RECOMMENDED
CODE OF NAUTICAL
PROCEDURES AND PRACTICES

1985

CANADIAN COAST GUARD
SHIP SAFETY BRANCH
SHIP OPERATIONS

3rd EDITION
FOREWORD


This Convention contains a number of Regulations and Resolutions. This Recommended Code of Nautical Procedures and Practices contains the following Regulations and Resolutions from than Convention.

PART I  “Basic Principles to be Observed in Keeping a Navigational Watch”

PART II “Recommendation on Operational Guidance for Officers in Charge of a Navigational Watch”

PART III “Basic Principles to be Observed in Keeping a Watch in Port”

“Mandatory Minimum Requirements for a Watch in Port on Ships Carrying Hazardous Cargo”

PART IV “Recommendation on Principles and Operational Guidance for Deck Officers in Charge of a Watch Port”

RECOMMENDED CODE OF NAUTICAL PROCEDURES AND PRACTICES TO BE FOLLOWED BY PERSONS ON BOARD SHIPS IN ORDER TO ENSURE SAFETY AND POLLUTION PREVENTION

PART I

BASIC PRINCIPLES TO BE OBSERVED IN KEEPING A NAVIGATIONAL WATCH

1. Parties shall direct the attention of ship owners, ship operators, masters and watchkeeping personnel to the following principles which shall be observed to ensure that a safe navigational watch is maintained at all times.

2. The master of every ship is bound to ensure that watchkeeping arrangements are adequate for maintaining a safe navigational watch. Under the master’s general direction, the officers of the watch are responsible for navigating the ship safely during their periods of duty when they will be particularly concerned with avoiding collision and stranding.

3. The basic principles, including but not limited to the following, shall be taken into account on all ships.

4. Watch arrangements

   (a) The composition of the watch shall at all times be adequate and appropriate to the prevailing circumstances and conditions and shall take into account the need for maintaining a proper lookout.

   (b) When deciding the composition of the watch on the bridge which may include appropriate deck ratings, the following factors, inter alia, shall be taken into account:

      (i) at no time shall the bridge be left unattended;

      (ii) weather conditions, visibility and whether there is daylight or darkness;

      (iii) proximity of navigational hazards which may make it necessary for the officer in charge of the watch to carry out additional navigational duties;

      (iv) use and operational condition of navigational aids such as radar or electronic position-indicating devices and any other equipment affecting the safe navigation of the ship;

      (v) whether the ship is fitted with automatic steering;
(vi) any unusual demands on the navigational watch that may arise as a result of special operational circumstances.

5. **Fitness for duty**

   The watch system shall be such that the efficiency of watchkeeping officers and watchkeeping ratings is not impaired by fatigue. Duties shall be so organized that the first watch at the commencement of a voyage and the subsequent relieving watches are sufficiently rested and otherwise fit for duty.

6. **Navigation**

   (a) The intended voyage shall be planned in advance taking into consideration all pertinent information and any course laid down shall be checked before the voyage commences.

   (b) During the watch the course steered, position and speed shall be checked at sufficiently frequent intervals, using any available navigational aids necessary, to ensure that the ship follows the planned course.

   (c) The officer of the watch shall have full knowledge of the location and operation of all safety and navigational equipment on board the ship and shall be aware and take account of the operating limitations of such equipment.

   (d) The officer in charge of a navigational watch shall not be assigned or undertake any duties which would interfere with the safe navigation of the ship.

7. **Navigational equipment**

   (a) The officer of the watch shall make the most effective use of all navigational equipment at his disposal.

   (b) When using radar, the officer of the watch shall bear in mind the necessity to comply at all times with the provisions on the use of radar contained in the applicable regulations for preventing collisions at sea.

   (c) In cases of need the officer of the watch shall not hesitate to use the helm, engines and sound signalling apparatus.

8. **Navigational duties and responsibilities**

   (a) The officer in charge of the watch shall:

   (i) keep his watch on the bridge which he shall in no circumstances leave until properly relieved;
(ii) continue to be responsible for the safe navigation of the ship, despite the presence of the master on the bridge, until the master informs him specifically that he has assumed that responsibility and this is mutually understood;

(iii) notify the master when in any doubt as to what action to take in the interest of safety;

(iv) not hand over the watch to the relieving officer if he has reason to believe that the latter is obviously not capable of carrying out his duties effectively, in which case he shall notify the master accordingly.

