

# MASTER'S STANDING ORDERS

## MV COSCO BUSAN

ALL OFFICERS ARE TO READ AND SIGN THESE STANDING ORDERS IN CONJUNCTION WITH THE ICS BRIDGE PROCEDURES GUIDE, IMO OPERATIONS GUIDE TO NAVIGATIONAL WATCH KEEPING, COMPANY POLICY AND ALL COMPANY MANUALS. IN PURSUANCE OF THESE STANDING ORDERS THERE MAY BE OCCASIONS WHEN YOU DEEM IT NECESSARY TO CALL ME BECAUSE THE SHIP IS IN DANGER OR AT RISK AT SUCH TIMES, AS WELL AS CALLING ME, YOU ARE TO TAKE WHATEVER IMMEDIATE ACTION YOU CONSIDER NECESSARY UNDER THE CIRCUMSTANCES, BEARING IN MIND THE DELAY BETWEEN MY BEING CALLED AND ARRIVING ON THE BRIDGE.

### BRIDGE

1. THE OOW IS IN COMPLETE CHARGE OF THE SHIP'S SAFE NAVIGATION AND MY PRESENCE ON THE BRIDGE DOES NOT ALTER THIS FACT UNLESS I SPECIFICALLY STATE THAT I AM TAKING OVER DIRECT RESPONSIBILITY. AT SUCH TIMES AN ENTRY IS TO BE MADE IN THE DECK LOG BOOK TO THAT EFFECT.
2. THE COLREGS ARE TO BE STRICTLY FOLLOWED. ANY ACTIONS TAKEN SHOULD BE WELL IN TIME AND TO A DEGREE THAT LEAVES NO DOUBT AS TO YOUR INTENTIONS TO ANY OBSERVER.
3. THE RELIEVING OOW SHALL NOT TAKE OVER WATCH UNTIL HE IS FULLY AWARE OF THE VESSEL'S POSITION, ANY SUBSEQUENT ALTERATIONS OF COURSE AND / OR SPEED, WIND AND WEATHER CONDITIONS, TRAFFIC DENSITY, PROXIMITY OF NAVIGATIONAL HAZARDS AND ANY OTHER CIRCUMSTANCES THAT MAY AFFECT THE NAVIGATION AND SAFETY OF THE VESSEL. AT NIGHT IT IS ADVISABLE THE RELIEVING OOW COMES A LITTLE EARLIER FOR HIS WATCH SO AS TO ASSIMILATE TO THE LIGHT CONDITIONS.
4. THE OOW ON BEING RELIEVED SHALL NOT HAND OVER WATCH TILL HE IS FULLY SATISFIED THAT THE RELIEVING OFFICER IS COMPLETELY FAMILIAR WITH THE NAVIGATIONAL ASPECTS OF THE VESSEL.
5. THE OOW BEING RELIEVED SHALL NOT HAND OVER WATCH WHEN IN MIDDLE OF AN ALTERATION OF COURSE, THE RELIEVING OFFICER IS TO WAIT TILL SUCH AN ALTERATION IS COMPLETE AND THE VESSEL HAS SETTLED ON ITS NEW COURSE.
6. THE OOW IS NOT TO LEAVE THE BRIDGE UNATTENDED AT ANY TIME WHEN NAVIGATIONAL WATCHES ARE BEING KEPT.
7. AN OOW WHILE MAINTAINING A NAVIGATIONAL BRIDGE WATCH SHALL:
  - A) VISUALLY ASCERTAIN THE POSITION OF THE VESSEL WHICH SHOULD HAVE PRIORITY OVER ALL OTHER MEANS OF FIXING THE VESSEL'S POSITION. MAXIMUM NUMBER OF NAVIGATIONAL AIDS IS TO BE USED TO CROSS CHECK THE VESSEL'S POSITION.
  - B) FREQUENCY OF POSITION FIXING TO BE AS OFTEN AS PRACTICABLE IN CONSISTENCY WITH THE SCALE OF CHART IN USE BUT NOT LESS THAN AS GIVEN BELOW:

