

H.M.R.C. "VIGILANT"

COMMANDER'S STANDING ORDERS

FIRST OFFICER

The First Officer is to be responsible for :-

- (1) maintenance of upper deck, hull, boats, life-saving equipment, deck stores and the cleanliness of the ship;
- (2) the carrying out of a standard harbour routine and preparation of duty lists for all officers and men, exhibited where they can best be seen :-
 - (i) Whilst at Southampton he is to see that the ship's company is on board during the proper hours.
 - (ii) Any relaxation in hours of attendance for any special reason must be reported to me as soon as possible.
 - (iii) Any time off granted to the ship's company or to the whole of a department as compensation for extra hours worked at sea is to be recorded in the Log Book.
- (3) recording of all cases of sickness or accident in a special book, showing :-
 - (i) dates;
 - (ii) nature of sickness;
 - (iii) treatment given if sick on board.
- (4) medicine chest (apart from dangerous drugs which are my responsibility);
- (5) fire and boat station lists being correct up to time of departure from Southampton on each occasion;
- (6) seeing that the prescribed uniform is worn by the crew at all times on board ship, and that their appearance about decks, particularly in port, is reasonably tidy.

SECOND OFFICER

The Second Officer is to be responsible for :-

- (1) radio telephone and V.H.F. equipment, radar, Decca navigator, echo-sounding machine, and all navigational equipment, seeing that the Decca navigator is switched on half an hour before sailing, lined up and checked, and that all navigational equipment is ready for use.
- (2) obtaining a time signal and correcting all clocks in the ship daily.

The bridge and engine room clocks are to be corrected and synchronised from the chronometer deck watch ten minutes before sailing, the fact reported to me and recorded in the Log Book.

- (3) charts, sailing directions, and light lists, and their proper correction. He should see that :-
 - (i) all charts required for each passage are placed in the wheelhouse drawer in the order in which they will be required;

- (ii) they are cleaned off at the end of each passage and returned to the chart folios;
 - (iii) High Water times at Dover and the next port of call are written at the top of the page in the bridge note book before sailing; and
 - (iv) the times of sunset are posted in the wheelhouse during the ship's stay in port.
- (4) placing binoculars and other valuable equipment used on the bridge under lock and key whilst the ship is in harbour;
 - (5) recording all official correspondence, Board's files, etc., in the proper book showing dates of receipt and despatch, and ensuring that the book containing details of the ship's company is kept up to date.

CHIEF ENGINEER

The Chief Engineer is to be responsible for :-

- (1) the efficient running of his own department and the maintenance of launch machinery, windlass and capstan;
- (2) keeping me informed of fuel and water requirements;
- (3) informing me as to any leave he proposes to grant to members of his department.

ALL OFFICERS

All officers should make themselves thoroughly familiar with the running and handling of the ship's launches and ensuring that they are properly fueled and equipped.

When a launch leaves the ship without a ship's officer in charge, the duty officer is to ensure that the coxswain reports for orders before leaving the ship. He is to be instructed where to land and the time to leave shore, also as to any navigational hazards in the area. He is also to be instructed to observe due caution, and to reduce speed if he observes divers working in the harbour or ships displaying the flag signal "T.E."

The duty officer should ensure the coxswain of the launch is correctly dressed, and the boat's ensign is hoisted between sunrise and sunset. Boat's navigation lights are to be displayed between sunset and sunrise. A boat's lead line is always to be in the boat when in unfamiliar waters.

When away from Southampton a deck officer is always to be on deck if :-

- (i) colours are due to be hoisted; ~~or lowered.~~
- (ii) ^{to sea} ball is hoisted or lowered;
- (iii) anchor lights are switched on or off.

AT SEA

The position of the ship is to be fixed at half-hourly intervals. I am to be called at any time if in doubt about the ship's position or in any circumstances which may require my presence on the bridge. In an emergency when seconds count, do not hesitate to manoeuvre or stop the engines before calling me.

The compass error is to be checked frequently and errors entered in the book provided for the purpose.

A look-out is to be closed up forward in fog or conditions of poor visibility.

The largest scale charts on board are always to be used and the chart in use is to be the only one on the table.

When navigating by Radar or Decca, visual fixes should be taken as frequently as possible as a check.

IN HARBOUR

At Southampton the hours of attendance will normally be from 9 a.m. to 5 p.m., Monday to Friday, and 9 a.m. to 1 p.m. on Saturday. Officers should make a point of being punctual and thus set a good example to all on board.

Officers will not normally be expected to keep night watches on board at Southampton except in special circumstances. Should this be necessary the equivalent time off may be taken as convenient and subject to my approval.

Seamen will take turns in performing night duty between the hours of 4 p.m. and 8 a.m. In normal circumstances one only is required on board, but in very bad weather or other special occasions it may be necessary to increase the watch to two men. I, or in my absence the First Officer, will decide when this is necessary. A duty list is to be prepared and posted on the notice boards by the First Officer.

When in harbour away from Southampton in an exposed anchorage, an officer's anchor watch is always to be kept. In a well-sheltered anchorage this watch may be confined to a seaman on the bridge with an officer checking anchor bearings each watch and being readily available if required. When secured to a buoy in a sheltered harbour one officer only of either branch is to remain on board after working hours, excepting when Revenue requirements make it necessary to retain officers on duty, e.g. to make a boat available.

When moored to the quay the duty officer will be responsible for the shipping and unshipping of the gangway and the provision of the regulation night light.

OFFENCES

The attention of all officers is drawn to the directions of Establishment Instructions, Volume 6, paragraphs 41 to 54, with regard to the procedure to be followed in cases where members of the crew are guilty of misconduct or grave irregularity.

Where a member of the crew is found to be unmistakeably under the influence of drink or drugs when on duty the procedure of paragraph 44 is to be strictly observed. In the event of a member of the crew being under the influence of drink or drugs when off duty, e.g. on return to the ship from shore leave, every precaution is to be taken to ensure his safety and that of the ship. He should be conducted to his ~~Cabin~~ and placed in charge of a petty officer or the seaman on watch, and the circumstances reported to me or the senior officer on board.

THESE ORDERS ARE FRAMED AS A GENERAL GUIDE TO OFFICERS' DUTIES AND SHOULD BE READ IN CONJUNCTION WITH "INSTRUCTIONS TO OFFICERS OF "VIGILANT" WHICH WILL SHORTLY BE ISSUED BY THE BOARD.

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Commander

Approved provisionally pending issue
of official instructions by the
Board.

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Inspector General of Waterguard

1st January, 1954.