(b) On taking over the watch the relieving officer shall satisfy himself as to the ship’s estimated or true position and confirm its intended track, course and speed and shall note any dangers to navigation expected to be encountered during his watch.

(c) A proper record shall be kept of the movements and activities during the watch relating to the navigation of the ship.

9. **Look-out**

In addition to maintaining a proper look-out for the purpose of fully appraising the situation and the risk of collision, stranding and other dangers to navigation, the duties of the look-out shall include the detection of ships or aircraft in distress, shipwrecked persons, wrecks and debris. In maintaining a look-out the following shall be observed:

(a) the look-out must be able to give full attention to the keeping of a proper look-out and no other duties shall be undertaken or assigned which could interfere with that task;

(b) the duties of the look-out and helmsman are separate and the helmsman shall not be considered to be the lookout while steering, except in small ships where an unobstructed all-round view is provided at the steering position and there is no impairment of night vision or other impediment to the keeping of a proper look-out. The officer in charge of the watch may be the sole look-out in daylight provided that on each such occasion:

(i) the situation has been carefully assessed and it has been established without doubt that it is safe to do so;
(ii) full account has been take of all relevant factors including, but not limited to:

- state of weather
- visibility
- traffic density
- proximity of danger to navigation the attention necessary when navigating in or near traffic separation schemes;

(iii) assistance is immediately available to be summoned to the bridge when any change in the situation so requires.

10. **Navigation with pilot embarked**

Despite the duties and obligations of a pilot, his presence on board does not relieve the master or officer in charge of the watch from their duties and obligations for the safety of the ship. The master and the pilot shall exchange information regarding navigation procedures, local conditions and the ship’s characteristics. The master and officer of the watch shall co-operate closely with the pilot and maintain an accurate check of the ship’s position and movement.

11. **Protection of the marine environment**

The master and officer in charge of the watch shall be aware of the serious effects of operational or accidental pollution of the marine environment and shall take all possible precautions to prevent such pollution, particularly within the framework of relevant international and port regulations.
PART II

RECOMMENDATION ON OPERATIONAL GUIDANCE FOR OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH

INTRODUCTION

1. This Recommendation contains operational guidance of general application for officers in charge of a navigational watch, which masters are expected to supplement as appropriate. It is essential that officers of the watch appreciate that the efficient performance of their duties is necessary in the interests of the safety of life and property at sea and the prevention of pollution of the marine environment.

GENERAL

2. The officer of the watch is the master’s representative and his primary responsibility at all times is the safe navigation of the ship. He should at all times comply with the applicable regulations for preventing collisions at sea (see also paragraphs 22 and 23).

3. It is of special importance that at all times the officer of the watch ensures that an efficient look-out is maintained. In a ship with a separate chart room the officer of the watch may visit the chart room, when essential, for a short period for the necessary performance of his navigational duties, but he should previously satisfy himself that it is safe to do so and ensure that an efficient look-out is maintained.

4. The officer of the watch should bear in mind that the engines are at his disposal and he should not hesitate to use them in case of need. However, timely notice of intended variations of engine speed should be given where possible. He should also know the handling characteristics of his ship, including its stopping distance, and should appreciate that other ships may have different handling characteristics.

5. The officer of the watch should also bear in mind that the sound signalling apparatus is at his disposal and he should not hesitate to use it in accordance with the applicable regulations for preventing collisions at sea.

TAKING OVER THE NAVIGATIONAL WATCH

6. The relieving officer of the watch should ensure that members of his watch are fully capable of performing their duties, particularly as regards their adjustment to night vision.

7. The relieving officer should not take over the watch until his vision is fully adjusted to the light conditions and he has personally satisfied himself regarding:
(a) standing orders and other special instructions of the master relating to navigation of the ship;

(b) position, course, speed and draught of the ship;

(c) prevailing and predicted tides, currents, weather, visibility and the effect of these factors upon course and speed;

(d) navigational situation, including but not limited to the following:
   
   (i) operational condition of all navigational and safety equipment being used or likely to be used during the watch;

   (ii) errors of gyro and magnetic compasses;

   (iii) presence and movement of ships in sight or known to be in the vicinity;

   (iv) conditions and hazards likely to be encountered during his watch;

   (v) possible effects of heel, trim, water density and squat on underkeel clearance.

