Second Engineer require external assistance, he shall discuss with the Chief Engineer who will liaise with the company's superintendent to organize the attendance of shore based contractors at the next convenient port.

8.4 大管輪應管制備品之使用及物料之消耗。

The Second Engineer shall control the usage of spare parts and consumption of stores.

8.5 當主機操俾時，大管輪應在其崗位操控之。

The Second Engineer shall take up his station to control when maneuvering the main engine.

8.6 大管輪應向輪機長負責機艙及有關艙間之清潔。

The Second Engineer shall be responsible for the Chief Engineer for the cleanliness of the Engine room and associated compartments.

8.7 大管輪應協助輪機長準備備品及修理單，並應維持最新之配件清冊，保持備品在良好狀況，並整理有序以備不時之需。

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-21

The Second Engineer shall assist the Chief Engineer in the preparation of spare parts and repair lists and keep an update inventory of all spare parts. All spare parts shall be kept in good condition and put in order for requirement unexpected.

- 8.8 大管輪須儘快熟悉機艙內之泵、管路及閥系統及其所有緊急設備。

The Second Engineer shall familiarize himself as soon as with all pumping, piping, valve systems and emergency equipment in the Engine room.

- 8.9 大管輪應向輪機長負責照料輪機日誌簿、俾鐘簿及其相關之紀錄。

The Second Engineer shall be responsible for the Chief Engineer for taking care of the Engine Log, Engine Bell Book and other relevant records.

- 8.10 大管輪應在輪機長之督導下，對於裝卸貨設備做定期之檢查。

The Second Engineer, under the supervision of the Chief Engineer, shall inspect and check cargo handling equipment periodically.

- 8.11 大管輪須協助輪機長維繫機艙人員之訓練，及應公司的要求填報考核表。

The Second Engineer shall assist the Chief Engineer to maintain the training for Engineering Department and shall complete the Appraisal Form as required by the Company.

- 8.12 依法規或公司政策要求，大管輪應參與有關之緊急演練。

The second Engineer shall participate in drills associated with emergencies as required by regulations or company policy.

- 8.13 大管輪應在污染防治上採積極之態度，並應記載船內所有油及水之駁運、燃油及滑油之添加、廢油之處理及所有舟必水之排放於油料紀錄簿內。

The Second Engineer shall take a positive attitude in pollution prevention and record all oil and water transfers, details of bunkers and lubricate oil taken, waste oil disposal and all pumping of bilges in the Oil Record Book.

- 8.14 大管輪應負責保管 SOPEP 防污染設備，並定期清查。

The Second Engineer shall be responsible for keeping SOPEP and check regularly.

- 8.15 輪機長不在船時，大管輪應為其職務代理人。

When the Chief Engineer is absent, the Second Engineer shall act as his deputy.

- 8.16 大管輪應執行輪機長所慮及之其他適當事宜。

The Second Engineer shall perform other appropriate duties considered by Chief Engineer.

- 8.17 當大管輪調動時，在離職前，須準備詳細與明晰之移交報告及所有相關文件給接任者，完成上述移交／接任事宜後，應記載於輪機日誌簿或相關紀錄簿內。

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-22

On occasion of duty changing over, the Second Engineer shall prepare a detailed and precise Hand Over Report, all relevant documents and reports for his successor. Upon completion of handover/takeover, he shall record in the Engine Log Book or other appropriate record book.

9 二管輪

3rd Engineering Officer

9.1 除須當值外，二管輪應在所有技術方面協助大管輪。

Except watch keeping duties, the 3rd Engineering Officer shall assist the Second Engineer in all technical aspects.

9.2 二管輪應在其主管指導下，負責操作、保養及修理發電機、舵機及輔鍋爐及空調與冷凍裝備，並協助大管輪對於裝卸貨設備做定期檢查，以維持正常運作。

The 3rd Engineering Officer, under the direction of his superior officer, shall be responsible for operation, maintenance, repair of generators, steering gears, auxiliary boilers. He shall also assist Second Engineer to inspect/check cargo handling equipments periodically in order to keep them in normal operational condition.

9.3 二管輪應對所有機器之安全及有效運作採積極態度，並對火災及油污染防患採取對策。

The 3rd Engineering Officer shall take a positive attitude to the safe and efficient operation of all machinery, and the preventive measures against outbreak of fire and oil pollution.

9.4 二管輪應對安全程序加以關心，並維持所有安全裝備、火警檢測器、滅火設備及機器控制系統在有效狀況。

The 3rd Engineering Officer shall take active interest in safety procedures, and the maintenance of all safety appliance, fire detection and fighting equipment, and engine control systems in a efficient state.