OPEN SEA: 1 HOUR

OPEN COASTAL WATERS: 30 MINUTES

COASTAL WATER WITH HIGH TRAFFIC DENSITY: 15 MINUTES  
APPROACHES TO PORT / ANCHORAGE: 10 MINUTES  
PILOTAGE WATERS / RESTRICTED PASSAGE: 5 MINUTES  
BEFORE AND AFTER EXECUTING EVERY ALTERATION OF COURSE

- C) PLOT & RECORD ALL GPS POSITIONS AND CROSS CHECK BY RADAR, TERRESTRIAL OR CELESTIAL POSITION.
- D) NOTE THAT RADARS ARE FOR USE EVEN IN OPEN WATERS AND SHOULD BE USED TO ASCERTAIN THE STATE OF VISIBILITY AND / OR FOR PROACTIVE RADAR PLOTTING AND ANTI-COLLISION.
- E) USE ECHO SOUNDER WHENEVER APPLICABLE, COMPARE SOUNDINGS ON CHART AND RECORD IN THE RELEVANT LOG BOOK.
- F) COMPARE COMPASSES REGULARLY DURING YOUR WATCH.
- G) VERIFY COMPASS ERRORS ATLEAST ONCE A WATCH AND AFTER EVERY MAJOR ALTERATION OF COURSE AND RECORD SAME IN THE RELEVANT LOG BOOK.
- H) FILL UP & MAINTAIN EQUIPMENT LOGS WHENEVER ANY EQUIPMENT IS USED.
- 8. MASTER IS AVAILABLE AT ALL TIMES OF DAY & NIGHT, OOW MUST NEVER HESITATE TO CALL HIM WHENEVER IN DOUBT.
- 9. THE MASTER MUST BE CALLED IMMEDIATELY IN THE FOLLOWING CIRCUMSTANCES.
  - A) WHENEVER IN ANY DOUBT ABOUT THE VESSEL'S POSITION, FAILING TO RAISE LAND / SIGHT NAVIGATIONAL MARKING / ERRATIC SOUNDINGS AT THE EXPECTED TIME & POSITION.
  - B) IF VISIBILITY FALLS BELOW 5 NAUTICAL MILES.
  - C) IF DIFFICULTY IS ENCOUNTERED DUE TO TRAFFIC CONDITION / DENSITY.
  - D) ANY NAVIGATIONAL AID CEASES TO FUNCTION OR FUNCTIONS POORLY.
  - E) THERE IS ENGINE TROUBLE OR REDUCTION IN RPM OR STEERING GEAR MALFUNCTIONS.
  - F) THE OOW IS TIRED OR NOT WELL DUE TO ANY REASON WHATSOEVER.
  - G) THERE IS SUDDEN CHANGE IN WIND DIRECTION AND / OR FORCE IN THE BAROMETRIC PRESSURE OR VESSEL'S SPEED.
  - H) NOTICE ANY OIL IN THE WATER OR SPILL ON DECK.
  - I) WHENEVER IN CONTACT WITH ANOTHER VESSEL ON PORT / COASTAL AUTHORITY.
  - J) PRESENCE OF NAVAL VESSEL'S OR CHOPPERS / RECONNAISSANCE PLANES IN THE VICINITY.
  - K) THE RELIEVING OFFICER IS NOT IN A PHYSICAL CONDITION TO TAKE OVER OR IN HIS OPINION TO KEEP EFICIENT WATCH.
  - L) THERE IS AN IMPORTANT MESSAGE FROM OWNERS, CHARTERERS, MANAGERS, ANY VESSEL REQUESTING ASSISTANCE OR FROM ANY PORT STATE. OOW TO USE HIS DISCRETION AS TO THE IMPORTANCE OF MESSAGE.
- 10. IF VISIBILITY FALLS BELOW 5 NM THE OOW MUST:
  - A) CALL THE MASTER.