8. If at the time the officer of the watch is to be relieved a manoeuvre or other action to avoid any hazard is taking place, the relief of the officer should be deferred until such action has been completed.

PERIODIC CHECKS OF NAVIGATIONAL EQUIPMENT

9. Operational tests of shipboard navigational equipment should be carried out at sea as frequently as practicable and as circumstances permit, in particular when hazardous conditions affecting navigation are expected; where appropriate these tests should be recorded.

10. The officer of the watch should make regular checks to ensure that:

   (a) the helmsman or the automatic pilot is steering the correct course;

   (b) the standard compass error is determined at least once a watch and, when possible, after any major alteration of course; the standard and gyrocompasses are frequently compared and repeaters are synchronized with their master compass;
(c) the automatic pilot is tested manually at least once a watch;

(d) the navigation and signal lights and other navigational equipment are functioning properly.

AUTOMATIC PILOT

11. The officer of the watch should bear in mind the necessity to comply at all times with the requirements of the Steering Appliances and Equipment Regulations on the use of the automatic pilot. He should take into account the need to station the helmsman and to put the steering into manual control in good time to allow any potentially hazardous situation to be dealt with in a safe manner. With a ship under automatic steering it is highly dangerous to allow a situation to develop to the point where the officer of the watch is without assistance and has to break the continuity of the lookout in order to take emergency action. The change-over from automatic to manual steering and vice-versa should be made by, or under the supervision of, a responsible officer.

ELECTRONIC NAVIGATIONAL AIDS

12. The officer of the watch should be thoroughly familiar with the use of electronic navigational aids carried, including their capabilities and limitations.

13. The echo-sounder is a valuable navigational aid and should be used whenever appropriate.

RADAR

14. The officer of the watch should use the radar when appropriate and whenever restricted visibility is encountered or expected, and at all times in congested waters having due regard to its limitations.

15. Whenever radar is in use, the officer of the watch should select an appropriate range scale, observe the display carefully and plot effectively.

16. The officer of the watch should ensure that range scales employed are changed at sufficiently frequent intervals so that echoes are detected as early as possible.

17. It should be borne in mind that small or poor echoes may escape detection.

18. The officer of the watch should ensure that plotting or systematic analysis is commenced in ample time.
19. In clear weather, whenever possible, the officer of the watch should carry out radar practice.

**NAVIGATION IN COASTAL WATERS**

20. The largest scale chart on board, suitable for the area and corrected with the latest available information, should be used. Fixes should be taken at frequent intervals; whenever circumstances allow, fixing should be carried out by more than one method.

21. The officer of the watch should positively identify all relevant navigation marks.

**CLEAR WATER**

22. The officer of the watch should take frequent and accurate compass bearings of approaching ships as a means of early detection of risk of collision; such risk may sometimes exist even when an appreciable bearing change is evident, particularly when approaching a very large ship or a tow or when approaching a ship at close range. He should also take early and positive action in compliance with the applicable regulations for preventing collisions at sea and subsequently check that such action is having the desired effect.

**RESTRICTED VISIBILITY**

23. When restricted visibility is encountered or expected, the first responsibility of the officer of the watch is to comply with the relevant rules of the applicable regulations for preventing collisions at sea, with particular regard to the sounding of fog signals, proceeding at a safe speed and having the engines ready for immediate manoeuvres. In addition, he should:

   (a) inform the master (see paragraph 24);

   (b) post a proper look-out and helmsman and, in congested waters, revert to hand steering immediately;

   (c) exhibit navigation lights;

   (d) operate and use the radar.

It is important that the officer of the watch should know the handling characteristics of his ship, including its stopping distance, and should appreciate that other ships may have different handling characteristics.
CALLING THE MASTER

24. The officer of the watch should notify the master immediately in the following circumstances:

(a) if restricted visibility is encountered or expected;
(b) if the traffic conditions or the movements of other ships are causing concern;
(c) if difficulty is experienced in maintaining course;
(d) on failure to sight land, a navigation mark or to obtain soundings by the expected time;
(e) if, unexpectedly, land or a navigation mark is sighted or change in soundings occur;
(f) on the breakdown of the engines, steering gear or any essential navigational equipment;
(g) in heavy weather if in any doubt about the possibility of weather damage;
(h) if the ship meets any hazard to navigation, such as ice or derelicts;
(i) in any other emergency or situation in which he is in any doubt.