9.5 二管輪須在其主管指導下協助操作加油及燃油駁運。

The 3rd Engineering Officer shall, under the direction of his superior officer, assist in bunkering and fuel transfer operation.

9.6 每週二管輪須至少化驗爐水及缸套冷卻水二次，其結果應記載於輪機日誌簿內，如試驗結果顯示與廠家建議值不符時，應立即告知輪機長。

The 3rd Engineering Officer shall test the boiler water and jacket cooling water at least twice a week, result of which shall be recorded in the Engine Room Log Book and to notify the Chief Engineer immediately if the test indicate that the water don't meet the requirements of the maker's recommendation.

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-23

- 9.7 當船舶進出港或主機在備俾及操俾時，二管輪應在機艙協助之。
The 3rd Engineering Officer shall take up his station in the engine room for assistance when the engine is on stand-by or in maneuvering.
- 9.8 除上述職責外，二管輪應執行輪機長所慮及之其他適宜工作。
Except as stipulated in above, the 3rd Engineering Officer shall perform other appropriate duties considered by the Chief Engineer.
- 9.9 當二管輪調動時，應準備詳細及明晰之交接報告給接任者，副本應交船長轉呈公司。
On occasion of duty change over, the 3rd Engineering Officer shall prepare a detailed and precise Hand Over Report for his successor. A copy shall be submitted to the Master for forwarding to the Company.

10 三管輪

Fourth Engineering Officer

- 10.1 除當值外，三管輪應在所有的技術方面協助大管輪。
Except watchkeeping duties, the Fourth Engineering Officer shall assist the Second Engineer in all technical aspects.
- 10.2 三管輪應在其主管指導下，負責二管輪接管以外之其他輔機之操作及保養，並協助大管輪從事裝卸貨設備之定期檢查。
The Fourth Engineering Officer, under the direction of his superior officer, shall be responsible for operation and maintenance of other auxiliary machinery except those taken up by the Third Engineer and assist Second Engineer to inspect/check cargo handling equipments periodically.
- 10.3 三管輪應對所有機器之安全及有效的運作，採積極態度並防患火災及油污染。
The Fourth Engineering Officer shall take a positive attitude in the safe and efficient operation of all machinery, and guarding against outbreak of fire and oil pollution.
- 10.4 三管輪應對安全程序加以關心，並維持所有安全裝備與機器控制系統在有效狀況。
The Fourth Engineering Officer shall take active interest in safety procedures, and the maintenance of all safety equipment, and engine control system in a efficient state.
- 10.5 三管輪須在大管輪指導下協助加油及燃油駁運之操作。
The Fourth Engineering Officer, under the direction of the Second Engineer, shall assist in bunkering and fuel transfer operation.
- 10.6 在船離港前，三管輪應測試俾鐘，並當主機在操俾時，應記錄主機之動作於俾鐘簿內。
The Fourth Engineering Officer shall test the telegraph before vessel's



SOR

船上組織章程

**SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-24

departure and shall keep record of all engine movement in the Bell Book when the engine is in maneuvering.

10.7 當船舶進出港或主機在備俾及操俾時，三管輪應在機艙協助之。

The Fourth Engineering Officer shall take up his station in the engine room for assistance when vessel is entering or leaving a port or when the engine is on stand-by or in maneuvering.

10.8 三管輪應協助大管輪測試緊急滅火泵及救生艇引擎。

The Fourth Engineering Officer shall assist the Second Engineer in testing of emergency fire pump and life boat engine.

10.9 除上述職責外，三管輪應執行輪機長所慮及之其他適宜工作。

Except as stipulated in the above, the Fourth Engineering Officer shall perform other appropriate duties considered by the Chief Engineer.

10.10 當三管輪有職務調動時，應準備詳細及明晰之交接報告給接任者，副本交船長轉呈公司。

On occasion of duty change over, the Fourth Engineering Officer shall prepare a detailed and precise Hand Over Report for his successor. A copy shall be submitted to the Master for forwarding to the Company.

11 電機師

Electrician

11.1 電機師在其主管之指導及監督下應負下列之所有電器和機器保養之責任：

The Electrician, under the direction and supervision of his superior officer, shall be responsible for taking all electrical and machine duties as follows

11.1.1 電機師應向輪機長負責所有電器和機器設備之保養、開放檢查及維修，並在輪機長與大管輪指導下為之；

shall be responsible for the Chief Engineer for the maintenance, overhaul, and all electrical and machine equipment upkeep. He shall work under the direction of the Chief engineer and Second Engineers;

11.1.2 應向輪機長負責備妥電器物料與備品，並保持詳細之物料及備品清冊；

shall be responsible for the Chief Engineer for the preparation of relevant stores and spare parts, and shall keep a detailed inventory of spare parts;

11.1.3 每六個月應做全船所有電器裝備及電纜之絕緣電阻測試。

shall carry out the megga test for all electrical equipment and cables every six months.

