



MANAGEMENT SYSTEM MANUAL

OCN-6.2 R/V OCEANUS NEW CREW ORIENTATION

Originator:	Approved By:
Theophilus Moniz III	Albert F. Suchy

1. Purpose

The purpose of this procedure is to set forth the familiarization of a new crewmember to the R/V Oceanus.

Every new crewmember that comes on board a vessel operated by Woods Hole Oceanographic Institution (WHOI) is required by the Standards of Training, Certification and Watchkeeping (STCW) to receive an orientation.

2. Responsibility

It is the responsibility of the Master of R/V Oceanus to ensure that every new crewmember that comes on board has received adequate familiarization of the vessel prior to the vessel departing. In order to accomplish this task, it is the responsibility of the mate on watch or his/her designee to familiarize the new crewmember using the attached orientation check-off list. If this is delayed due to operational commitments, the mate on watch will inform the on-coming mate on watch of the need to conduct this orientation when time allows.

3. General

It is important that each crewmember be adequately prepared to assume his/her functions on the vessel prior to the vessel getting underway. To accomplish this goal, each new crewmember reporting aboard the R/V Oceanus shall become familiar with the vessel per the attached orientation check-off list.

The new crewmember orientation is most effective if conducted as soon as the individual has stowed his/her personal gear. Often operational commitments may delay this orientation. If the orientation is not conducted the day that the new crewmember comes on board, the requirement to conduct the orientation will be passed on to the next mate on watch. It shall then be conducted as soon as practicable.

A new crewmember is one that has never sailed on the R/V Oceanus.

4. Reporting

Upon completion of the orientation check-off list, it shall be given to the Master. The Master will then enter the fact that the orientation has been completed into the crewmember's personnel file in SafeNet.

When the entry is made in SafeNet, the orientation check-off list does not need to be retained.



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CHECK OFF LIST

New Crewmember Name _____ Crewmember Giving Orientation _____

1. Give general walk around of vessel with particular emphasis on:
 - Fire-fighting equipment
 - Fire detection equipment
 - How to report an emergency at sea and/or in port
 - How to make a phone call within the ship
 - How to use the ship's paging system
2. Show Room Assignment
 - Make certain station card coincides with station bill
 - Are PFD, exposure suit, ELSA on station?
 - Is UNOLS Safety Training Manual available?
3. Explain muster assignment
 - Identify station bills, ship's plans, emergency signals
 - Point out that it is prudent to be familiar with other crewmember assignments as well as their own
 - Indicate requirements for personal protective equipment for fire & emergency, abandon ship and for man overboard evolutions
4. Introduce to immediate supervisor (if available)
 - Explain ship routine including required attire
 - Where to find vessel/WHOI/crew information
 - Personnel Practices and Procedures Manual and the ship's web site
 - Make special note of WHOI's policies on Drugs & Alcohol, Smoking, Sexual Harassment and Trash Separation
5. Show location of DC lockers and indicate safety gear stowed within. Point out dry chemical and CO2 extinguishers and different uses for each.
6. Review PPE with crewmember
7. Show location of ship's hospital
 - Indicate trauma kit & medical kit locations
 - Eyewash stations throughout the ship
 - First aid stations throughout the ship
8. Provide crewmember with a copy of his/her job description along with Crew Information Forms and Medical Forms. Have the completed forms returned to the Master along with copies of licenses, documents and STCW certificates.
9. Safety Management System
 - Explain the Safety Management System and show the location of the Safety Management Manual.
10. SafeNet Familiarization

Signature (New Crewmember)

Signature (Current Crewmember)

Date