



MANAGEMENT SYSTEM MANUAL

OCN 7.2.2 R/V OCEANUS	
PRE-ARRIVAL/DEPARTURE CHECKLIST	
Originator:	Approved By:
Theophilus Moniz III	Albert F. Suchy

1. Purpose

The purpose of this procedure is to establish routine check-off lists to be used in preparation for arrival and departure aboard the R/V Oceanus.

2. Responsibility

The Master is responsible for evaluating the readiness status of the vessel. Within the context of this responsibility, the Chief Mate prepares a deck readiness report, the Second Mate a bridge/voyage readiness report, the Chief Engineer an engine room/fuel readiness report, and the Comet the communications status report. The Master shall check with the Chief Scientist to determine the readiness status of science.

3. General

Title 33 CFR 164.25 spells out a series of performance checks between the bridge and the engine room. In addition, Title 46 CFR 196.35-5 identifies actions to be logged.

4. Departure

In general, the procedure for getting underway follows a routine, which varies little. Once the departure time has been agreed upon between the Master and Chief Scientist, the sailing board is posted for all hands and, if departing from Woods Hole, the Port Office is notified. In out-ports, this information is conveyed via a departure message. It is always understood that the departure time may be flexible in order to accommodate a variety of unforeseen issues which may cause delay, or conversely in some cases, an early departure. In each case, every attempt shall be made to adhere to the established departure time.

Prior to getting underway:

- a. The Chief Engineer will instruct his/her department to attend to the procedures required for getting underway. This includes, but is not limited to, setting the time in advance to bring systems on line for testing and warm up, switching to ship's power, and testing or observing testing of all vital systems that will be checked against a check list. (See separate list under Engine Department ISM procedure). The Chief Engineer will ensure that the vessel is trim and will provide the Bridge with a completed liquid loading form (Attachment #1). The Chief Engineer will provide detailed ISM procedures to address specifics where needed. When all procedures have been completed, the Chief Engineer will report to the Master that he is ready in all respects to get underway, or if not, he/she will report deficiencies in need of attention.
- b. The Chief Mate/Boatswain will inspect the decks and attendant interior spaces to ensure that all gear and equipment have been properly secured. "Properly secured" aboard R/V Oceanus means that the vessel is ready to proceed into storm force conditions at any time. Approximately one hour before departure, a request for permission to "single up" all lines is made to the Master.



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- c. The Second Mate will work from a check list (Attachment #2) to ensure that all bridge and navigation systems (steering/propulsion/bow thruster, etc.) are on line and in good order and that the requisite systems have been tested. Once completed, the Second Mate shall report to the Master that the Bridge is ready in all respects or report deficiencies in need of attention.
- d. The Chief Scientist will ensure that his/her labs and equipment are properly secured for sea. Additionally, he/she will report that all members of the science party are on board and are ready to proceed.

Getting underway:

The actual procedure varies for each evolution depending upon the forces and conditions on hand. The Master will determine the strategy and direct the deck crew accordingly.

- a. Once underway the Master, when ready, will transfer control to the main console and the Second Mate will assume the helm with the Master or Pilot at the Conn. The Chief Mate supervises and assists on the foredeck as needed. This includes providing a lookout while on sea detail. In special cases or in periods of very restricted visibility, the Master will have the "bridge team" which includes the Chief Mate on the Bridge to assist.
- b. Once the vessel has reached the sea buoy, or other area deemed safe, the watch will be set and the sea detail secured. The anchor will be snubbed in the hawse pipe and the mooring lines stowed.

Arrival:

The arrival procedure varies to suit the prevailing conditions. In general, the arrival time is set well in advance and arrangements will have been made, either through the Port Office if arriving at Woods Hole or through the ship's agent if arriving at an out-port. When arriving at a US port from an international port, a pre-arrival Customs check will be conducted to search for contraband.

- a. Prior to arrival at the sea buoy or boarding a pilot, a pre-arrival test will be conducted as required to test auxiliary steering stations and bow thruster controls.
- b. The Deck Department will range out mooring lines, rig fendering as directed and make ready heaving lines. The Boatswain or Chief Mate will get permission from the Bridge to make the anchor (port or starboard) ready for letting go.
- c. The normal practice is for the Second Mate to assume the duties of helmsman while the Pilot or Master assumes the Conn while entering port. In most cases, the Master will dock



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the vessel given that he/she is more familiar with the special handling characteristics of the vessel.

- d. Once alongside with mooring lines evened up, the standard practice is to double up lines and rig chaffing gear.
- e. Once the Master or Pilot is satisfied that the vessel is in the berth properly and as assigned, and that no further maneuvering is needed, the Master will inform the Chief Engineer that he/she is finished with engines.



