



**JOB SPECIFICATIONS, TASK LISTS AND TRAINING OBJECTIVES FOR ELECTRICAL OFFICERS**

S. NO.	Job Specification	Task List	Training Objectives	SOK
1.	2.	3.	4.	5.
5	To inspect/accept electrical electronic and weapon equipment	5.1 To liaise with inspection and trails agencies	5.1.1 Knowledge of equipment, inspection , trial & defence research organisation connected with the navy	c
			5.2.1 To inspect and evaluate as per specifications.	C
			5.2.2 To render trials and acceptance reports	B
6	To manage men and material.	6.1 To Hold custody and account for permanant and Quasi permanent stores for Electrical , Electronic,& Weapon Equipment	6.1.1 Store accounting procedures	B
			6.1.2 Knowledge of stroes organisation	B
			6.1.3 Knowledge of categorisation of stores	B
		6.2 To coordinate procurement of stores for Electrical , Electronic Weapon Equipment	6.2.1 Survey & demand procedures of stores.	B
			6.2.2 Knowledge of logistics organisation in the navy	B
			6.2.3 Knowledge of indigenisation procedures.	B
			6.2.4 Knowledge of sources for procurement of defence equipment	B
		6.3 To Carry out divisional duties	6.3.1 Knowledge of Trade Structure and promotion regulations of sailors	B
			6.3.2 Knowledge of Service Documents	B
			6.3.3 Working knowledge of Navy act 1957 and Reg. Navy	B
			6.3.4 Knowledge of Qualities of Leadership.	B
		6.4 To train officers and sailors	6.4.1 To instruct officers and sailors.	B
			6.4.2 To use training aids.	B
			6.4.3 To speak in public.	B
			6.4.4 Professional knowledge of technologies used in equipment at 1	B
			6.4.5 Duties and responsibilities of Electrical Branch personnel	A
		6.5 To ensure good Ship's Husbandry Practices for Electrical Equipments/ Fittings are followed	6.5.1 Knowledge of corrosion and its precautions	C
			6.5.2 Knowledge of paint application on board.	C
		6.6 To ensure safety for Personnel and Equipment	6.6.1 Knowledge of Electrical hazards and precaution	A
			6.6.2 Knowledge of precaution for Man Aloft and sonar transmissions	A
			6.6.3 Knowledge of precautions prior to Kocking.whilst in dry Docking.	A
			6.6.4 Knowledge of precautions and safety Hull outfits	B
			6.6.5 Knoledge of protective clothing and prcautions for welding/ cutting etc.	C

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1.	2.	3.	4.	5.
		6.7 To Co-ordinate with Engineering department for efficient performance of Electrical/ Mechanical Machineries.	6.7.1 Knowledge of Engineering department machineries and their limitations	C
		6.8 To effectively utilize computer based Management	6.8.1 To be conversant with PC 6.8.2 To utilise/ develop software for management information systems..	A B
7	To carry out the staff duties	7.1 To administer the Electrical Department of the ship	7.1.1 To maintain office files and records 7.1.2 To maintain service corresponds 7.1.3 To maintain record of maintenance and defects 7.1.4 To make out draft letters & signals 7.1.5 To be familiar with procedures and terms used in conjunction with the the Western 7.1.6 To handover/takeover department 7.1.7 Knowledge of NHQ,Command and Dockyard organisation	B B B B B B B
		7.2 To carry out profession duties	7.2.1 To prepare watch and station bill for the Electrical department 7.2.2 To render reports and returns	B B
		7.3 To carry out general duties	7.3.1 To maintain public and non public fund 7.3.2 To audit accounts and render reports 7.3.3 To carry out feasibility studies 7.3.4 To render board proceedings for installation of technical equipments 7.3.5 Knowledge of MES civil works on classification, stages and procedures 7.3.6 Knowledge on civil works maintenance appropriation/ Re-appropriation of building erection procedure. 7.3.7 Knowledge of Motor Transport procedures for demanding and scales. 7.3.8 Knowledge for classification and maintenance of transport scale, MT spares/stores 7.3.9 Knowledge of reporting Accidents	B B B B B B C C C
		7.4 To administer civil staff	7.4.1 Knowledge of Civilian Staff regulations. Industrial non-industrial staff. 7.4.2 Knowledge of civilian labour rules, industries act, Factory act etc. 7.4.3 Knowledge of civilian promotion procedures and disciplinary action.	C C C