11.2 除上述職責外，電機師應執行輪機長所慮及之其他適宜工作。

Except as stipulated in above, the Electrician shall perform other appropriate duties considered by the Chief Engineer.

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-25

11.3 當電機師調動時，應準備詳細及明晰之交接報告給接任者，副本應交船長轉呈公司。

On occasion of duty change over, the Electrician shall prepare a detailed and precise Hand Over Checklist for his successor. A copy shall be submitted to the Master for forwarding to the Company.

12 輪機實習生

Engine Cadet

12.1 訓練初期，在輪機員之帶領下，熟悉機艙各系統。

Shall do the basic work directed by engineering officer and familiarize himself with all respects of engine systems at the beginning of training on board.

12.2 初期訓練完畢後，輪機實習生應協助當值輪機員實施輪機當值或辦理有關事務及交辦事宜。

Upon completion of basic training, engine cadet shall assist duty engineering officer in carrying out engine watchkeeping or relevant affairs and work which is assigned to him.

12.3 船舶停泊時，輪機實習生應參與輪機員整理機件，添加油水及各種表單，未經大管輪或當值輪機員之准許，不得上岸。

When the vessel in port, he shall participate in as machinery upkeeping, fuel/water replenishment and making of various reports which are handled by engineering officers. He is not allowed to go ashore without 2/E or duty engineer officers permission.

13 水手長

Bosun

13.1 通常水手長在大副之指導下執行其職務。

The Bosun shall normally perform his duties under the direction of the Chief Officer.

13.2 水手長應向大副負責所有甲板之保養，包括船體，並監督其部屬，以確保安全及有效的運作。

The Bosun shall be responsible for the Chief Officer for all deck maintenance including ship's hull. He shall supervise his subordinates to ensure a safe and efficient operation.

13.3 在大副之指導下，水手長應指揮其部屬備妥貨艙及裝卸貨接管，使之能裝卸貨。

Under the instruction of the Chief Officer, the Bosun shall direct his subordinates to prepare the cargo holds and cargo handling equipments to a condition that it is ready for cargo loading.

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-26

- 13.4 在抵港前，水手長須備妥所有繫泊之纜繩及鋼索就位，並確保錨機、錨及錨鏈均在備用狀態。

The Bosun shall get ready all mooring ropes and wires in place prior to arrival. He shall ensure that the windlass, anchor and cables are in all respect ready for use.

- 13.5 在大副的指揮下，當船要靠／離碼頭或須用錨時，水手長應就船艙部署。

Under the direction of the Chief Officer, the Bosun shall take up his station in the fore part of the ship when the operation of mooring, unmooring or use of the anchors are needed.

- 13.6 開航前，水手長應確認並報告大副，所有甲板裝備業已繫緊，開航後應立即將纜繩及鋼索適當的收存，錨及錨鏈收回繫牢，並關緊所有防風雨門。

Before sailing, the Bosun shall ensure and report to the Chief Officer that all deck equipment are properly secured. Right after departure, he shall make sure all mooring ropes and wires are properly stored, anchors and cables securely are pulled back, and all weather tight doors are closed.

- 13.7 水手長應確保所有之甲板機器、設備及鋼索已經常加牛油。

The Bosun shall ensure that all deck machinery, equipment and steel wires are regularly greased.

- 13.8 水手長應協助大副保管船上物料及控制其消耗，詳細記錄以供大副參考。

The Bosun shall assist the Chief Officer to keep the ship's store and control the consumption. Detail record shall be kept for Chief Officer's reference.

- 13.9 水手長應經常維持各裝具、工具在可用之情況下。

The Bosun shall always maintain the gears, tools in a workable condition.

- 13.10 水手長應指揮其所屬，維持所有公共場所之清潔，對於廚房、食物儲間、餐廳、康樂室、公共廁所及洗澡間等區域之主要清潔工作，應安排每週一次。

The Bosun shall direct his subordinates to maintain the cleanliness of all public areas. Major cleaning operation shall be organized once a week including galley, food chambers, mess rooms, recreation rooms, public lavatory and bathrooms.

- 13.11 當船在港時，水手長應確認當值幹練水手已適當值班及防火巡邏，並經常保持所有繫泊纜在適當緊度。

When the vessel is in port, the Bosun shall ensure that proper gangway watch and fire patrol are maintained by duty AB and all mooring lines are always kept in proper tension.

