

# **STANDING ORDERS**

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# **INDIVIDUAL RESPONSIBILITIES**

## **1.1 THE MASTER**

The Master has overall responsibility to the Owner for the safety, day to day running and financial management of the vessel, which includes her crew, equipment and any charter business she may contract to undertake.

He is to ensure firstly the safety of life, then the environment then the ship.

The Master should carefully and thoroughly inspect the entire Yacht weekly. The inspections should be logged. Particular attention should be paid to identifying potential hazards, and checking the maintenance and status of safety equipment. The safety of personnel, the Yacht and the environment are foremost. Safe working conditions and operating practices must be established on board. The safety equipment provided must be used, including the use of properly adjusted safety harnesses when working aloft or outboard.

The Yacht must at all times be operated in compliance with the "International Regulations for the Prevention of Collisions at Sea", and all and any other applicable local regulations.

When cruising in foreign waters the Master must ensure that he is familiar with all applicable local regulations, and that they are complied with.

The Master is the owner's direct representative; his primary responsibility is for the safe navigation of the Yacht.

The Master and crew must pay particular attention to the security of the Yacht, and guests carried by the Yacht. No unauthorised visitors are to be allowed on board the Yacht at any time. Shore labour working on board should be supervised at all times by a member of the Yacht's crew. Goods and equipment brought on board for any reason should be checked thoroughly by the crew.

It is the Master's responsibility at all times to be attentive to the health and welfare of the personnel on board. He must ensure that all injuries or sicknesses receive proper medical attention promptly, including hospital services, dental or medical aid, or radio medical advice.

He is also responsible for all training of crew on and off the vessel. He is to ensure Training record books are kept current and all crew receive all required training.

## **1.2 THE FIRST OFFICER**

The First Officer is second in command .He is relief Master and should make sure he is familiar with the Master's responsibilities.

He is directly responsible to the Master for the overall day to day running the vessel and for the organisation of the "seamanship" branch of the vessel.

- The cleanliness, appearance and running of all crew's quarters with the exception of the crew mess.

- The organisation of all watches bills in conjunction with the Master.
- The appearance of all the crew and ensuring that they are in the right uniform at the right time of the day.
- Ensuring that all routines and disciplines described herein and any additional ones promulgated by the Master are adhered to.
- Ensuring that before the vessel goes to sea she is correctly prepared and that all moveable objects throughout the boat are properly secured.
- Purchasing all paints, cleaning materials and other deck supplies and accounting for these.
- Ensuring that the appropriate flags are displayed as and when convention demands.
- To post notices in the Crew's Mess as and when necessary.
- The First Officer is in charge of the maintenance and servicing of all the LSA equipment onboard and keeping LSA records up to date.
- To ensure all Navigation information is correct and up to date.

### **1.3            THE CHIEF ENGINEER**

The Chef Engineer is responsible to the Master for the running, maintenance and repair of all mechanical, electrical and electronic equipment.

- All machinery in the engine room, all domestic equipment, anchor winches, boat cranes, boat engines, control gear & bridge equipment.
- The operation of the onboard communications systems, computer, music and video systems are all under his responsibility.
- He is to ensure that manufacturers planned maintenance routines are adhered to and where these are not supplied he is to produce suitable routines.
- He is to organise a planned maintenance schedule, which is to be inspected by the Master monthly.
- He is to ensure that no oil is discharged from the vessel.
- That all flag state requirements are adhered to.
- He is responsible for all fuelling procedures and safe bunkering procedure
- He is responsible for cash spent in the engineering department and keeping records on a weekly basis.

### **1.4            THE CHIEF STEW**

The Chief Stew is responsible to the Master for the running of the "domestic" department.

- They must ensure that the guest's quarters are spotlessly clean and prepared for occupation. Duties include the management of all catering for guests and crew, ensuring that the boat is as far as possible fully supplied. Including crew and guests snacks and drinks
- They are to help the Chef and monitor the Stewardesses/Steward and assist

them individually as necessary according to their work load.