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1.	2.	3.	4.	5.
8	To carry out duties in WOT	8.1 To over see warship construction	8.1.1 Knowledge of public sector ship yard 8.1.2 Knowledge of warship construction 8.1.3 Knowledge of procedure in acceptance of wharship	D C C
		8.2 To Approve drawings and specification s	8.2.1 Knowledge of Defence Specification and in schedules for equipment installed on board warship	C
9	To refit a ship	9.1 To prepare a ship for refit	9.1.1 To carry out pre-refit trials. 9.1.2 To prepare defect list.	B B
		9.2 To carry out refit.	9.2.1 To land equipment at various centres in Naval dockyard 9.2.2 To inspect and accept equipment repaired by dockyard 9.2.3 To carry out HATS 9.2.4 To carry out SATS.	B C C C
10	To stand by a new ship	10.1 To set up the administration organisation of the Electrical department	10.1.1 To Exploit the following :- a) BR list b) Electrical and Weapon D-787 c) EMAPs d) SPTA inventories e) RTDSs f) Service certificates and logs g) Explotation documents h) CRETE list j) E-List k) CV registers l) List of authorised sea stores	C
2.			10.1.2 To arrange for storage of weapon and electrical D-787 spares onboard	C
			10.1.3 To prepare the following:- a) 'L' department standing order b) Department files c) books and records	C
			10.1.4 To intimate action for:- a) Maintenance schedule and other related documents to set up SS PPM system. b) Preparation of a Master records with the assistance of ship builders	C
			10.1.5 To arrange for transfer of Electrical sailors as per the Manning plan and arrange for PVCT	C
		To associate the 'L' Department with overseeing trails teams.	10.2.1 Knowledge of Inpections and Trails 10.2.2 Knowledge of HATS and SPTA procedures 10.2.3 Knowledge of preparation of D-448	C B C

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<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	
			10.2.4	To prepare equipment handed to over to SS (Gyro & Echo Sounder) for CST and FET	B
11	To take charge of guard, armed party , ashore or boarding party.	11.1 To carry out guard officers duties	11.1.1	Knowledge of constution of guard for variou occasions	D
			11.1.2	Knowledge of guard and sward drill	D
		11.2 To constitute an armed landing party Lead it	11.2.1	Knowledge of constitution of Landing party.	D
			11.2.2	Knowledge of purpose powers of O-i/c of Landing party.	D
		11.2 To constitute an armed Boarding party Lead it	11.3.1	Knowledge of constitution boarding party	D
			11.3.2	Knowledge of purpose and laws regarding boarding parties	D
		1.2 To analyse test results on equipment at 1.	1.2.1.	To carry out performance tests on Electrical machines/Units used with equipment at 1.	A
			1.2.2.	To analyse equipment performance results.	A
		2.1 To carry out/supervise fault diagnosis on equipment at 1.	2.1.1.	As at 1.1.1 to 1.2.2.	
		2.2 To carry out /supervise repairs to equipment at 1.	2.2.1.	To exploit repair technical documents (RTD)	A
			2.2.2.	To test equipment after repairs	A
			2.2.3.	Knowledge of store accounting procedures.	A