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-27

13.12 當供應物料、配件及補給伙食及免稅煙酒時，水手長應參與並指揮其所屬驗收、搬運，並置於其處所。

The Bosun shall take part and direct his subordinates to receive, transport and store in their respective places when stores, spares are supplied, and provision, bonded store are replenished.

13.13 水手長應確認並報告三副，所有救生裝置及救生裝備均維護良好。

The Bosun shall ensure and report to the 3rd Officer that all life saving appliances and fire fighting equipment are well maintained.

13.14 水手長應執行其主管所指派之其他任務(例如輪機部工作)。

The Bosun shall perform other duties (such as engine room work) assigned by his superior officer.

13.15 水手長應協助木匠進行壓艙水之排放及壓載作業。

The Bosun shall assist the Carpenter when ship is Ballasting and De-Ballasting.

14 木匠

Carpenter

14.1 航行中除協助水手長外，木匠每日應量測所有空艙、貨艙之舟必水井及淡水櫃至少一次，保存詳細測量紀錄，以供大副參考，如有任何異常紀錄，應立即告知大副。

During voyage, in addition to the assistance to Bosun in his duties, the Carpenter shall carry out soundings in all empty tanks, bilge wells and fresh water tanks at least once every day. He shall keep detailed sounding record for the Chief Officer reference. He shall also report the Chief Officer immediately if there is any abnormality record.

14.2 在駕駛員之指導下，木匠應就船艙部署，監控靠泊或離泊操作。

Under the direction of the Deck Officer, the Carpenter shall take up his station in the aft of the ship to supervise the operation of mooring or unmooring.

14.3 木匠應負添加淡水之責及壓艙水之排放及壓載作業。

The Carpenter shall be responsible for the operation of fresh water replenishment and ship's Ballasting / De-Ballasting.

14.4 在水手長之帶領下，從事上級指派之甲板工作。

Under the direction of Bosun, the Carpenter shall perform deck work assigned by his Superior Officer.

14.5 木匠應執行其主管所指派之其它任務。

The Carpenter shall perform other duties assigned by his Superior Officer.

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-28

15 幹練水手/ 一等水手**Able Body Seaman / Seaman I**

15.1 幹練水手應持有當值證書，並在航行中輪值，並依舵令操舵之，亦應協助當值駕駛員瞭望。

The AB shall hold a watchkeeping certificate, take shift and operate steer according to given order. He shall also assist the duty Officer on watch when the ship is at sea.

15.2 當有指示時，當值幹練水手應升旗、懸掛標誌、拉霧號及維持燈光，以配合不同之環境。

When instructed, the duty AB shall hoist flag, display shapes, pull up fog signals and maintain lights appropriate to the different circumstances.

15.3 在大副之指示下，當值幹練水手應保持駕駛台及其周圍環境，在整齊清潔之狀態。

Under the instruction of the Chief Officer, the duty AB shall maintain the bridge and its surrounding areas in a tidy and an orderly manner.

15.4 幹練水手應置所有旗、標誌、燈具、銅鑼、救生裝備及信號，於適當處所，以便隨時可備便使用。

The AB shall keep all flags, shapes, lamps, gong, life saving apparatus and signals in proper place and to be available for use at any time.

15.5 當船舶在港時，當值幹練水手配合當值船副，執行裝卸貨之操作，定期地檢查所有繫泊纜索之緊度及隨時注意上下船人員。

When vessel is in port, the duty AB shall execute cargo operation with duty officer and shall regularly check the tension of all mooring ropes and shall keep a proper gangway watch.

15.6 幹練水手應協助安裝領港梯及舷梯之索具。

The AB shall assist in the rigging of the pilot ladder and gangway.

15.7 在水手長之帶領下，從事上級指派之甲板工件。

Under the direction of the Bosun, the AB shall perform deck work assigned by his superior officer.

15.8 幹練水手應執行其主管所指示之其他任務。

The AB shall perform other duties assigned by his superior officer.

16 普通水手/ 二等水手**Ordinary Seaman / Seaman II**

16.1 在水手長之帶領下，從事上級指派之甲板或機艙工作。

Under the direction of the Boson, the sailor shall perform deck or engine room work assigned by his superior officer.

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-29

17 銅匠**Fitter**

17.1 銅匠通常應在大管輪之指揮下執行其職責，當須支援甲板部時亦同。

The Fitter shall normally perform his duties under the direction of the Second Engineer and vice versa for Deck Department.