21. DECK LOG BOOK, COMPASS ERROR LOG, CHRONOMETER ERROR LOG, SOUNDING LOG, VHF LOG, GMDSS LOG, OTHER RELEVANT LOG BOOKS AND COMPANY CHECKLISTS ARE TO BE NEATLY FILLED AND COMPLIED AS PER INSTRUCTIONS.
22. FIRE PATROLS ARE TO BE MADE AT THE END OF ALL NIGHT TIME WATCHES. THESE ARE NOT TO BE TREATED WITH DISDAIN AS THEY ARE AN IMPORTANT ASPECT OF THE SHIP'S ROUTINE. ROUNDS ARE TO INCLUDE INSPECTION OF ALL UNUSED SPACES eg. LAUNDRIES, PANTRIES, DRYING ROOMS AND CABLE TRUNKINGS BUT NOT TO BE LIMITED TO THESE SPACES ONLY, FOR POTENTIAL FIRE HAZARDS, THE REMOVAL OF UNUSED ELECTRICAL PLUGS AND THE SECURING OF LOOSE OBJECTS. THESE PATROLS ARE TO BE TAKEN AT SEA, WHILST AT ANCHOR OR IN PORT AND TO BE LOGGED IN THE DECK LOG BOOK.

### **GMDSS**

1. THIS SHIP IS GMDSS OPERATED AND AS SUCH ALL THE COMMUNICATION EQUIPMENT IS CARRIED ON THE BRIDGE.
2. THE RADIO LOG IS TO BE KEPT AS PER INSTRUCTIONS STATED ON THE INSIDE COVER.
3. FOUR VERY IMPORTANT POINTS ARISE FROM GMDSS NAMELY:
  - A) YOUR PRINCIPAL DUTY ON THE BRIDGE IS THAT OF THE OOW AND YOU ARE NOT TO LET THE PRESENCE OF THE RADIO EQUIPMENT DISTRACT YOU FROM THIS AND AN EFFICIENT LOOKOUT IS TO BE MAINTAINED AT ALL TIMES WITH MINIMAL OF TIME SPENT NEAR THE RADIO CONSOLE.
  - B) YOU WILL BE PRIVY TO ALL INCOMING MESSAGES DURING YOUR WATCH, AND REGARDLESS OF THERE CONTENT YOU ARE STRICTLY FORBIDDEN TO DIVULGE THE CONTENTS TO ANY OTHER PERSON THAN MYSELF. THIS INCLUDES THE OTHER BRIDGE WATCHKEEPERS WHO ARE NOT ON DUTY WHEN THE MESSAGES ARE RECEIVED AND EQUALLY IMPORTANT OTHER PERSONS ON BRIDGE i.e. QUARTERMASTERS / LOOKOUTS / CREW.
  - C) IF TELEXES ARE RECEIVED DURING THE NIGHT USE YOUR DISCRETION AS TO WHETHER OR NOT TO CALL ME.
  - D) NAV WARNINGS AND WEATHER FORECASTS WILL BE CONTINUOUSLY RECEIVED BY EITHER SATCOM OR NAVTEX RECEIVER. UPON RECEIPT OF A NAV WARNING, IF IT IS APPLICABLE TO US, YOU ARE TO MARK THE WARNING WITH YOUR INITIALS SO THAT I KNOW THAT THE WARNING HAS BEEN PLOTTED, DO NOT LEAVE IT FOR THE SECOND OFFICER TO DO (HE MAY REAPPEAR ON BRIDGE AFTER 8 HRS), LEAVE THE WARNING ON THE CHART TABLE UNTIL I HAVE SIGHTED AND INITIALED IT.

