



MANAGEMENT SYSTEM MANUAL

7.3.2 RESPONSIBILITIES OF THE COMET

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1. Purpose

The purpose of this procedure is to list the responsibilities of the Communications Electronic Technicians (CommET) when on board R/V *Armstrong* and *Atlantis*.

2. Responsibility

The Master is ultimately responsible for the operating condition of all equipment. The following gear has been designated to the CommET to maintain. Maintenance includes preventative and reactive procedures.

A. Communication Systems

- GMDSS, UHF, VHF, MF and satellite systems including hand held radios and all batteries and associated chargers
- EPIRB, SARTS and survival craft radios, including batteries, chargers and hydrostatic releases
- Telephone systems, including telephones, FAX and PABX equipment, call recording and routing equipment
- Intercom and public address system

B. Navigation Electronic Systems

- Positioning systems including GPS, navigation computers and associated displays and battery systems
- Autopilots and DP systems
- Gyro systems and switching gear
- Speed Log systems
- Radar systems
- Echo-sounding systems
- Wind speed and direction systems

C. Other Electronic Systems

- Winch monitoring systems
- CCTV system
- Entertainment system including antennas, transmitters, receivers and distribution systems
- Computers and network systems supporting NS5

3. Turnover Notes

In order to provide for the smooth transition of personnel on and off the vessel, a certain level of information must be passed along to relief personnel. This is accomplished through the use of turnover notes.

The Comet is responsible for preparing turnover notes to provide to the oncoming relief. As a guideline, ask yourself, "Would I want to know this if I were coming on board the vessel?" The following areas should be addressed as appropriate:

- Vessel readiness – Provide information on the status of equipment and spaces that you are responsible for. Provide information on any equipment that is your responsibility that has outstanding work to be completed. Include the status of parts on order if appropriate to complete this maintenance. Include a description of equipment that has been requiring special attention or trends that need to be watched.
- Maintenance – Provide a review of outstanding material orders and service requests to reduce duplication of orders.
- Consumables – Review the status of consumables and provide information on projected needs that you are aware of that have not yet been ordered.

4. Report

A copy of turnover notes shall be provided to the Master, Port Engineer and Marine Electronics Supervisor. There is no need to retain these notes once the relief has them.