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**INSTRUCTIONS
TO
WATCHERS**

CUSTOMS AND EXCISE



1937

SECRETARY C. & E. No. 69339/35

INSTRUCTIONS TO WATCHERS

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I. General

1. The following instructions are issued to Watchers for their guidance and to assist them in the proper performance of their duties.

2. The directions of superior officers are to be carried out, and their instructions sought at once on all cases of doubt or difficulty.

3. Watchers are required always to appear on duty neatly dressed and wearing the prescribed uniform supplied to them.

4. Attendance for duty is to be given at the times and places required by superior officers. Absence from duty or Station is forbidden during official hours without the permission of a superior officer, and in no circumstances is a charge to be left before a successor takes over and endorses the Charge Note in acknowledgment, or before clearance is given on the Charge Note by a superior officer.

5. Watchers will be held responsible for the safe custody of any locks, keys or Government property entrusted to their care.

6. Watchers must not permit any unauthorised person to open, splice, pilfer or otherwise interfere with any goods placed in their charge (including waste sweepings arising from samplug or operations on dutiable goods). Any damage, pilferage or accident to dutiable goods is to be reported to the nearest Officer. Watchers found in unlawful possession of goods to which they have had access in an official capacity will be liable to instant dismissal.

7. In addition to the duties enumerated in parts II, III, IV and V below, Watchers may be required to keep gauging rods, spits, augers and other Revenue instruments in good order, and to take, solely under the directions and supervision of superior officers, samples of goods for Revenue purposes. They may also be required to act as Messengers, Caretakers or Depot-Keepers; to attend to telephones; and to perform cleaning work or any other subordinate duty.

II. Landing and Shipping duties

8. Watchers may be required to patrol sheds, quays, wharves, etc.; to guard goods; to visit vessels during the landing or shipment of goods; and to take accurate tallies.

III. Bonded Warehouse duties

9. Watchers may be required to guard warehouse doors, perform locking duties, patrol floors; to watch against goods being removed from a warehouse without an official delivery order; and to report to their superior officer any accident to goods stowed in the warehouse, or defect in the structure of the warehouse, which comes under their notice.

IV. Waterguard duties

10. Watchers may be required to hail vessels arriving and departing at dock entrances and other places; to act as Deckhands or Stoker Deckhands on launches; to row, clean, paint and repair Service launches and boats and to make fenders for them as and when required.

V. Guarding goods during course of removal

11. When placed in charge of removals the goods are to be accompanied to their specified destination.

12. If, on taking charge of goods in craft, the shelter is found to be uninhabitable, or the supply of fuel inadequate, the facts are to be reported forthwith to the Officer on the Station, or in his absence, to the nearest Waterguard officer.

13. At ports where Charge Notes (Form C. No. 183) are used, Watchers, on arrival at a Station to take charge of goods, must get the form signed, dated and timed by the Station Officer, and must record on the back of the form all movements of the craft or vehicle from place to place, together with the times.

14. When appointed to take charge of goods to be removed from one place to another, Watchers must not undertake the conveyance of Lighter Notes, Cart Notes or Passes.

15. When in charge of goods in craft, Watchers must hail the visiting or patrol Officer and obtain his signature on the Charge Note; whenever possible the Charge Note should be signed, dated and timed at least once between 6 p.m. and midnight, and also between midnight and 6 a.m., either by a Landing Officer or a Waterguard officer.

16. On arrival at every Station at which goods are to be delivered, Watchers must report to the Officer, and obtain his signature with the time. Clearance must be obtained from the Officer at the final destination. If on arrival within an "enclosed dock" in charge of goods in craft, no Landing Officer is available, clearance should be obtained from a Waterguard officer.

17. If there is any delay in the conveyance of the goods or any proposed deviation from the original charge, or if it is not found possible to obtain the signatures as directed in paragraphs 13, 15 and 16, the instructions of the Appointer are to be obtained immediately or, if this is impracticable, the facts are to be reported to him as soon as possible.

18. No erasure or alteration is to be made in any official document.

19. After being cleared from their charge, or after "disappointments," Watchers must report without delay to the Appointer in all cases where duty terminates before 6 p.m. in London, or before 4 p.m. in Liverpool, or at the hour fixed by the Appointer in other ports. After these hours, they should not return to the Appointer unless directed to do so.