Despite the requirement to notify the master immediately in the foregoing circumstances, the officer of the watch should in addition not hesitate to take immediate action for the safety of the ship, where circumstances so require.

NAVIGATION WITH PILOT EMBARKED

25. If the officer of the watch is in any doubt as to the pilot's actions or intentions, he should seek clarification from the pilot; if doubt still exists, he should notify the master immediately and take whatever action is necessary before the master arrives.

WATCHKEEPING PERSONNEL

26. The officer of the watch should give watchkeeping personnel all appropriate instructions and information which will ensure the keeping of a safe watch including an appropriate look-out.
SHIP AT ANCHOR

27. If the master considers it necessary, a continuous navigational watch should be maintained at anchor. In all circumstances, while at anchor, the officer of the watch should:

(a) determine and plot the ship’s position on the appropriate chart as soon as practicable; when circumstances permit, check at sufficiently frequent intervals whether the ship is remaining securely at anchor by taking bearings of fixed navigation marks or readily identifiable shore objects;
(b) ensure that an efficient look-out is maintained;
(c) ensure that inspection rounds of the ship are made periodically;
(d) observe meteorological and tidal conditions and the state of the sea;
(e) notify the master and undertake all necessary measures if the ship drags anchor;
(f) ensure that the state of readiness of the main engines and other machinery is in accordance with the master’s instructions;
(g) if visibility deteriorates, notify the master and comply with the applicable regulations for preventing collisions at sea;
(h) ensure that the ship exhibits the appropriate lights and shapes and that appropriate sound signals are made at all times, as required;
(i) take measures to protect the environment from pollution by the ship and comply with applicable pollution regulations.

*Squat: The decrease in clearance beneath the ship which occurs when the ship moves through the water and is caused both by bodily sinkage and by change of trim. The effect is accentuated in shallow water and is reduced with a reduction in ship’s speed.*
PART III

BASIC PRINCIPLES TO BE OBSERVED IN KEEPING A WATCH IN PORT

1. On any ship safely moored or safely at anchor under normal circumstances in port, the master shall arrange for an appropriate and effective watch to be maintained for the purpose of safety.

2. In organizing the watches note shall be taken of the provisions of the “Recommendation on Principles and Operational Guidance for Deck Officers in Charge of a Watch in Port” (Part IV) and the “Standard for Engineering Watchkeeping on Ships”, TP4071, 1983, adopted from the International Conference on Training and Certification of Seafarers, 1978.

MANDATORY MINIMUM REQUIREMENTS FOR A WATCH IN PORT ON SHIPS CARRYING HAZARDOUS CARGO

1. The master of every ship carrying cargo in bulk that is hazardous - whether it is, or may be, explosive, flammable, toxic, health-threatening or environment polluting - shall ensure that a safe deck watch and a safe engineering watch are maintained by the ready availability on board of a duly qualified officer or officers, and ratings where appropriate, even when the ship is safely moored or safely at anchor in port.

2. The master of every ship carrying hazardous cargo other than in bulk - whether it is, or may be, explosive, flammable, toxic, health-threatening or environment polluting - shall in organizing safe watchkeeping arrangements take full account of the nature, quantity, packing and stowage of the hazardous cargo and of any special conditions on board, afloat and ashore.

3. In organizing the watches full account shall be taken of the “Recommendation on Principles and Operational Guidance for Deck Officers in Charge of a Watch in Port” (PART IV) and the “Standard for Engineering Watchkeeping on Ships”, TP 4017, 1983, adopted from the International Conference on Training and Certification of Seafarers, 1978.
INTRODUCTION

1. This Recommendation applies to a ship safely moored or safely at anchor under normal circumstances in port. For ships at an exposed anchorage reference should be made to the additional precautions contained in Part I - “Basic Principles to be Observed in Keeping a Navigational Watch” and in Part II - “Recommendation on Operational Guidance for Officers in Charge of a Navigational Watch”. Special requirements may be necessary for special types of ships or cargo.

2. The following principles and operational guidance should be taken into account by shipowners, ship operators, masters and watchkeeping officers.

WATCH ARRANGEMENTS

3. Arrangements for keeping a watch when the ship is in port should:

   (a) ensure the safety of life, ship, cargo and port;

   (b) observe international, national and local rules;

   (c) maintain order and the normal routine of the ship.

4. The ship’s master should decide the composition and duration of the watch depending on the conditions of mooring, type of the ship and character of duties.

