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## **GENERAL CIRCULAR**

**QHSE – 10/2019**

**TO: The Fleet**

**Subject: UNIFORM POLICY**

The purpose of this Circular is to draw attention section 3.19 of the SMS manual.

Shipboard personnel shall always bear in mind that they are representatives of Maritec Tanker Management and as such a clean, tidy and presentable appearance is demanded at all times.

**Master is responsible for complete effective implementation of this policy on board.**

Chief Officer and Chief Engineer are responsible to master to ensure effective implementation of dress code in work places during watches on deck and in engine room.

Dress Code to be enforced as per following: -

**Master and Officers:**

Master shall be in Uniform for all Maneuvering Operations while arriving / departing port (Even at OPL) and when meeting Shore personnel's like agents and other Port Authorities.

Master and all officers on duty while vessel is in port, during pilotage, Canal or River Transits and at Anchorage must wear uniform (White shirt with epaulettes, black trouser and black shoes) commensurate with their rank.

During all Internal & 3rd party Inspections (PSC / Vetting / Flag State inspections etc) Master shall meet the Inspector in Uniform. If later required to follow inspector for shipboard inspection he may change into Boiler Suit and Safety Shoes, However during initial introduction and opening meeting Master shall always be in Uniform. Officers on watch in CCR and in Engine room shall be dressed in Maritec Tanker Management Clean Boiler Suits and Safety Shoes.

**Officers Uniform: - Black Trouser, White Shirt and Black Shoes. (If the vessel is in Hot Climate regions Officers may wear Black Shorts and White Shirts).**

While vessel is at Sea Master may relax the dress code and officers may wear casual dresses However No Slippers to be worn on Bridge and in Mess Rooms.

**Ratings on Watch: -** Deck ratings on Watch on bridge shall always be dressed in Shirt and Trouser OR Maritec Tanker Management's Boiler Suits and Shoes. Deck ratings on Watch on deck shall always be dressed in Clean Maritec Tanker Management's Boiler Suits and Safety Shoes.

Engine room ratings on Watch in engine room shall always be dressed in Clean Maritec Tanker Management's Boiler Suits and Shoes.

**Dress Code in Mess Rooms: -** During Sailing all Officers and ratings shall be well dressed and wearing shoes (Not Slipper) while visiting Mess rooms and Smoke rooms.

**Catering Staff: -**

Catering staff shall always be in a neat and clean appearance while carrying out their duties and shall be courteous in manner to officers, crew and guests on board.

The cook and catering staff should wear Black trouser and White shirt while working in galley and Mess rooms. The Aprons, clothing and footwear supplied by the company should be used at all times when preparing and serving meals.

Above is for strict enforcement.

Kindly discuss the same with all crew at the earliest.

**Maritec Tanker Management Pvt Ltd.**