- Their main role of concern is the well being of the Owners and there Guests. They are to keep a record of their requirements and notify Captain of any requests.
- The Chief Stew is responsible for the purchase and distribution of crew uniform.
- The Chief Steward is responsible for keeping records of cash spent in the interior department on a weekly basis.
- The Chief Stew will be called upon for assistance on deck and must be ready and willing to assist upon request. Help when mooring and unmooring, including setting fenders and making lines.
- The Chief Stew may be called upon to drive the tender should the circumstance arrive and should feel comfortable doing so. Any training or questions should be directed to the Master.
- They must also be willing to assist contractors for interior work and on deck during yard periods, secondary to their primary roles and responsibilities as Chief Stew

## **1.5            THE CHEF**

The Chef is to plan all menus, and cook all meals for guests and crew on board. With regard to Guest food, consultation must be made with the Chief Steward before preparation

- The Chef is responsible for the cleanliness of the galley together with the cold rooms and general food storage. He / She are to maintain a high standard of hygiene with all areas being cleaned thoroughly on a weekly basis.
- The Chef is to keep accurate stock records of all dry, frozen, fresh food on board and to ensure that the vessel is as far as possible fully supplied with food, and is always in a constant state of readiness in case of any unscheduled Owner/Guest arrival
- The Chef is to ensure a healthy range of food is available for Owner and crew within the budget set out by Master.
- They are responsible for their weekly cash spending and must keep records up to date.
- The chef will be called upon for assistance on deck and must be ready and willing to assist upon request. Help when mooring and unmooring, including setting fenders and making lines may be requested.
- The Chef may be called upon to drive the tender should the circumstance arrive and should feel comfortable doing so. Any training or questions should be directed to the First Mate.
- The chef must also be willing to assist on deck during yard periods, secondary to her/his primary roles and responsibilities as chef.

## **1.6**            **STEW**

The primary task of the stewardesses/steward is to keep the interior of the boat spotlessly clean in all areas and to provide service as requested. There is an additional stew folder that sets specifics, which shall be made available by the chief stew. This needs to be read and understood.

- They will share the cleanliness of guest's areas, dining area & saloon, guest's cabins, bridge, crew areas as well as the service of meals & drinks & care of the guests.
- They are involved with the management of the laundry of the vessel. During busy periods they may also be asked to assist the Chef in the preparation of food, with the washing up, and general maintenance of the galley, fridge, freezer and storeroom.
- As requested by the first mate, the stew will also be required to assist in any deck maintenance. E.g. Wash downs
- When underway, they may be called upon to assist the officer in charge of a navigational watch during passage.
- When on charter, the stew may be called upon to drive the tender from dock to pick up a toe outside port, or from toe to tie up alongside at port.

## **1.7**            **DECKHAND**

The Primary role of the Deckhands is to ensure the cleanliness of the exterior of the vessel and the safe operation of tenders. They will also assist in all loading of stores, fuelling and Navigation and while ensuring security of the vessel is kept to the highest levels.

- He/She is responsible directly to the First Officer. The First Officer will determine their Work List and Watch List.
- They are responsible for all the exterior areas of the vessel which must be kept clean and ship shape at all times. The maintenance and preparation of paintwork and varnishing must be a skill they have or are willing to learn.
- They are to make themselves available for ship yard periods to learn their trade.
- They must undertake all training provided onboard with a positive attitude and complete training record books towards qualifications.
- When underway they may be required to assist in watch keeping.
- They are responsible for the tenders and water craft onboard and must be able to safely operate each unit as well as daily maintenance of each unit.
- They shall assist with mooring and anchoring procedures.
- Onboard duties may include helping out the interior or engineering staff as called upon from time to time.
- They are directly responsible for the safety and well fare of all persons in their charge while operating a tender. They must have a passage plan for each trip and ensure required safety, LSA; comfort equipment is onboard before they depart.
- They are to keep the deck log and deck store logs and upto date.

# **WORK ROUTINE**

## **2.1 GENERAL**

The following work routines for the deck and interior crew have been set up to serve as a point of reference to the day to day operation of the vessel. Obviously, these routines will vary, dependant upon whether the vessel is underway, or if guests are aboard.

The watch keeping duties generally define the duties of crew at night with guests on board or without guests on board (these items are addressed in the Watch keeping Orders).

## **2.2 CREW: NO GUESTS ABOARD**

This routine depends largely on intended boat movements, yard work, changes in the weather, the priorities governing the Work List and the Watch list.

In general, unless specified otherwise by the Master or First Officer, the daily routine is as follows: Work to start at 08:00, Morning Break 1000-1020, Afternoon Break 1500-1520, Lunch at 12030-1330, Working day ends at 1700. Work is from Monday to Friday. Subject to work priorities and watch keeping duties, weekends are free.

## **2.3 DECK: NO GUESTS ABOARD**

Deck Crew will report to the First Officer/Bosun at the start of each working day. In turn they will then delegate the duties in accordance with the Ships Movements and work lists.

By Friday and dependant upon weather a full wash down is to be completed including the waterline and hull. All Tenders and Jet Bikes/Ski are to be run, flushed, Engines are to be checked, fuelled and lubricated. Windows and Scuppers to be detailed in preparation for the weekend.