## JOB SPECIFICATIONS, TASK LISTS AND TRAINING OBJECTIVES FOR EXECUTIVE

S. NO.	Job Specification	Task List
1.	2.	3.
	1 To understand the principle of operation of Equipment fitted onboard and be aware of limitations imposed due to design constraints	1.1 To exploit the equipment fitted optionally
	<ul style="list-style-type: none"> <li>a) Electrical Power and Controls</li> <li>b) Communication Equipment</li> <li>c) Navigation equipment</li> <li>d) Radar systems</li> <li>e) Surface / AA / UW weapon and control systems</li> <li>f) Electronic warfare</li> <li>g) Digital systems and Computer aided Action information system</li> <li>h) A sonar systems</li> </ul>	
	2 To over see repairs to equipment at 1	2.1 To supervise repair to equipment
	3 To advise the command on the availability & operational capability Weapon equipment installed onboard	3.1 To advise the command on equipment performance and limitations of Electronics equipments
	4 To manage man and material	4.1 To ensure safety of personnel

## E OFFICERS

	<b>Traning Objectives</b>	<b>SOK</b>
	<b>4.</b>	<b>5.</b>
on board	1.1.1 To apply the principles used in the following:- a) Power generation and distribution b) Computer and IT c) Gyro and Nav Aids d) Control Engineering e) Radar f) Sonar g) Communication Theory h) Electronic Warfare and EMI/EMC j) Basic Weapons and guided weapons	C
nt at a	2.1.1 As at 1.1.1	
quipment	3.1.1 Knowledge of equipment performance limitations	C
f Electrical	3.1.2 Knowledge of optimum performance figure at equipment at 1	C
l & equipment	4.1.1 Knowledge of precaution for man aloft and sonar transmission	C
	4.1.2 Knowledge of electrical hazards and precautions	C

## JOB SPECIFICATIONS, TASK LISTS AND TRAINING OBJECTIVES FOR CHEAP/CHEAC (Q) COURSE

S. NO.	Job Specification	Task List	Traning Objectives	SOK
1.	2.	3.	4.	5.
1.	To carry out/supervise SS PPM routines on the following:-  (a). Internal Communication Equipment. (b). Motor Boat equipment. (c). Lead Acid and Alkaline batteries. (d). Lighting and Ventilation Equipment. (e). Generation and Distribution Sytem (f). Motors and Control Equipment associated with engine room, auxiliary and propulsion machinery. (g). Electrical Equipment associated with cranes, boat hoists, capstans, ship stabilisers, active rudder, and Remote Power Control Systems. (h). Gyro and Naviads. (j). AA/Surface Weapon control computers, control system and gun mountings. (k). Mortar Mountings. (l). Missile Power and control system Missiles and Launchers. (m). Underwater weapon control, computer system (n). Hull outfit and directing gears. (o). Rocket Launchers. (p). Degaussing equipments. (q). Mines and MCM equipments. (r). Impressed current cathodic protection (s). Em Log and auto Pilot.	1.1 To implement E2/EMAP PPM systems.  1.2 To analyse test results on equipment at 1.	1.1.1. To apply principles of the Computer and Microporcessor, Hydraulics & Optics, Technical Administration. 1.1.2. Detailed Technical Knowledge of equipments at 1. 1.1.3. Detailed Understanding of as fitted drawings, wiring diagrams and machine drawin 1.1.4. Working Knowledge of applications of advanced technology in equipment at 1 1.1.5. To maintain E2/EMAP PPM records and master records. 1.1.6. To Schedule PPM routines 1.1.7. To use CRETE and commercial test equipment to monitor equipment  1.1.8. To carry out setting to work and testing/tunning of equipment at 1.  1.2.1. To carry out performance tests on Electrical machines/Units used with equipment at 1. 1.2.2. To analyse equipment performance results.	A A A A B B A  A  A A





