



SAFETY MANAGEMENT MANUAL

7.3.1 COMMUNICATIONS

Originator:	Approved By:
Hank Ayers	Timothy Twomey

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 research vessels, R/V Neil Armstrong and R/V Atlantis, have the full suite of GMDSS equipment required by SOLAS. In addition, other optional means of communication (cell phones, SSB, Iridium, Satellite, etc.) are provided.

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 can be emailed via the GMDSS console or faxed to the Port Office at 508-540-8675. There is a standard form for all of the following reports as follows (**this is an example below**) – comments on bottom can include anything specific to daily ops, the report



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type line is where the writer will change it to a departure, arrival or daily position or other as needed.

Ship Name/Voyage:	ARMSTRONG	AR60-02
Date / Report Type:	29 Sep 21	Position Report
Time (LT):	10:15	
Zone Description:	-0	
Time (UTC):	10:15	
Latitude:	70-51.8 N	
Longitude:	06-25.8 W	
Ship's course (deg):	0	
Wind(BFS):	ESE 4	
Sea (BFS):	4	
Next Destination:	Reykjavik	
ETA Next port: (Date/Time)	10/5/21 08:00	
Distance to next port:		
Speed For ETA:		
Persons Aboard	34	
Report Duration:	9/28/2021	
Steaming Time (hrs):	24.00	
Station Time (hrs):	0.00	
WX Delay / Stoppage Time (hrs):	0	
Port Time:	0	
Day's Run (nm):	234	
Day's Average Speed(kts):	9.75	
Length of Day	24	
Leg Time (days):	27 day 13.5hr	
Leg Distance	3317 NM	
Voyage Time (days):	50 days 9hr	
Voyage Distance	6904 NM	
Year at Sea Time (days):	132.98	
Year at Sea Distance	15816 NM	
ME Fuel Consumption total:	2,527	
Bunkers ROB (gals):	88,015	
FW Generated:	4,464	
FW Consumed:	1,604	
FW ROB:	14,040	
Lube Oil Consumed:	0	
Lube Oil Remaining:	502	
Running Hours	(Daily / Total)	
Main Eng No 1	0	12460
Main Eng No 2	22	18184
Main Eng No 3	24	16404
Main Eng No 4	2	12457
Comments / Science Ops:	Science Ops to date 73 CTDs 8 Glider Deployment 3 Glider recoveries 6 bow chain tow 17 drifter deployments 15 underway CTDs 7 Swift deployments 5 Swift recoveries	

Figure 1 Vessels Daily Report, to also be used for departures and arrivals



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Departure Message

This message shall be sent shortly after departure from a port via email to (portoffice@whoi.edu). It shall follow figure 1.

1. Arrival Message

This message shall be sent shortly after arrival at a port via email to (portoffice@whoi.edu) It shall follow figure 1.

2. 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.

These reports will be saved by the Port Office Administrative Assistant in the below online folder;

W:\dept\mops\shared_mops\Daily Reports-Info

A. A. 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.



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- 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. Loss of Communications

For each vessel, while underway at sea, the standard daily reports are emailed into the Port Office each day. Time will vary based on vessels operational time zone. All daily reports are emailed to the Port Office main email account (portoffice@whoi.edu). This will ensure redundancy ashore and to avoid a one-person failure of missing a report.

Steps to take if a Daily Report from the vessel is not received.

1. **Text** – text the Master via cell phone
Phone call or GMDSS email – use one of the available Sat phone methods to call Master, the IP based phone typically is clearest with the least delay in between tx and rx.

VESSEL TELEPHONE NUMBERS as of October 1, 2021

Atlantis Call sign: KAQP IMO9105798

Atlantis Sealink Sat IP Phone 1: +1-929-955-0380
 Atlantis Sealink Sat IP Phone 2: +1-929-955-0381
 Atlantis Iridium: +881-621-426-343
 Atlantis Cell: 508-566-9352
 Atlantis GX Sat Phone 1: 646-817-3698 Chart Rm
 Atlantis GX Sat Phone 2: 646-817-3698 Master Cabin
436724111@c12.stratosmobile.net Atlantis GMDSS Email



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Armstrong Call sign: **WARL** IMO 9688946
 Armstrong Iridium: +881 631 400 965
 Armstrong GX Sat Phone 1: 646-466-9858
 Armstrong GX Sat Phone 2: 646-466-9859
436904880@c12.stratosteam.net Armstrong GMDSS Email

Master Personal Cell Phones

Atlantis:	508-494-0318	Derek Bergeron
Atlantis	281-732-4954	Roy "Joey" Daigle
Armstrong:	508 776 1886	Kent Sheasley
Armstrong:	401-829-7140	Mike Singleton

2. Contact USCG - to patch VHF phone call ashore

Follow-up procedures require an investigation be held in order to determine: (1) the cause of the communications failure and (2) to make a determination of what can be done to prevent this from happening again.

7. Reporting

All loss of communication failures shall be logged in NS5, notifications sent out to WHOI Shipboard Science Support Group (SSSG) and WHOI IS (root cause analysis), HSQE as incident.

8. Other Emergency Communication Equipment

All WHOI ships have Survival Craft Radios or weatherproof walkie-talkies, EPIRBS and SARTS. Both vessels use the Polestar DSAS MK2 Ship Security Alert System and this is an emergency alert method as well. This is further detailed in the Vessel Security Plans.