5. A qualified deck officer should be in charge of the watch, except in ships under 500 gross register tons not carrying dangerous cargo, in which case the master may appoint whoever has appropriate qualifications to keep the watch in port.

6. The necessary equipment should be so arranged as to provide for efficient watchkeeping.

TAKING OVER THE WATCH

7. The officer of the watch should not hand over the watch to the relieving officer if he has any reason to believe that the latter is obviously not capable of carrying out his duties effectively, in which case he should notify the master accordingly.

8. The relieving officer should be informed of the following by the officer being relieved:
(a) the depth of water at the berth, ship's draught, the level and time of high and low waters; fastening of the moorings, arrangement of anchors and the slip of the chain, and other features of mooring important for the safety of the ship; state of main engines and availability for emergency use;

(b) all work to be performed on board the ship; the nature, amount and disposition of cargo loaded or remaining, or any residue on board after unloading the ship;

(c) the level of water in bilges and ballast tanks;

(d) the signals or lights being exhibited;

(e) the number of crew members required to be on board and the presence of any other persons on board;

(f) the state of fire-fighting appliances;

(g) any special port regulations;

(h) the master’s standing and special orders;

(i) the lines of communication that are available between the ship and the dock staff or port authorities in the event of an emergency arising or assistance being required;

(j) other circumstances of importance to the safety of the ship and protection of the environment from pollution.

9. The relieving officer should satisfy himself that:

(a) fastenings of moorings or anchor chain are adequate;

(b) the appropriate signals or lights are properly hoisted and exhibited;

(c) safety measures and fire protection regulations are being maintained;

(d) he is aware of the nature of any hazardous or dangerous cargo being loaded or discharged and the appropriate action in the event of any spillage or fire;

(e) no external conditions or circumstances imperil the ship and that his own ship does not imperil others.
10. If, at the moment of handing over the watch, an important operation is being performed it should be concluded by the officer being relieved, except when ordered otherwise by the master.

KEEPING A WATCH

11. The officer of the watch should:

(a) make rounds to inspect the ship at appropriate intervals;

(b) pay particular attention to:

(i) the condition and fastening of the gangway, anchor chain or moorings, especially at the turn of the tide or in berths with a large rise and fall and, if necessary, take measures to ensure that they are in normal working condition;

(ii) the draught, underkeel clearance and the state of the ship to avoid dangerous listing or trim during cargo handling or ballasting;

(iii) the state of the weather and sea;

(iv) observance of all regulations concerning safety precautions and fire protection;

(v) water level in bilges and tanks;

(vi) all persons on board and their location, especially those in remote or enclosed spaces;

(vii) the exhibition of any signals or lights;

(c) in bad weather, or on receiving a storm warning, take the necessary measures to protect the ship, personnel and cargo;

(d) take every precaution to prevent pollution of the environment by his own ship;

(e) in an emergency threatening the safety of the ship, raise the alarm, inform the master, take all possible measures to prevent any damage to the ship and, if necessary, request assistance from the shore authorities or neighbouring ships;

(f) be aware of the state of stability so that, in the event of fire, the shore fire-fighting authority may be advised of the approximate quantity of water that can be pumped on board without endangering the ship;
(g) offer assistance to ships or persons in distress;

(h) take necessary precautions to prevent accidents or damage when propellers are to be turned;

(i) enter in the appropriate log-book all important events affecting the ship.
INTRODUCTION

1. Governments should direct the attention of shipowners, ship operators, masters and radio watchkeeping personnel to the following guidelines and operational guidance which should be complied with to ensure that an adequate safety radio watch is maintained while a ship is at sea.

2. In taking account of the guidelines given in this Recommendation, the Radio Regulations annexed to the International Telecommunication Convention, the International Convention for the Safety of Life at Sea and any other relevant international agreements should be complied with.

3. No provision of this Recommendation in any way amends or alters any provisions contained in the Radio Regulations or Safety Convention and, in the event of any conflict, the Radio Regulations and Safety Convention prevail.

4. In addition, this Recommendation is not intended to preclude in any way future development of the maritime safety system.

GENERAL

5. Before the commencement of the voyage, the radiotelephone operator should ensure that:

   (a) all radio equipment for which the radiotelephone operator is responsible is in an efficient working condition and accumulator batteries are sufficiently charged;

   (b) all documents and supplements required by international agreements, notices to ship radio stations and additional documents required by the controlling Administration are available and discrepancies are reported to the master;

   (c) the radio room clock is accurate;

   (d) antenna are correctly positioned, undamaged and properly connected.