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Attachment #1: R/V Oceanus Fuel and Water Report

R/V Oceanus Daily Report			Date			
Tank #	Type	Status				
#1 P	D.T. Fuel					
#1 S	D.T. Fuel					
#5 P	Fuel					
#5 S	Fuel					
#6 P	Fuel					
#6 S	Fuel					
#7 P	Fuel					
#7 S	Fuel					
#10 Cline	Fuel					
L.O. P	Lube					
L.O. S	Lube					
L.O.	Dirty					
#2 P	Potable					
#2 S	Potable					
#3 P	Sanitary					
#3 S	Sanitary					
F Peak	Ballast					
#4 P	Ballast					
#4 S	Ballast					
#8 P	Ballast					
#8 S	Ballast					
#9 P	Ballast					
#9 S	Ballast					
#10 P	Ballast					
#10 S	Ballast					
#11 P	Ballast					
#11 S	Ballast					
Fuel Tank in use:			Water Consumed:		Water Made:	
Fuel Consumed:			Water On Board:			
Fuel On Board:						
Chief Engineer:						



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Departure - **Arrival** - **Shift**

Voyage _____ **Leg** _____ **Port** _____ **Date** _____
Drafts Forward _____ **Aft** _____ **Mean** _____ **UKC** _____ **Air Draft** _____

Arrival Notices:

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 96 Hour Notice of Arrival (U.S. port only) <input type="checkbox"/> 24 Hour Ballast Report (U.S. port only) <input type="checkbox"/> MARSEC Level _____ | <ul style="list-style-type: none"> <input type="checkbox"/> Security Declaration (if required) <input type="checkbox"/> Stowaway and Contraband search (first U.S. port from foreign voyage only) |
|--|---|

Day or Night Before (Departure and Arrival)

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Charts / Pubs (46 CFR 196.05-5) Ensure waypoints match in / on all nautical charts, GPS's, chart programs and voyage plan <input type="checkbox"/> Tide / Currents (33 CFR 164.33) <input type="checkbox"/> Up to Date Ferry Schedule (WHOI only) | <ul style="list-style-type: none"> <input type="checkbox"/> Gyro (synchronize repeaters) calculate Gyro Error <input type="checkbox"/> Weather <input type="checkbox"/> Steering Casualty drill (if not within last quarter) |
|--|---|

Tests within 12 hours of (Departure and Arrival) (33 CFR 164.25)

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Steering System both units all modes** Energize Gear 2 hours prior to departure. <input type="checkbox"/> Internal Communications (PBX Phone, Gaitronics intercom, Sound powered phone) <input type="checkbox"/> General Alarm, and whistle** | <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Generator** <input type="checkbox"/> Emergency Lighting and Power** <input type="checkbox"/> Main Propulsion ahead and astern** <input type="checkbox"/> Wheel Clearance **, Check Dive Flag Status. <input type="checkbox"/> Energize CP pump 2 hours prior to departure. |
|--|---|

Turn on or check status of (Departure and Arrival) (33 CFR 164.30-46)

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> NAVTEX <input type="checkbox"/> Electronic Chart system <input type="checkbox"/> Magnetic Compass <input type="checkbox"/> GPS ensure Datum matches chart Datum <input type="checkbox"/> Binoculars / Flashlights <input type="checkbox"/> VHF, SSB, and UHF radios <input type="checkbox"/> GMDSS, SARTS & EPIRB tests (Pre-Departure only) <input type="checkbox"/> A.I.S. Check for proper inputs and NAV status | <ul style="list-style-type: none"> <input type="checkbox"/> Synchronize clocks with Engine Room <input type="checkbox"/> Fathometer <input type="checkbox"/> Doppler Speed Log <input type="checkbox"/> Radars / ARPA (Gyro and GPS input) <input type="checkbox"/> Navigation tools, Alidade Bearing circle, Sextant <input type="checkbox"/> Navigation lights <input type="checkbox"/> Search lights <input type="checkbox"/> Pilot Card (filled out) |
|---|--|

Equipment Readiness (Departure and Arrival)

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Bow thruster, Energized, Engaged and Tested <input type="checkbox"/> Anchors ready to let go <input type="checkbox"/> Flags <input type="checkbox"/> Pilot Ladder (Port / Starboard, Meters above the water _____) | <ul style="list-style-type: none"> <input type="checkbox"/> Hatches dogged & secure (Departure)** <input type="checkbox"/> Engine Room Manned and Ready <input type="checkbox"/> All Sore Ties Clear |
|--|---|

Other Check Offs (if applicable)

- Stability Calculated
- Garbage Receipts
- Sent Arrival/Departure Email to PO
- Master - Pilot exchange**
- Navigation brief with all Deck Officers

**** Denotes item required to be logged**

Master _____
Chief Mate _____
Second Mate _____