

**SKILLS FRAMEWORK FOR SEA TRANSPORT
SKILLS MAP - HSSEQ EXECUTIVE**

Sector	Sea Transport			
Track	Shipping			
Sub-track	Ship Management			
Occupation	HSSEQ Superintendent			
Job Role	HSSEQ Executive			
Job Role Description	<p>The Health, Safety, Security, Environment and Quality (HSSEQ) Executive is responsible for monitoring, auditing, and maintaining vessel and personnel compliance in safety, health, quality, security and environmental matters according to international maritime regulations. He/She assists in implementing and recommending amendments to health and safety policies and procedures to enhance overall HSSEQ organisational practices. He carries out inspections, participates in risk assessments, and/or incident investigations to ensure timely identification and reporting of non-compliance.</p> <p>He is adept at communication, and is analytical and meticulous to monitor health, safety and environmental hazards, and ensures that they are dealt with promptly and effectively.</p>			
Critical Work Functions, Key Tasks and Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)	
	Develop Health, Safety, Security, Environment and Quality (HSSEQ) policies	Promote HSSEQ policies and procedures in accordance to the international maritime regulations	In accordance to: <ul style="list-style-type: none"> • International Safety Management (ISM) code • International Ship and Port Facility Security (ISPS) code • International Maritime Organisation (IMO) regulations • Maritime Labour Convention 	
		Recommend amendments to HSSEQ policies and procedures		
		Assist in developing training, educational programmes and materials to improve HSSEQ compliance standards		
	Implement HSSEQ compliance policies	Coordinate HSSEQ-related training for crew, shore staff, and relevant personnel, according to regulations and any flag state requirements		
		Execute relevant HSSEQ initiatives to ensure that all aspects of HSSEQ compliance standards are met		
		Schedule HSSEQ compliance inspections on work processes and compile reports on HSSEQ performance		
		Perform vessel audits according to relevant international standards		
		Provide vessel compliance support by identifying vessels going to high risk countries, vessel risk and list of past deficiencies		
		Assist in the development and execution of emergency response plans and spill contingency plans		
Schedule regular emergency response drills and/or activities				
Evaluate HSSEQ compliance policies and practices	Collect data on HSSEQ performance, ranging from vessel and corporate audits, flag state inspections reports and conformity to international codes			
	Conduct root cause analyses with information pertaining to accidents, injuries, near miss incidents, or instances of non-compliance			
	Provide status update reports for corrective and preventive actions as input for the central corrective action registry for assigned vessels			
	Assist in conducting risk assessments and management of change requests for assigned vessels, work processes and work areas			
	Monitor work processes and/or vessels to ensure that HSSEQ key performance indicators (KPI) are met			
	Prepare reports, articles and other relevant materials for presentation to external stakeholders			
	Conduct research to identify new methods to minimise vessel environmental impact and improve functionality of safety equipment			
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Change Management	Level 3	Communication	Basic
	Cyber Security	Level 3	Computational Thinking	Basic
	Maritime Emergency Response Management	Level 3	Digital Literacy	Intermediate

	Environmental Management System Framework Development and Implementation	Level 3	Sense Making	Intermediate
	Maritime Hazards Identification	Level 3	Lifelong Learning	Basic
	Innovation	Level 3	Decision Making	Basic
	Learning and Development	Level 3	Global Mindset	Basic
	Maritime Incident Management	Level 3	Interpersonal Skills	Basic
	Maritime Safety Culture Management	Level 3	Problem Solving	Basic
	Maritime Safety Performance Management	Level 3	Service Orientation	Basic
	Maritime Safety Policy Development	Level 3	Teamwork	Basic
	Quality Systems	Level 2	Managing Diversity	Basic
	Regulatory Compliance	Level 3	Creative Thinking	Basic
	Risk Compliance and Governance	Level 4	Leadership	Basic
	Risk Control and Response Planning	Level 4	Developing People	Basic
	Ship Safety Management Systems Audit	Level 3	Transdisciplinary Thinking	Basic
	Ship Seaworthiness and Pollution Prevention	Level 2	Virtual Collaboration	Basic
	Ship Security	Level 2	Resource Management	Basic
Technology Integration	Level 2			
Programme Listing	For a list of Training Programmes available for the Sea Transport sector, please visit: www.skillsfuture.sg/skills-framework/sea-transport			

The information contained in this document serves as a guide.