6. The radiotelephone operator should ensure that all relevant documents are corrected and amended in accordance with the latest supplements.
WATCHKEEPING DUTIES

7. Immediately prior to sailing from a port, the radiotelephone operator should, where practicable, update routine weather and navigational warning messages for the area the ship will be traversing and, at the request of the master, for other areas and pass such messages to the master.

8. On sailing from a port and opening the station, the radiotelephone operator should:
   (a) listen on the appropriate distress frequency for a possible existing distress situation;
   (b) sent TR (name, position and destination, etc.) to the local coast station and other appropriate coast stations from which traffic may be expected;
   (c) copy weather forecasts and navigational warnings on the first relevant transmissions.

9. When the station is open, the radiotelephone operator should:
   (a) check the radio clock against standard time signals at least once a day;
   (b) send a TR when entering the area of a coast station from which traffic might be expected; the coast station concerned should be informed on leaving its service area.

10. When closing the station on arrival at a port, the radiotelephone operator should:
    (a) advise the local coast station and other coast stations with which contact has been maintained of the ship’s arrival and closing of the station;
    (b) ensure that antennae are earthed;
    (c) check that accumulator batteries are sufficiently charged.

ACTION TO BE TAKEN IN CASES OF DISTRESS, URGENCY AND SAFETY

11. Distress

    The distress call should have absolute priority over all other transmissions. All stations which hear it should immediately cease any transmissions capable of interfering with distress traffic.

    (a) In cases of distress affecting own ship, the radiotelephone operator should:
(i) obtain from the bridge the ship’s actual or estimated position or, if not available, use the last known position or the true bearing and distance from a fixed geographical position; when using the last known position, time of such position should be stated in UTC;

(ii) normally transmit on 2182 kHz, and, when appropriate, on 156.8 Mhz using the radiotelephone distress procedure in accordance with the Radio Regulations; the distress call and message should be sent only on the authority of the master or person responsible for the ship; other suitable international distress frequencies (or other frequencies), if necessary, may be used in accordance with the Radio Regulations;

(iii) transmit, whenever possible, the alarm signal as any ship in the vicinity keeping watch by means of a filtered loudspeaker or alarm receiver will not hear a spoken message unless first alerted by reception of the alarm signal; send the radiotelephone alarm signal, when generated by automatic means, continuously for a period of at least 30 seconds, but not exceeding one minute; when generated by other means, send the signal as continuously as practicable over a period of approximately one minute;

(iv) repeat at intervals, especially during silence periods, the distress message, preceded by the alarm signal whenever possible, and the distress call, until an answer is received;

(v) if no answer is received to a distress message sent on a distress frequency, repeat the message on any other available frequency on which attention might be attracted;

(vi) use any means in order to attract attention;

(vii) pass to the master all distress communications immediately on receipt.

(b) In cases of distress affecting other ships, the radiotelephone operator should:

(i) copy the message and pass it to the master;

(ii) at the same time, if possible, ensure that a direction finder bearing is obtained; if the bearing if relative, the ship’s heading should also be noted;

(iii) if beyond any doubt, his ship is in the vicinity of the distress, immediately acknowledge receipt; in areas where reliable communications with coast stations are practicable, defer acknowledgement for a short interval so that a coast station may acknowledge receipt;
(iv) if, beyond any doubt, his ship is not in the vicinity of the distress, allow a short interval of time to elapse before acknowledging receipt of the message to permit nearer stations to acknowledge receipt without interference;

(v) not acknowledge receipt:

(1) when his ship is a long distance away from the distress and not in a position to render assistance, except when a distress message is heard which has not been acknowledged;

(2) of a distress message transmitted by a coast station until the master has confirmed that the ship is in a position to render assistance;

(vi) in the case indicated in subparagraph (v)(1); and when:

(1) it has been learned that a ship in distress is not itself in a position to transmit a distress message; or

(2) the master considers that further help is necessary; or

(3) an emergency position-indicating radio beacon signal has been received while no distress or urgency traffic is being passed;

transmit a distress message using the appropriate transmitter on full power, whenever possible preceded by the alarm signal, using the “Mayday Relay” procedures on 2182 kHz or 156.8 Mhz, as appropriate, or on any other frequency which may be used in case of distress and take all other steps, as if it were own ship in distress, to notify authorities who may be able to render assistance;

