

**ROPME MEMBER STATES**  
**OIL SPILL RESPONSE OFFICERS**  
**DUTIES AND RESPONSIBILITIES**

**1. CONTACT DETAILS**

The appointed Officer shall ensure that he is accessible at all times including weekends and holidays by means of direct available communication. He shall promptly advise MEMAC of any changes to his contact numbers.

**2. ALTERNATE**

The Officer shall ensure that an alternate is appointed whenever he is absent from his country on business or vacation. The alternate shall be full empowered and briefed to carry out appropriate duties. MEMAC shall be promptly informed of the name and contact details of the alternate.

**3. OIL SPILL MONITORING/REPORTING**

The Officer shall ensure that he is promptly informed of all oil spill incidents/marine casualties in waters adjacent to his country, by establishing and maintaining close contact with Port Authorities, shipping agents, National Coast Guard and Civil Aviation authorities as well as with Media (TV, Radio, etc). Immediately the Officer learns of an incident/casualty, he shall contact MEMAC, by phone, and follow up with a fax/e-mail preliminary report, amplified at regular intervals by later reports as the incident develops.

#### **4. OIL SPILL RESPONSE RESOURCES**

The Officer shall be fully aware of the access arrangements, location and content of all stock piles of oil spill response equipment and materials in his country, both Government and private sector owned. He shall also be aware of access arrangements for surveillance helicopters, and location/availability of appropriate marine craft and barges. It shall be part of his duties to regularly update his knowledge of all the above resources.

#### **5. IMMIGRATION/IMPORT CLEARANCE PROCEDURES**

The Officer shall be aware of the immigration clearance arrangements for entry of foreign technical experts in the event of a major pollution incident, and import procedures for oil spill response equipment/materials. He shall be personally responsible for expediting such processes accordingly.

#### **6. EVIDENCE GATHERING FRO DAMAGE ASSESSMENT AND CLAIMS.**

The Officer will be responsible for overall supervision of evidence gathering for the preparation of Response and Damage claims.

#### **7. DATABASE**

MEMAC will be responsible for maintaining and circulating an updated list of all Oil Spill Response Officers with names, job titles, contact details, etc on a regular basis.