### **SECURITY**


1. IT IS IN EVERYONE'S INTEREST THAT A HIGH DEGREE OF SECURITY IS MAINTAINED ON BOARD AT ALL TIMES, IRRESPECTIVE WHETHER VESSEL IS IN PORT OR DUBIOUS COASTAL WATERS. MAKE VIGILANCE A HABIT AND NOT TREAT SECURITY AS A DUTY ONLY.
2. WHILST IN PORT ALL OUTSIDE ACCOMODATION DOORS ARE TO BE KEPT LOCKED WITH THE EXCEPTION OF THE ONE REQUIRED FOR THE DAILY SHIP'S ROUTINE.
3. ALL STRANGERS ARE TO BE COURTEOUSLY QUESTIONED AS TO THEIR INTENTIONS AND DIRECTED ACCORDINGLY, THE NEED FOR AN EFFICIENT GANGWAY WATCH NEED NOT BE STRESSED.
4. THE DEGREE OF SECURITY WHILST AT SEA, EITHER UNDERWAY OR AT ANCHOR WILL BE ADVISED AS REQUIRED TO THE PARTICULAR LOCATION.


- B) ENSURE BOTH RADARS ARE IN USE ON APPROPRIATE RANGES AND COMMENCE RADAR PLOTTING.
  - C) INFORM ENGINEER ON DUTY OF POOR VISIBILITY & THAT VESSEL MAY REDUCE SPEED TO A SAFE SPEED.
  - D) POST ADDITIONAL LOOKOUTS AND CHANGE OVER TO HAND STEERING.
  - E) SOUND APPROPRIATE FOG SIGNALS.
11. WEATHER FORECASTS AND NAVIGATIONAL WARNINGS ARE TO BE MONITORED REGULARLY AND ANY WARNINGS PERTAINING TO THE AREAS OF THE SHIP'S NAVIGATION ARE RECEIVED, SAME TO BE PLOTTED ON THE RELEVANT CHARTS AND BROUGHT TO MY NOTICE.
  12. IF AT ANYTIME ADVERSE WEATHER IS ENCOUNTERED WHICH YOU CONSIDER MAY CAUSE DAMAGE TO THE SHIP OR CAUSE IT TO LABOUR UNDULY THEN I AM TO BE CALLED IMMEDIATELY, DAY OR NIGHT.
  13. UNDER NORMAL DEEP SEA CIRCUMSTANCES, THE QUARTERMASTER / LOOKOUT IS TO BE ON THE BRIDGE AND EMPLOYED ON LOOKOUT DUTIES DURING THE HOURS OF DARKNESS.
  14. YOU ARE TO MAKE YOURSELF FULLY ACQUAINTED WITH ALL THE BRIDGE EQUIPMENT AND VARIOUS CONTROLS. DO NOT SOLELY RELY ON ELECTRONIC AIDS FOR NAVIGATION. WHENEVER POSSIBLE THE SHIP'S LOCATION IS TO BE VERIFIED BY AS MANY DIFFERENT MEANS AS ARE AVAILABLE AND PRACTICAL TO USE, IF THERE IS ANY UNEXPLAINED DIFFERENCES IN POSITIONS OBTAINED BY DIFFERING METHODS, THEN I AM TO BE INFORMED IMMEDIATELY.
  15. THE ENGINES ARE AT YOUR DISPOSAL, SO DO NOT HESITATE TO REDUCE SPEED IF THE CIRCUMSTANCES REQUIRES SO AS ALLOWING MORE TIME TO ASSESS THE SITUATION, HOWEVER IT WOULD BE PRUDENT TO INFORM THE ENGINE ROOM AND OR THE DUTY ENGINEER ABOUT THE USAGE OF ENGINES SO THEY CAN MONITOR THE PARAMETERS. ALSO INFORM ME IMMEDIATELY IF SUCH NEED ARISES.
  16. AT ALL TIMES WHILST UNDER WAY OR AT ANCHOR BOTH RADARS ARE TO BE USED, THIS DOES NOT ABSOLVE YOU OF YOUR OBLIGATIONS / RESPONSIBILITY OF MAINTAINING AN EFFICIENT LOOKOUT BY SIGHT. DO NOT RELY SOLELY ON RADARS FOR COLLISION AVOIDANCE, CHECK BEARINGS AND ASPECTS YOURSELF, VISUALLY AS SOON AS POSSIBLE.
  17. ALLOWANCE IS TO BE MADE AGAINST THE EFFECTS OF SET & LEEWAY IN ORDER TO MAINTAIN VESSEL ON THE COURSE LINE PLOTTED ON CHARTS. IF MORE THAN FIVE DEGREES CORRECTION IS REQUIRED TO MAINTAIN VSL ON LAID TRACK, THEN I AM TO BE INFORMED.
  18. WHENEVER POSSIBLE ALL NAVIGATIONAL HAZARDS ARE TO BE GIVEN AT LEAST 5 MILES SEA ROOM. ALL PASSING TRAFFIC IS TO BE GIVEN A WIDE BERTH, WHENEVER POSSIBLE / PRACTICAL MAINTAIN A MINIMUM CPA OF 2 N MILES.
  19. PASSAGE PLANS ARE AN IMPORTANT ASPECT OF NAVIGATIONAL ROUTINES AND THEY HAVE TO BE READ, UNDERSTOOD AND COMPLIED WITH. ALL CHARTS AND PUBLICATIONS ARE TO BE CORRECTED PROMPTLY UPON RECEIPT OF THE WEEKLY NOTICES. CHARTS AND PUBLICATIONS THAT WILL BE REQUIRED IN THE CURRENT VOYAGE ARE TO BE CORRECTED AND PREPARED PRIOR TO THE COMMENCEMENT OF VOYAGE AND BEFORE DEPARTURE FROM THE PORT WHERE THE CORRECTIONS ARE RECEIVED. CUMULATIVE LIST IS TO BE KEPT UP TO DATE AS IS THE RECORD OF NEW PUBLICATIONS AND CHARTS PUBLISHED.
  20. THE TIME SPENT BEHIND THE CHART TABLE MUST BE KEPT TO A MINIMUM. CHART CORRECTIONS ARE NOT TO BE CARRIED OUT AT NIGHT.

