



# MANAGEMENT SYSTEM MANUAL

## KNR 8.4 R/V Knorr Port Watchstanding Procedures

Originator:

Kent D. Sheasley

Approved By:

J.L. Coburn, Jr.

### 1. Purpose

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

### 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 Knorr 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 Knorr is in Woods Hole, MA.

R/V Knorr 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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### Gangway Watch Procedures and Responsibilities

The Safety and security of the Knorr and the people on board are the primary responsibilities of the Gangway Watchstander.

1. Assigned watches may only be changed with prior approval of the Chief Mate.
2. All visitors or newcomers to the vessel shall be greeted in a courteous manner.
3. No unauthorized or unescorted visitors are permitted aboard. Should any question arise as to who is authorized, consult the Chief Mate.
4. Watchstanders will be on time, sober, well rested and dressed appropriately including a shirt with sleeves and closed-toed shoes.
5. The watchstander shall make regular rounds of all decks as close to every hour as practical. Don't leave the gangway unattended for any length of time.
6. Appropriate deck lighting shall be illuminated at sunset and extinguished at sunrise.
7. Traditional flag etiquette shall be followed – flags raised at 0800 and lowered at sunset.
8. Tend the gangway and mooring lines, maintaining the vessel securely to the pier and the gangway safe for use.
9. Keep the gangway area neat and picket up, free of unnecessary tripping hazards and presentable to visitors.
10. The Mate on Watch is to sign all delivery paperwork.
11. Do not hesitate to call the Mate on Watch when in doubt or in question or for additional time needed to perform your duties.

**REMEMBER – THE SAFETY AND SECURITY OF THE VESSEL IS TOP PRIORITY.**