



# MANAGEMENT SYSTEM MANUAL

## ATL 8.4 R/V Atlantis Port Watchstanding Procedures

Originator:

Gary Chiljean

Approved By:

Joe Coburn

### 1. Purpose

The purpose of this procedure is to set forth the standards for Port Watch Procedures aboard R/V Atlantis.

### 2. Responsibility

Deck Port Watches consist of an Officer of the Watch and a seaman at the gangway. The Engineering Department will stand watch in accordance with the "R/V Atlantis Engineering Department Standard Operating Policies and Procedures".

The Ship Operations Manager will assume responsibility for the vessel during lay-up periods or maintenance periods if the budget does not include funding for shipboard security. In this case, electronics and other measures will be used to replace the watchstanders.

### 3. General

Port watches are stood in all ports from 1600 until 0800, seven days a week. At other times, port watches may be stood as deemed necessary. Watches may be modified due to special circumstances on a case-by-case basis. Port watches are not normally stood while Atlantis is in Woods Hole, MA.

R/V Atlantis maintains a Gangway Book that is kept in the vicinity of the ship's gangway. The Chief Mate keeps this book up-to-date. The Officer on Watch and the seaman at the gangway shall be familiar with all the latest information in the Gangway Book that includes:

- A. Port watch schedule, both Deck and Engine Departments
- B. What might be expected during the port call
- C. Arriving and departing Crew
- D. Agent information
- E. Tide Information
- F. Information on what to expect during the upcoming cruise
- G. Information regarding the loading of stores, science gear, fueling, etc.
- H. Local information that may be useful, including emergency phone numbers, hospitals, taxis, areas in town to avoid, local health concerns.



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### Standing orders for Day Workers and Gangway Watch

1. Show up for work/watch on time, rested and alert.
2. Be aware of the times of High and Low Tides and maximum currents as posted.
3. Tend the gangway and mooring lines as necessary.
4. Do not leave the gangway unattended for any length of time.
5. No unauthorized or unescorted guests or visitors.
6. Ensure Deck lights are on at dusk and off at dawn.
7. If you are uncertain or need assistance, call the Mate on Watch.
8. No unauthorized watch changes. Check with the Chief Mate or the Mate on Watch.
9. No unauthorized overtime work. Only the Chief Mate or Master can authorize overtime.
10. Your first priority is Atlantis. Be attentive.