**PORT**

1. THE CHIEF OFFICERS STANDING ORDERS ARE TO BE FOLLOWED FOR ALL CARGO OPERATIONS AND THESE ARE TO INCLUDE A DETAILED LOADING AND DISCHARGING PLAN, ANY VARIANCE TO THE PLANS IS TO BE BROUGHT TO CHIEF OFFICERS NOTICE IMMEDIATELY.
2. GREAT EMPHASIS IS TO BE PAID TO STRUCTURAL DAMAGES THAT CAN / IS MADE BY RECKLESS OPERATIONS OF THE STEVEDORES. A CLOSE WATCH IS TO BE MAINTAINED FOR DAMAGES DURING CARGO OPERATIONS AND IT WOULD BE PRUDENT TO INSPECT THE HOLDS WHEN DISCHARGING IS COMPLETED FOR ANY DAMAGES THAT MAY HAVE OCCURRED. THE SAME TO BE BROUGHT TO THE CHIEF OFFICER'S / STEVEDORE FOREMAN'S NOTICE AND RELEVANT DAMAGE REPORT FORMS FILLED AND HANDED OVER TO THE RESPONSIBLE PARTIES.
3. AN EFFICIENT ANTI PILFERAGE WATCH IS TO BE MAINTAINED AT ALL TIMES WHEN IN PORT. SMOKING NOT TO BE ALLOWED ON DECK AND ONLY IN DESIGNATED AREAS.

SIGN BELOW TO INDICATE YOUR READING AND UNDERSTANDING OF ABOVE ORDERS.

THIRD OFFICER:  \_\_\_\_\_

SECOND OFFICER:  \_\_\_\_\_

CHIEF OFFICER:  \_\_\_\_\_

MASTER  
