



SAFETY MANAGEMENT MANUAL

7.3.1 COMMUNICATIONS

Originator:

Hank Ayers

Approved By:

Albert F. Suchy

1. Purpose

The purpose of this procedure is to establish policy and procedures for operational and administrative communications between WHOI vessels and the Ship Operations Group. Science and personal communications are not addressed in this procedure.

2. Responsibilities

The Ship Operations Group is responsible for providing each ship with communication apparatus and equipment that meet all applicable regulations. Within the Ship Operations Group, the Port Engineer will have this responsibility. When changes are needed, the Port Engineer will plan and budget for such changes.

The annual FCC inspections will be scheduled by the Ship Operations Group under the direction of the Port Engineer.

Maintenance and certification of the equipment will be coordinated by the Ship Operations Group under the direction of the Port Engineer.

The Master is responsible for on board maintenance to the limit of the technical expertise on board. Where the requirements exceed the technician's capability, the Master shall report the deficiencies to the Port Engineer.

The Master is responsible for conducting operational and administrative communications as indicated below.

3. Equipment

WHOI's two large, inspected research vessels, R/V Armstrong and R/V Atlantis, have the full suite of GMDSS equipment required by SOLAS. In addition, other optional means of communications (cell phones, SSB, Iridium Satellite, etc.) may be provided from time to time.

4. Procedures

A. Operational Communications

The following operational communications from each vessel to the Ship Operations Group are required. These messages must be sent to the Ship Operations Group via email (portoffice@whoi.edu). If the email system is not available, the report shall be faxed to the Port Office at 508-540-8675.



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1. Departure Message

This message shall be sent shortly after departure from a port via email (portoffice@whoi.edu). It shall include the following information:

- Vessel Name/Departure
- Time of departure
- Port of departure
- ETA next port stop
- Next port stop
- Fuel received
- Fuel on board
- Personnel changes
- Significant and out of the ordinary expenses incurred

2. Arrival Message

This message shall be sent shortly after arrival at a port via email (portoffice@whoi.edu) and shall include the following information:

- Vessel Name/Arrival
- Time of arrival
- Port of arrival
- Fuel on board
- Reason for stop
- ETD

3. Daily Report

This message must be sent to the Ship Operations Group daily via email (portoffice@whoi.edu). If the email system is not available, the report shall be faxed to the Port Office at 508-540-8675.

The following plain text information is to be entered in the body of the message.

- Vessel Name/Date
- Position – Latitude and Longitude
- Course (if underway, otherwise “on station”)
- Speed (if underway, otherwise “on station”)
- Weather as it may affect operations (no abbreviations)
- Operational information – science status
- Hull and Machinery status shall be provided, at a minimum, on Mondays and Thursdays.



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4. Email - General

The convenience of using email has made it a popular method of communicating. A great deal of information can be sent economically to a number of people. Some of the drawbacks of using this system must be kept in mind.

- a. Email is usually sent to an individual. If that individual is out of the office, it may sit unattended until the recipient returns.
- b. Since there is no automatic acknowledgement that an email was received by the recipient, the sender has no reason to believe it was unless a response has come back.
- c. Since an email is sent to individuals, the sender needs to know who to send it to. See item c below.
- d. The operational communications are sent to portoffice@whoi.edu. This mailbox is monitored by an administrative Port Office team member to ensure no days are excluded.

To avoid some of the inherent problems associated with the attributes noted above, the following advice is offered to senders and recipients.

- a. The person listed in the "TO" line of the email is the one expected to take action on the email. "CC" addressees are for informational purposes only.
- b. If there is more than one "TO" addressee, all addressees must coordinate responsibility for responding to and taking action on the email.
- c. If the action person in the Ship Operations Group is not known, emails should be addressed to portoffice@whoi.edu. The administrative staff will forward the message to the appropriate action person.

5. **Weather Reports**

Each Master shall avail himself of all appropriate sources of weather information available for waters in which the ship is operating. Each Master shall individually determine participation in a weather reporting program.

6. **Base Radio Stations**

The marine facility at WHOI may operate a properly licensed base radio station for voice communications with WHOI research vessels at sea. If necessary, they can also make their services available to other research vessels at sea. This system is a back-up to the other modes of communications that must be used regularly to be effective. A voice communication schedule will be established and observed as much as possible.

7. **Other Emergency Communication Equipment**

All WHOI ships have Survival Craft Radios or weatherproof walkie-talkies, EPIRBS and SARTS.