



# SAFETY MANAGEMENT MANUAL

## 7.2.1 RESPONSIBILITIES OF THE DECK DEPARTMENT

Originator:

Derek Bergeron

Approved By:

Timothy Twomey

### 1. Purpose

The purpose of this procedure is to set forth the responsibilities of the Deck Department personnel.

### 2. Reference

Title 46, Code of Federal Regulations 15.1111  
Job Descriptions

### 3. Responsibility

The Chief Mate is responsible for the Deck Department on each vessel operated by WHOI. The Chief Mate reports to the Master and shall keep the Master informed of all activities of the Deck Department.

### 4. General

The Deck Department is made up of licensed and unlicensed personnel. Each licensed officer in the Deck Department is a watchstander and has specific responsibilities aboard the vessel. Unlicensed personnel are both watchstanders and day workers. The senior unlicensed individual in the Deck Department is the Bosun. As directed by the Chief Mate, the Bosun coordinates the work activities of unlicensed personnel within the Deck Department while they are not on watch.

The workday for an individual is dictated by the activities that the vessel is engaged in and the STCW standards that are set forth in Title 46 Code of Federal Regulations 15.1111. In particular, the following apply:

- A. Each person assigned to a navigational watch shall receive a minimum of 10 hours of rest in a 24-hour period.
- B. The hours of rest required may be divided into no more than two periods, of which one must be at least 6 hours in length.
- C. The requirements above need not be maintained in the case of an emergency or drill or in other overriding operational conditions.
- D. The minimum period of 10 hours of rest may be reduced to not less than 6 consecutive hours as long as:
  1. No reduction extends beyond 2 days; and
  2. Not less than 70 hours of rest are provided each 7-day period.
- E. The minimum period of rest required under paragraph (a) may not be devoted to watch keeping or other duties.

In addition to the responsibilities set forth in the job descriptions for each position, the specific responsibilities of the members of the Deck Department are as follows:



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### Chief Mate

- A. Second in command of the vessel
- B. Head of the Deck Department
- C. Watchstander, at sea and in port
- D. Chief Medical Officer
  - 1. Responsible for maintenance of ship's hospital, ensuring all necessary medications and equipment are on board and will not exceed shelf life during the scheduled cruise
  - 2. Responsible for providing medical care to all crewmembers and other persons on board
  - 3. Responsible for maintaining Tempus Telemedicine device in operational condition and tested via Sat-Link prior to getting underway
- E. HAZMAT Officer
  - 1. Responsible for the safe handling, storage and use of hazardous materials on board the vessel
- F. Safety Coordinator – ISM Compliance Officer
- G. Training Officer/Coordinator
- H. Damage Control Officer and on-scene leader in emergency situations

### Second Mate

- A. Watch Stander, at sea and in port
- B. Navigation Officer
  - 1. Maintains all navigation equipment, publications, charts and prepares information for the bridge
  - 2. Ensures bridge electronics, navigational aides, alarm systems and lights are in good working order.
  - 3. Plots voyage tracks for the Master's approval using up-to-date Sailing Directions, Coast Pilot, Light List and Tide and Current Tables
  - 4. Ensures all required flags are aboard and in good condition.
- C. Weather Officer
  - 1. Responsible for general maintenance of all weather related equipment and for having adequate supplies are on board at all times
  - 2. Sends reports and weather data to appropriate parties as needed during scientific cruises
- D. Assistant Medical Officer
  - 1. Assist Chief Medical Officer as required including patient care, training, documentation etc (Under direction of Chief Medical Officer)
  - 2. Maintain cleanliness of ships hospital
  - 3. Ensure first aid kits are stocked and up to date
  - 4. Maintain Hospital inventory as directed by Chief Medical Officer



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### Third Mate

- A. Watchstander, at sea and in port
- B. Safety Officer
  1. Responsible for the condition and repair of lifeboats, life rafts, life rings, life jackets and other lifesaving equipment not delegated to other departments.

### Bosun

- A. Day Worker, at sea and in port
- B. Keeps the Chief Mate well informed on a daily basis
- C. Supervises unlicensed Deck Department personnel in the sanitation and maintenance of deck department spaces, decks, tools, equipment and associated gear
- D. Ensures that unlicensed crewmembers under his supervision adhere to established safety guidelines, practices and policies
- E. Assists in training new crewmembers
- F. Distributes, monitors and tracks unlicensed Deck Department overtime work
- G. Responsible for maintaining adequate levels of Deck Department stores

### Other Unlicensed Deck Personnel

- A. Watchstander at sea and Security Watch in port
- B. Maintains assigned cleaning station
- C. Handles lines and shipboard equipment
- D. Loads/Offloads stores and scientific gear

## **5. 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.

Within the Deck Department, the Chief Mate, Mates and Bosun shall prepare turnover notes for their reliefs. This list is not exclusive. Others in the Deck Department who have information to pass about projects they have been working on shall pass this information on to their reliefs in the form of a turnover note.

The information contained in the turnover notes is varied and dependent on the position of the person departing. 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:

- Review vessel readiness – Provide information on any equipment that is



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associated with your position.

- Requisitions/Service Requests – Review the status of requisitions and service requests associated with your position to prevent unnecessary duplication. Also, review Work Orders that are associated with your position. If you have received any purchases, ensure that they have been delivered within NS5 or the paperwork is passed along to your relief.
- Consumables – Review the status of consumables that need to be addressed by your position. Make sure items needed have been ordered and that your relief knows about them or you have supplied turnover notes stating these items need to be ordered.

### 6. Reports

A copy of turnover notes shall be provided to the Chief Mate. There is no need to retain turnover notes once the on-coming relief has them.