**JOB SPECIFICATIONS, TASK LISTS AND TRAINING OBJECTIVES FOR CHEAP/CHEAC (Q) COURSE**

S. NO	Specification	Task List	Training Objectives	SOK	
1.		2.	3.	4.	5.
3.	To assist the Electrical department in monitoring the refit of a ship.	3.1 To prepare the ship for refit.	3.1.1. To maintain defect books and n 3.1.2. Knowledge of conduct of pre and post refit trials. 3.1.3. To prepare defect lists. 3.1.4. Knowledge of organisation of Dockyards, BMVs/FMVs.HQ WNC, HQ ENI	A B B B	
		3.2 To carry out refit of equipment at 1.	3.2.1. To inspect and accept equipment repaired by Dockyard. 3.2.2. To assist in carrying out HATs. 3.2.3. To assist in carrying out SATs. 3.2.4. Knowledge of procedures for acceptance of M/Cs in new ships. 3.2.5. Knowledge of working of trials and acceptance teams, Testing and	A B B B B	
4.	Assist Electrical Officer in inspect/accept Electric Weapon equipment.	4.1 To evaluate electrical and Weapon equipment.	4.1.1. To inspect and evaluate equipment as per specifications 4.1.2. To render Trials and Acceptance reports.		
5.	To assist the Electrical department in administering the Electrical department of a ship.	5.1 To train junior sailors 5.2 To supervise day to day work.	5.1.1. To impart practical training to sub-ordinate Electrical Officers. 5.2.1. Knowledge & maintenance of equipment records. 5.2.2. Working Knowledge of office procedure/ records. 5.2.3. Knowledge of man and material	B A B C	
6.	To assist the Electrical department in managing men and	6.1 To maintain records of permanent and quasi permanent stores. 6.2 To assist in procurement of Electrical, Electronic and Weapon equipment. 6.3 To be able to use computer based systems. 6.4 To carry out the duties as Divisional Chief.	6.1.1. Knowledge of stores and procedure 6.1.2. Knowledge of stores organisation 6.1.3. Knowledge of categorisation of 6.2.1. Knowledge of procedures for survey and demand of stores. 6.2.2. Knowledge of various sources for the procurement of stores. 6.3.1. To be conversant with PCs. 6.3.2. To be able to develop/exploit information management systems. 6.4.1. Knowledge of advancement regulations of sailors. 6.4.2. Knowledge of Service documents 6.4.3. Knowledge of qualities of Leaders 6.4.5. Knowledge of discipline regulations	B C B A C B B B B	

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S. NO.	Job Specification	Task List	Traning Objectives	SOK
1.	2.	3.	4.	5.
		6.5 To employ Ship's Husbandr for Electrical fittings.	6.5.1. Knowledge of corression and its precautions. 6.5.2. Knowledge of point application on board. 6.5.3. Knowledge of Grounding of Bending Practices (EMI/EMC).	
		6.6 To ensure safety of Personi equipment.	6.6.1. Knowledge of Electrical Hazards and precautions. 6.6.2. Knowledge of precautions for man Aloft & Sonar Transmissiions. 6.6.3. Knowledge of precautions prior to Docking/ while in Dry dock/undocking. 6.6.4. Knowledge of precautions for safety of Hull outfits. 6.6.5. Knowledge of protective clothing and precautions while welding.	

S. NO.	Job Specification	Task List	Traning Objectives
1.	2.	3.	4.
		6.5 To employ Ship's Husbandr for Electrical fittings.	6.5.1. Knowledge of corression and its precautions. 6.5.2. Knowledge of point application on board. 6.5.3. Knowledge of Grounding of Bending Practices (EMI/EMC).
		6.6 To ensure safety of Personi equipment.	6.6.1. Knowledge of Electrical Hazards and precautions. 6.6.2. Knowledge of precautions for man Aloft &

Sonar Transmissiions.

- 6.6.3. Knowledge of precautions prior to Docking/  
while in Dry dock/undocking.
- 6.6.4. Knowledge of precautions for safety of  
Hull outfits.
- 6.6.5. Knowledge of protective clothing and  
precautions while welding.