## **2.4 INTERIOR: NO GUESTS ABOARD**

Interior Staff will report to the Chief Steward at the start of each working day. In turn he will then delegate the duties in accordance with the Ships Movements and Guest Itinerary. Before Lunch time liaise with the Chef if he needs some assistance then set the table and liaise between the galley and crew mess. After lunch clear away, wash serving dishes in the pantry, and stow away dishwasher content. She/he will be responsible for the tidiness of pantry & crew mess during the day. Also regular inspections of the interior are to be made to check for possible fire hazards, water leaks etc...

Every toilet on board is to be flushed every day.

On Friday they will vacuum the boat thoroughly and pay a particular attention to bridge & study, crew mess and pantry, laundry locker to leave the boat as clean as possible for the weekend.

## **2.5 DECK: GUESTS ABOARD**

Deck Crew hours of work to be scheduled and posted by First Officer.

Mornings:

- Wash selected areas of the boat. Scrub deck(s) if necessary. Squeegee any area washed down. Dry stainless rails and varnished capping rails, uncover deck furniture.
- Ensure equipment required by guests is ready. If going to sea, ensure all is stowed and secured as per Stowing Checklist.
- Hull/Waterline must be cleaned regularly.
- Owner's/Guest areas must be cleaned as soon as is practical, i.e. when guests are ashore or using equipment.
- Care must be taken when walking along the side decks so as not to wake the guests.
- One deck crew always on watch on deck, especially at crew meal times during the day.
- Launch toys as required. Guests must be instructed on the correct usage and safety features of equipment. Personal floatation devices are available and must be worn when participating in water sports. Any guests using equipment must be observed at all times. Their safety is our responsibility.
- If at all possible, rinse/wash and stow equipment after use so as not to leave everything to be done at the end of the day or just before we depart.
- When going off in the tender, always don a lifejacket, perform a radio check, and make sure that someone knows that you are away, where you are going and how long you intend to be, especially on longer trips. Discuss with Master your intended track as you may need charts and a Passage Plan. Make sure that the tender is fuelled and oiled, that all necessary safety equipment is aboard, and that the Kill cord is attached to your lifejacket. Your safety and the safety of your passengers could depend on this.

End of the day:

- Toys raised. Wash (especially exhaust areas) and flush engines. Fuel and oil as soon after raising as possible. Do not leave it until the next morning unless exceptional circumstances arise. If going to sea, secure and cover.
- When no longer required raise the guest and crew tenders. Rinse, wash waterline, flush motor. If going to sea. secure and cover
- Lights on, flags down, door locked and alarms armed.
- On watch, be aware of the effects of tidal streams and range on the mooring lines, fenders and passerelle/boarding ladder when alongside. Also, when at anchor, the angle of the vessel to wind and tide and what effect this has on the security and lead of the anchor chain, and tenders riding on the mooring whips.
- Deck Crew to stow owner's deck cushions at night, in the event of rain and very importantly, before getting underway.
- The night watch keeper is to assist the deck crew by cleaning certain areas or preparing equipment for the day activities.

## **2.6 INTERIOR : GUESTS ABOARD**

Working hours with Guests aboard will of necessity be flexible, and be arranged by the Chief Steward.

- Stew is to read the stew notes of responsibilities throughout the day.
- Chief Stew is to provide guest service throughout the day with the assistance from the stew
- Guests cabins are to be cleaned in the morning while guests are having breakfast
- Crew Laundry and guest laundry are to be completed as soon as time permits. Crew night uniforms must be ready before sunset.
- Chief Stew will liaise with the captain regarding plans for the day and use this information to discuss with guests possible meal times and locations.
- Guest cabins shall be turned down, cleaned and ready by the end of the guest dinner meal.
- If any reservations are to be made off the boat in regards to tours, dinner reservation or taxis, the chief stew will be responsible for delegating these tasks.
- Stew on late night duty will stay up until guests have gone to bed and leave a morning message for the early stew with any special requests for breakfast or wake up calls.

## **2.7 CREW: WEEKEND ROUTINE**

Weekends are off if the boat is not in use by the owner or guests. Days of during the week will be allocated by the Master should full weekends be worked.

Crew on Watch will follow the weekend Watch routine as outlined.

The Watch keeper is to be in uniform and to carry the Watch keepers mobile with them at all times. The watch will commence at 0800 and run until 0800 the following day. See watch keeping duties on notice board in crew mess.

The Chef will prepare food for the weekend, which will be available in the fridge to be re-heated by any crewmember when they wish.

Everybody is to clear his or her own meals and to keep the galley & crew mess clean at all times.

Drinks to be taken from crew fridges and galley walk in fridges if necessary.

No guests aboard without Masters Permission.

Any guests aboard with permission are the accompanying crewmembers responsibility.