17.2 銅匠應負責電焊及鉗工和車床工作。

The Fitter shall be responsible for welding, plumbing and machining on the lathe.

17.3 在大管輪之指揮下銅匠應協助保養及維修船上所有機器及其附屬之裝備。

Under the direction of the Second Engineer, the Fitter shall assist in maintenance and repair of all machinery and associated equipment on board.

17.4 銅匠應維持工作間在整齊清潔狀態，並置工具與備品於定位。

The Fitter shall maintain the work shop in a tidy and an orderly manner and shall have the tools and parts orderly placed.

17.5 銅匠須協助維護機艙及相關艙房之清潔。

The Fitter shall assist to maintain the cleanliness of the engine room and associated compartments.

17.6 銅匠應在大管輪之指導及指示下工作。

The Fitter shall work under the direction and instruction of the Second Engineer.

17.7 銅匠亦應執行其主管所指派之其他任務。

The Fitter shall also perform other duties assigned by his superior officer.

18 機匠 / 加油**Motor Man / Oiler**

18.1 機匠/加油應在大管輪之安排下，從事當值或指派之工作。

Under the arrangement of the Second Engineer, the Motor Man / Oiler shall perform engine room duty and work assigned by the Second Engineer

19 大廚**Chief Cook**

19.1 大廚應向伙食委員會負責預算控制，並為所有船員準備每日豐盛之膳食。應保持食物之新鮮並在期限內將庫存用畢。

The Chief Cook shall be responsible for the budget control of the Provision Committee. He shall prepare good quality daily meals for all crew members. He should keep the food fresh and run out the stock before deterioration.

19.2 大廚應保持所有伙食之最新存貨清單，並備妥購買清單給伙食委員會，以便訂購之。

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-30

The Chief Cook shall keep an up-to-date stock list of all food stuff and shall prepare purchase list to the Provision Committee for placing orders.

- 19.3 大廚應特別注意其個人衛生，經常保持廚房、冰箱及所屬庫房所有器具之清潔及整齊。

The Cook shall pay special attention to his personal hygiene and shall always keep kitchen, refrigerator and all utensil in chambers clean and tidy.

- 19.4 大廚應隨時清潔排煙機及濾網，以免積油污而引起火災。

The Cook shall clean the air exhaust fans and filter from time to time to avoid fire caused by oil stain.

- 19.5 大廚應參與搬運及儲存伙食至其庫房內，並注意蔬果間之空氣含氧量，以策安全。

The Cook shall participate in handling and storage of provision in food chambers and pay attention to the oxygen content in the fruit and vegetables chamber for safety.

- 19.6 大廚亦應執行大副所慮及之其他適當工作。

The Cook shall also perform other appropriate duties considered by the Chief Officer.

20 服務生/二廚

Mess Boy/Second Cook

- 20.1 在大副之指揮下服務生應執行其職務。

The MESS BOY shall perform his duties under the direction of the Chief Officer.

- 20.2 服務生/二廚應對船長、駕駛員及輪機員等提供房間之服務。

The MESS BOY shall provide cabin service to Master, Officers and Engineers.

- 20.3 服務生/二廚須執行餐廳、會客廳、康樂室及所有其他公共區域的例行清潔。

The MESS BOY shall carry out routine cleaning of mess rooms, saloon, recreation rooms and all other public areas.

- 20.4 服務生/二廚負責飯桌之擺設、餐廳之整理、收集及清潔用過之碗具及其它器具，並依據 IMO 或港務當局之要求處理垃圾，以保護環境。

The MESS BOY shall be responsible for tables setting, tidying up mess rooms, collecting and cleaning up soiled table ware and other utensil, disposal of garbage in accordance to IMO or port state requirement to protect environment.

- 20.5 當船在港時，服務生/二廚應待命，以執行船長指派之工作。

The MESS BOY shall await order and carry out duties assigned by the Master when the vessel is in port.

**SOR****船上組織章程****SHIPBOARD ORGANIZATION
REGULATION**

DATE OF ISSUE

2009-05-01

EDITION

V1.0

PAGE

SOR-PR-31

20.6 服務生/二廚應協助搬運及儲存伙食和免稅煙酒。

The MESS BOY shall assist in transportation and stowage of food stuff and bonded stores.

20.7 服務生/二廚亦應執行其主管所指派之其他任務。

The MESS BOY shall also perform other duties assigned by his superior officer.

21 相關工作指導書

Relevant Work Instructions

無

Nil

22 相關文件

Relevant Document

無

Nil

23 相關卷宗/紀錄

Relevant File/Record

無

Nil

24 相關表格/檢查表

Relevant Form/Checklist

無

Nil