(vii) on the order of the master, transmit as soon as possible own ship’s name, position, speed and estimated time of arrival at the distress position and, if the position of the ship in distress appears doubtful, the direction finder bearing;

(viii) record and pass to the master other acknowledgements, positions and times of arrival and other relevant distress traffic;

(ix) if control of distress traffic is taken over by a coast station or a ship more favourably placed to assist the one in distress, normally work with that control station.
12. **Urgency**

(a) In cases of urgency affecting own ship, the radiotelephone operator should:

(i) using the radiotelephone urgency procedure, send, only on the authority of the master, the urgency signal and message on 2182 kHz and, when appropriate, on 156.8 Mhz or on any other frequency which may be used in case of distress; in the case of a long message, or a medical call, or when repeating the message in areas of heavy traffic, transmit the message on a working frequency; in such cases, include in the call details of the frequency on which the urgency message will be transmitted;

(ii) if the urgency message concerns the loss of a person or persons overboard, be permitted to precede the call by the alarm signal, only when the assistance of other ships is required and cannot be satisfactorily obtained by the use of the urgency signal;

(iii) if the message is addressed to a particular station, establish contact with that station before transferring to a working frequency;

(iv) if the message is addressed to all stations, allow a reasonable period before repeating the call and transmitting the message;

(v) when an urgency addressed to all stations is ended and action is no longer necessary, send a message of cancellation on the relevant frequency addressed to all stations.

(b) In cases of urgency affecting other ships, the radiotelephone operator should:

(i) as the urgency signal has priority over all other communications, except distress, take care not to interfere with it or the transmission of the message that follows the urgency signal;

(ii) copy the message and pass it to the master;

(iii) continue to listen for at least three minutes; at the end of that period, if no urgency message has been heard, notify a coast station, if possible, of the receipt of the urgency signal; thereafter resume normal working;

(iv) if the urgency signal is addressed to a particular station, be permitted to continue working on frequencies other than that in use for the transmission of the urgency signal or urgency message; if required, in the clearance of the urgency message to the addressee, for example by re-transmission.
13. **Safety**

(a) When a safety message is to be transmitted, the radiotelephone operator should:

(i) send the safety signal towards the end of the first available silence period and call on 2182 kHz and, when appropriate, 156.8 Mhz or on any other frequency which may be used in case of distress;

(ii) immediately after the end of the silence period, send the safety message which follows the call on a working frequency, making a suitable announcement to this effect at the end of the call;

(iii) transmit safety calls and messages, which contain important meteorological and navigational warnings as soon as possible and repeat them at the end of the first silence period that follows.

(b) On hearing the safety signal****, the radiotelephone operator should:

(i) not interfere with the signal or message;

(ii) copy the message and pass it to the master;

(iii) give every assistance in disseminating, as necessary, such messages when addressed to “all ships” and re-transmit to the addressee messages of a more limited nature, if so requested.

**OTHER DUTIES**

14. **Log-keeping**

(a) The radiotelephone log should be kept in compliance with the requirements of the Radio Regulations and the Safety Convention.

(b) The radiotelephone log should be kept at the place where listening watch is maintained and should be available for inspection by authorized officials of the Administration; the times of all entries should be recorded in UTC.

(c) The radiotelephone log should at all times be available for inspection by the master and the radiotelephone operator should call his attention to any entry important to safety.

15. **Maintenance**

The radiotelephone operator should:
(a) test accumulator batteries and, if necessary, bring them up to a sufficiently charged condition;

(b) inspect the protection against antenna breakage and ensure proper fitting and condition;

(c) inspect antenna for snagging or weakening and take any necessary remedial action;

(d) inspect insulators in whistle lanyards, triatics and stays, clean regularly and, where possible, replace damaged items;

(e) inspect weekly the condition of portable radio apparatus for survival craft.

* Mariners are reminded that the VHF Radiotelephone Practices and Procedures Regulations and the Ship Station Technical Regulations also contain certain radio watchkeeping provisions.

** Hereinafter referred to as the Radio Regulations.

*** Hereinafter referred to as the Safety Convention.

**** A coast station may broadcast an urgent cyclone warning as a safety message preceded by the radiotelephone alarm signal and the safety signal.