



Please print and post at your vessel/ facility for all employees to view

Fleet Memo #29: In Port Watch Procedures

When in port or safely at anchor, under normal circumstances, the Captain shall arrange for an appropriate watches to be maintained for the purpose of safety and security of the vessel on deck and in the engine room.

Deck Watch Arrangements:

1. Ensure the safety and security of the vessel, personnel and the environment
2. Observe International, national and local regulations
3. Maintain order onboard the vessel
4. Make sure all communications systems are in good order when taking over or relieving the watch
5. Gangway watch maintained at all times by personnel assigned by the Captain. Watch stander checks identity of all personnel coming on board by checking picture identification of the personnel and logging the individual on and off the vessel
6. MARSEC Level is posted at the gangway. Procedures for allowing personnel on board as required by the Vessel Security Plan
7. Frequent rounds made on deck at appropriate intervals to ensure vessel remains safely moored alongside
8. Keep a vigilant lookout for persons that might attempt to board vessel on offshore side
9. At night ensure that all lights are burning bright, especially around the perimeter of the vessel
10. Take every precaution to prevent pollution of the environment

Engine Watch Arrangement:

1. Ensure that adequate safe engineering watch is being maintained while in port
2. Make sure all communications systems are in good order when taking over or relieving the watch

Fleet Memorandum



3. Be ready to prepare the vessel and it's machinery for stand-by or emergency situations
4. Maintain an appropriate level of water or residue in the bilges and sewage tanks
5. Make sure of the readiness of the fire extinguishing and fire detection systems on board
6. Frequent rounds made of the engine room at appropriate intervals to determine possible equipment malfunction or failure and be able to take immediate remedial action to ensure safety of the vessel
7. Ensure necessary precautions are taken to prevents accidents or damage to electrical, electronic, hydraulic and mechanical systems of the vessel