

Official resource

Yacht Technical Roles Hiring Checklist

SLUG	yacht-technical-roles-hiring-checklist
SUMMARY	A practical checklist for Captains, yacht managers, and recruiters defining ETO, AVIT, CTO, and CETO roles on yachts over 500 GT.
RESOURCE TYPE	Checklist
RESOURCE AREA	Recruitment & roles
INTENDED AUDIENCE	Captains, yacht managers, recruiters
ESTIMATED USE MINUTES	20
DOCUMENT LABEL	Download official PDF
PDF	yacht-technical-roles-hiring-checklist-v1-0.pdf
VERSION	1.0
PUBLICATION STATUS	Published resource archive
VERSION	1.0
PUBLICATION STATUS	Draft for operational review
PRIMARY SCOPE	Superyachts over 500 GT
PURPOSE	Use this checklist before advertising, approving, or revising an ETO, AVIT, CTO, or CETO role. It is designed to help Captains, Chief Engineers, yacht managers, owner representatives, and recruiters define technical scope before job title, salary, rotation, reporting line, and watchkeeping expectations are agreed.
IMPORTANT NOTE	This checklist is practical hiring guidance. It does not replace flag-state requirements, the vessel Safe Manning Document, MCA guidance, class requirements, the company Safety Management System, employment law advice, or professional recruitment/legal advice.

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A. Vessel and Operating Profile

- Vessel name:
- Flag state:
- Gross tonnage:
- Propulsion power:
- Commercial or private operation:
- Cruising area:
- Rotation or leave package:
- Safe Manning Document reviewed:
- Company Safety Management System reviewed:
- Existing engineering department structure reviewed:
- Existing AVIT/IT/vendor support model reviewed:

B. Role Title and Reporting Line

- Proposed role title:
- Department or reporting line:
- Direct manager:
- Secondary reporting line, if any:
- Is the role administratively placed in engineering:
- Is the role expected to support owner/guest systems directly:
- Is the role expected to manage vendors or shore support:
- Is the role expected to own technical documentation:

C. Engine Room Watchkeeping Boundary

- Does the role include routine engine room watchkeeping:
- If yes, required certificate or authorisation identified:
- If yes, watch schedule and rest-hour impact reviewed:
- If yes, technical on-call burden reviewed separately:
- If yes, salary, rotation, authority, and relief cover adjusted:
- If no, advert states that the role is not an engine room watchkeeping position:
- Electro-technical/AVIT 24/7 response expectations defined:
- Alarm, connectivity, communications, AV, and guest-system response expectations defined:

D. Required Maritime Certification

- STCW ETO Certificate of Competency required:
- Engineer officer Certificate of Competency required:
- ENG1 or accepted equivalent required:
- High-voltage training required:
- HELM management required:
- GMDSS or radio responsibility included:
- Flag-state endorsement or CEC required:
- Other mandatory certificates:
- Certificate renewal or revalidation burden considered:

E. Required AVIT, IT, and Network Competence

- AV distribution and control systems:
- Guest cabin, salon, cinema, deck, and crew AV systems:
- Wi-Fi, switching, routing, VLANs, DHCP, DNS:
- Firewall, VPN, remote access, and logging:
- VSAT, Starlink, LTE, marina internet, and WAN failover:
- CCTV, access control, crew systems:
- Rack infrastructure, structured cabling, labelling, and drawings:
- Vendor-supported systems:
- Relevant AVIXA, CEDIA, Cisco, CompTIA, vendor, or equivalent training considered:

F. Cyber and Operational Risk

- Cybersecurity responsibility included:
- Remote vendor access controlled:
- Password and credential process defined:
- Backup process defined:
- Patch and update responsibility defined:
- Incident response escalation path defined:
- Network segmentation responsibility defined:
- NIST, IMO cyber, or company cyber framework considered:
- Sensitive owner, guest, and crew data exposure reviewed:

G. Documentation and Handover

- Network diagram required:
- IP plan required:
- Rack elevations required:
- Vendor contact list required:
- Warranty and support contracts required:
- Credential vault or secure handover process required:
- Change-control record required:
- Refit or project documentation required:
- Known defects and recurring faults documented:
- Handover standard included in job scope:

H. Refit, Project, and Vendor Responsibility

- New-build or refit involvement included:
- Technical specification writing included:
- Budget input or budget ownership included:
- Vendor selection or vendor management included:
- Commissioning and acceptance testing included:
- Snagging ownership included:
- Warranty claims and support escalation included:
- Management reporting required:

I. Compensation Review Triggers

- Role combines two or more technical domains:
- Role includes certificated responsibility:
- Role includes 24/7 response or guest-facing support:
- Role includes engine room watchkeeping:
- Role includes cyber governance:
- Role includes refit or project management:
- Role includes vendor and budget ownership:
- Role replaces what would otherwise be multiple positions:
- Final package reviewed against actual scope, rotation, risk, and authority:

J. Interview and Verification Questions

- Which yacht systems have you owned end to end on a vessel over 500 GT:
- What formal maritime certificates do you hold:
- What AV, IT, network, cyber, or vendor certifications do you hold:
- Describe a WAN failover or guest connectivity failure you resolved:
- Describe a time you refused or escalated unsafe technical scope:
- How do you document technical changes onboard:
- How do you manage remote vendor access:
- Where is your boundary between ETO, AVIT, engineer, CTO, and CETO responsibility:
- What support do you need from engineering, shore IT, vendors, and management:

K. Approval Record

- Captain reviewed:
- Chief Engineer reviewed:
- Yacht Manager reviewed:
- Owner or owner representative reviewed:
- Recruiter brief updated:
- Job advert updated:
- Required certificates listed:
- Watchkeeping and on-call expectations listed:
- Compensation package reviewed against final scope:
- Final role scope approved:

L. Final Notes

- Outstanding concerns:
- Items to clarify before advertising:
- Items to clarify before contract signing:
- Date reviewed:
- Reviewed by: