



Standard Operating Procedures for 'Forster Rescue 20 – Amanda Lani'

1. Risk Assessment
2. Leaving Berth
3. Returning to Berth
4. Operating at Sea
5. Man Overboard
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These operating procedures have been written only for the Forster / Tuncurry rescue vessel 'Amanda Lani'.

Each may be subject to alteration. It's anticipated they will be regularly reviewed and, if required will be updated. They are the preferred procedures, and should be followed by Skippers and Crew unless unusual circumstances dictate departure from them. They are designed to make sure the Unit achieves and maintains the highest standards and most importantly to ensure the safety of all personnel and to preserve the Unit assets.

This document is divided into chapters, each relates to a separate Standard Operating Procedure (SOP).

The numbering system used for paragraphs and steps (procedures) reflect the SOP (Chapter) in which they can be found.

As indicated these SOPs will be reviewed and updated regularly. All amendments and updates will be recorded on the following update page.

If Skippers or Crew hold personal copies of this document or Chapters they should check them periodically and, if necessary, update them by replacing pages in accordance with the following schedule.

Dennis Travers

Unit Commander

27 July, 2010

ajb

Updates

Date	Update #	SOP #	Short description of amendment	Remove page/s	Insert page/s
27/072010		All	First issued in this format		Cover, 1 to 48
09/06/2011	1	7	Amend note following	Updates page, 35	Updates page, 35
01/08/2011	2	3	Insert new para. 3.9.1	Updates page, 5, 16	Updates, 15, 16



Standard Operating Procedure 1 for 'Forster Rescue 20 – Amanda Lani'

Risk Assessment

1.0 Purpose:

To identify and understand the risks and hazards associated with marine operations, to analyze the risks and hazards, and develop procedures and practices that will allow us to operate safely.

1.1 Scope:

Risk assessment and resultant management technique is to be used each time our operation is faced with performing a unique, non routine task that is not covered by a written SOP or Operations Directive.

1.2 Safety/Hazards

Standard PPE to be worn by all crew members.

1.3 Terminology

(Is there standard terminology necessary for this SOP?)

1.4 Codes For Personnel Involved In This SOP

Marine Rescue Crewman	MRC
1 st Officer	1st Officer

Skipper	Skipper
Navigator/Radio Operator	R/O
Bow hand	BH
Aft deck hand	ADH
Trainee (person being trained on a specific aspect of operations)	Trainee

1.5 Special Precautions

When conducting a risk assessment it is important that all aspects of the operation being assessed are addressed and documented on the Risk Assessment work sheet. Addressing all aspects will ensure the analysis will produce results by which sound operational decisions may be made.

1.6 Overview:

Risks are inherent in many of the Patrol's activities. While risks cannot be eliminated completely, risk can be minimized and consequence mitigated by systematic risk assessment and management techniques.

Risk Analysis is a function of the probability of an incident occurring measured against the severity of its consequence(s).

Risk = Probability x Consequences

1.7 When to conduct a Risk Assessment

1.7.1	When faced with a task that you or your crew has not before experienced.	All
1.7.2	When faced with a non routine task for which there is no approved Standard Operating Procedure or Directive.	All
1.7.3	When faced with a task which in your opinion, or that of your crew, could lead to an unplanned event occurring.	All
	<i>Eg: Pulling a large yacht off a sandbar</i>	

1.8. Beginning the Risk Assessment

1.8.1	Call a Crew Resource Management meeting.	Skipper
1.8.2	Obtain a Risk Assessment work sheet	1 st Officer
1.8.3	Discuss the task, identify and list 'What could go wrong'?	All
1.8.4	Discuss and list the probability of this going wrong.	All
1.8.5	Discuss and list the consequence if that did go wrong'?	All
1.8.6	Apply each 'probability/consequence' to the Risk Matrix	1 st Officer
1.8.7	Where the 'probability/consequence' falls in the Green section of the Risk Matrix, develop your plan and continue with the task.	Skipper

1.9 Risk and/or Consequence Mitigation

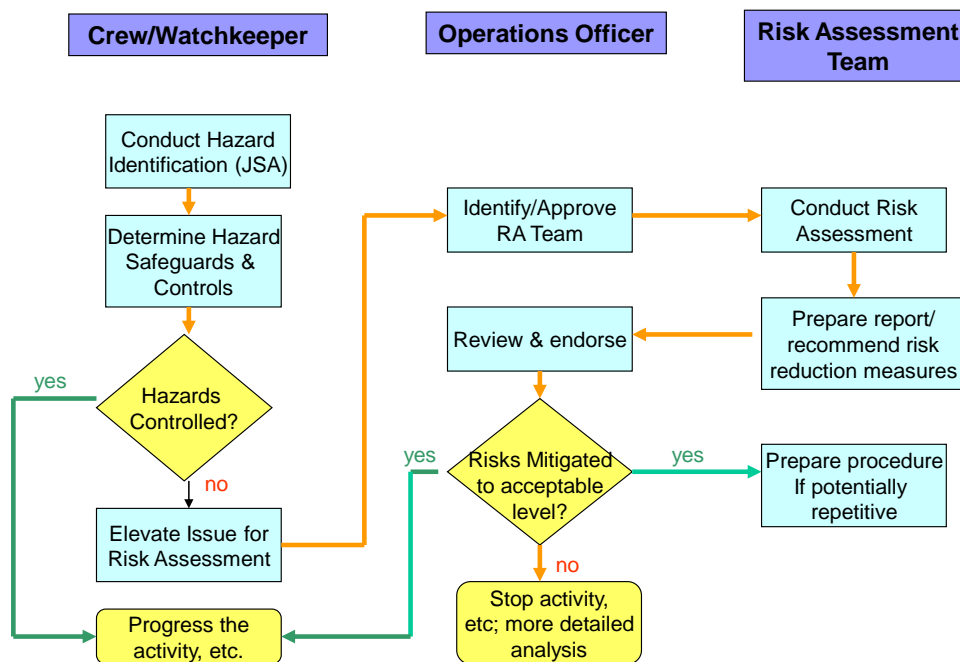
1.9.1	Where the 'probability/consequence' falls in the Yellow section of the Risk Matrix, proceed to identify any means which will reduce the risk and/or mitigate the consequence.	All
1.9.2	Assuming these mitigation measures have been put in place, again apply your resultant 'probability/consequence' to the risk Matrix.	1 st Officer
1.9.3	If the 'probability/consequence' now falls in the Green section of the Matrix, develop your plan and continue with the task.	All
1.9.4	If the 'probability/consequence' remains in the Yellow section of the Matrix (after mitigation measures are in place) then consult with the Operations Officer prior to taking any further action.	Skipper
1.9.5	Where the 'probability/consequence' falls in the Red section of the Risk Matrix, Unit Commander is to be consulted before any further action is taken.	Operations Officer
1.9.6	In the case of 1.9.5 above, the Unit Commander will convene a detailed Risk Assessment, attended by the Operations Officer, Boating Officer and vessel Skippers. Under no circumstances shall an operation be attempted if it falls in the 'Red' section of the matrix.	Unit Commander

1.10 Follow-Up to Risk Assessment

1.10.1	Following any task which involved a Risk Assessment, a detailed de-brief shall be conducted.	Skipper
1.10.2	Where there is potential for a repeat of the incident, a Standard Operating Procedure shall be developed and submitted for approval.	Operations Officer

1.11 Risk Assessment Process

Risk Assessment Process



1.12 Risk Assessment Matrix

Risk Assessment Matrix

	A	B	C	D	E
1					
2					
3					
4					

Probability

- A** : Possibility of repeated incidents
- B** : Possibility of isolated incidents
- C** : Possibility of occurring some time
- D** : Not likely to occur
- E** : Practically impossible

Consequence

	<u>OH&S</u>	<u>Patrol Image</u>	<u>environmental impact</u>	<u>Financial Impact</u>
<u>1</u>	Fatalities or Serious Injury to personnel	Very Damaging	Major	>\$100,000
<u>2</u>	Serious Injury to personnel	Serious	Marginally damaging	<\$100,000
<u>3</u>	Medical treatment to personnel	Embarrassment	Moderate	<\$5000
<u>4</u>	Minor impact	Minimal to none	No response needed	<\$1000

1.13 Related SOP's

(List any SOP that is related to this operation)

Risk Assessment Work Sheet

Date: _____ Prepared by: _____

Vessel Crew _____

Operational Task _____

Preliminary Assessment

Risk

What could go wrong 1? _____

What could go wrong 2? _____

What could go wrong 3? _____

Probability

What is the Probability of it going wrong? _____

Consequence

What would be the consequence of 1? _____

What would be the consequence of 2? _____

What would be the consequence of 3? _____



Standard Operating Procedure 2 for 'Forster Rescue 20 – Amanda Lani'

Leaving Berth

2.0 Purpose

The purpose of this Standard Operating Procedure is to provide a standard approach to operations whenever Lifeboat Amanda Lani is "Leaving The Berth", such that all crewmen are aware of their respective duties and no conflict in methodology will occur due to the changing of skippers and/or crewmen from one crew to another.

2.1 Scope

This Standard Operating Procedure covers that period of time between the crew's arrival at the vessel, through to departure from Cape Hawke Harbour (outside the entrance).

2.2 Safety/Hazards

The following standard Safety Equipment shall be worn by, or be available to all crew members;

- PFD1*
- Sunscreen*
- Patrol hat or cap*
- Sunglasses*
- Safety harness
- Personal EPIRB

(* Hereafter referred to as Standard Personal Protective Equipment (PPE))

2.3 Definitions/Terminology

Cape Hawke Harbour : From the bridge to the north eastern extremities of the breakwall.

Forster Marina : The marina in which the vessel is normally moored.

2.4 Codes For Personnel Involved In This SOP

Marine Rescue Crewman	MRC
Skipper	Skipper
Radio Operator	R/O
Engineer	Eng.
First Officer	1st Off.

2.5 Special Precautions

Due to the potentially confused or rough conditions on the bar, all crew must maintain a minimum 3 point hold on the vessel while crossing the bar.

The skipper of the vessel must warn crewmembers to hold fast, prior to accelerating the vessel.

2.6 Overview

Each time the rescue vessel departs the mooring and proceeds to sea it provides an element of interest to other vessel operators and the public at large. Accordingly, the image of the Patrol is on display and therefore it is of the highest importance that we are seen to act in a most professional and courteous manner at all times.

2.7 Pre Departure Inspection

2.7.1	Inspect mooring lines for wear or deterioration	MRC
2.7.2	Inspect vessel hull for damage above the water line	MRC
2.7.3	Inspect the propellers and stern drive legs for damage or fouling	MRC
2.7.4	Inspect radio aerials	MRC
2.7.5	Confirm the sea cocks are open	Eng

2.8 Pre Departure Checks

2.8.1	Brief crew of the purpose of the task (rescue, training etc)	Skipper
2.8.2	Discuss Crew Resource Management	All

2.8.3	Assign individual duties to crew	Skipper
2.8.4	Check vessel log for fuel quantity, defects or items of note	Skipper
2.8.5	Insert electrical power keys and energize the breaker panel	MRC
2.8.6	Confirm engine fluid levels are within operating limits	Eng.
2.8.7	Confirm all radio's are operational	R/O
2.8.8	Confirm navigation aids are operational	Skipper
2.8.9	Raise appropriate flags	1st Off.
2.8.10	Confirm lifejackets are correctly worn by all crewmen	1st Off.
2.8.11	Confirm all emergency equipment is accessible	1st Off.
2.8.12	Start engines and confirm each is running normally	Eng.
2.8.13	Switch on power to GPS/Radar/Sonar (do not switch on until engine are running)	
2.8.13	Single up all mooring lines on their cleats, ready for quick release	MRC

2.9 Communications

2.9.1	Provide watch room with identification numbers of the crew	R/O
2.9.2	Obtain latest weather and tidal information	R/O
2.9.3	Obtain relevant position data of target (if relevant)	R/O
2.9.4	Obtain description of target and circumstances at present time (if target is vessel requiring assistance)	R/O
2.9.5	Provide GPS coordinates and/or position data to navigator	R/O

2.10 Leaving the berth

2.10.1	Call crew to Harbour Stations	1 st Officer
2.10.2	Release bow lines – Bow lines will be released and hung on the mooring post, followed by bow lines clear	Skipper/ MRC
2.10.3	Release stern lines – Stern lines will be released and placed	Skipper/

	on the pontoon, followed by stern lines clear	MRC
2.10.4	Release spring lines – Vessel will move forward and spring lines will be hung on the mooring post, followed by spring lines clear	Skipper/ MRC

2.11 When underway

2.11.1	With the helm centred, proceed from mooring at minimum safe operating speed.	Skipper
2.11.2	Advise watch room of departure and estimated time of arrival at the target area	R/O
2.11.3	Sound appropriate signal(s) on departing the marina	Skipper
2.11.4	Ensure all hatches and windows are closed	1 st Officer
2.11.5	Limit speed to the minimum practical speed (less than 8 knots) until clear of the break wall	Skipper
2.11.6	Secure the cabin for sea, with door closed and all crew outside.	1 st Officer
2.11.7	Dress ship (if appropriate)	
2.11.8	Contact watch room every 30 minutes and provide a situation report	R/O
2.11.9	Check and log engine oil pressure, engine temperature, and alternator output every 30 minutes	Eng.

2.12 Related SOP's

SOP 4 – Operating At Sea



Standard Operating Procedure 3 for 'Forster Rescue 20 – Amanda Lani'

Returning to Berth

3.0 Purpose

To provide a standard approach to Returning to Berth operations, so that all aboard are aware of their respective duties and there is no conflict in methodology through the changing of skippers and/or crew from one crew group to another

3.1 Scope

Covers that period between the vessel entering Cape Hawke Harbour and the crew departing Forster Marina

3.2 Safety/Hazards

Standard PPE to be worn by all crew members.

3.3 Terminology

Cape Hawke Harbour : From the bridge to the north eastern extremities of the breakwalls.

Forster Marina : The boat harbor in which the rescue vessel is normally moored.

Dress Ship : Crewmen on f'cle and after deck stand at ease facing outboard.

3.4 Codes for Personnel Involved In this SOP

Marine Rescue Crewman	MRC
1 st Officer	1st Officer

Skipper	Skipper
Radio Operator	R/O
Engineer	Eng

3.5 Special Precautions

Due to the potentially confused or rough conditions at the entrance to Cape Hawke Harbour, all crew must maintain a minimum 3 point hold on the vessel while entering the harbor.

The skipper of the vessel will warn the crew to hold fast prior to accelerating or decelerating the vessel.

3.6 Overview

Each time the rescue vessel enters Cape Hawke Harbour whether towing or training, it provides an element of public interest. This gives an opportunity for all to demonstrate courtesy and a high professional standard of seamanship to other vessel operators and the public at large.

3.7 On Entering Cape Hawke Harbour

3.7.1	Advise the crew of the intention to enter the harbor.	Skipper
3.7.2	Stow all deck and cabin gear. Advise crew to maintain a 3 point hold on the vessel.	1 st Officer
3.7.3	Once in the harbour, reduce speed to less than 8 knots	Skipper
3.7.4	If appropriate, dress ship	1 st Officer
3.7.5	Assess weather conditions as relates to its effect on berthing.	Skipper
3.7.6	Advise 1 st Officer of special requirements, eg. Fenders etc.	Skipper

3.8 Entering The Marina

3.8.1	Announce Harbour Stations. Crew place fenders and stand by mooring lines.	1 st Officer
3.8.2	Reduce speed to minimum practical operating speed	Skipper

3.8.3	Enter the marina at right angle to the entrance, giving consideration to wind and tide. Sound the appropriate sound signals(s)	Skipper
3.8.4	Approaching berth, manoeuvre the vessel at slow speed with the helm centered, using throttles only to position the vessel.	Skipper
3.8.5	Check mooring area for lines or debris in the water.	MRC

3.9 Berthing The vessel

3.9.1	Approaching the berth, select a point at which to steer the vessel through 180 degrees so that the vessel's stern will be square on to the berth. This should be done by first centering the helm and then using the throttles only to manoeuvre the vessel. Select the inner motor, in reverse, as a power source and the outer to steer the vessel through the 180 degrees. As the vessel nears square on to the berth, back slowly into the berth and secure the mooring lines.	Skipper
3.9.2	Bowmen to attach the spring or bow line first, as instructed by the First Officer, announcing ' Port (or Stbd) Bow (or Spring) line secure '.	1 st Officer/ MRC
3.9.3	Rear deck crewmen to attach windward stern line, then the opposite stern line, announcing each time a line is secured.	1 st Officer/ MRC
3.9.4	Bowmen to secure remaining forward line as instructed by First Officer, announcing the relevant ' Bow or Spring Line Secure '	1 st Officer/ MRC
3.9.5	Adjust all lines such that the vessel sits squarely in the mooring. Secure lines.	1 st Officer
3.9.6	Remove and stow fenders	MRC

3.10 Securing the vessel

3.10.1	After cool down, shut down engines and remove keys. Keys to be stowed in briefcase	Skipper
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3.10.2	Lower flags and stow all gear	1 st Officer
3.10.3	Check fuel quantity and advise skipper	MRC
3.10.4	Turn off Radar/GPS/Sounder at the unit(s), and then switch off the power breaker on the bulkhead panel	1 st Officer
3.10.5	Notify the Base the vessel is now secured on the mooring and closing down. Switch off all radios	1 st Officer
3.10.6	Remove electrical power keys and stow in briefcase	MRC
3.10.7	Write up the ships log, maintenance log and communications log	Skipper
3.10.8	Disengage all individual breakers on the master panel and switch the main breaker to 'off'.	1 st Officer
3.10.9	Debrief crew	Skipper
3.10.10	Wash/broom down the vessel	MRC
3.10.11	Carry out a visual scan of the vessel, confirming all is secure	1 st Officer
3.10.12	Lock the vessel cabin door	Skipper
3.10.13	On departure, lock the marina gate	Last out

3.11 Related SOP's

SOP 2 'Leaving the berth'



Standard Operating Procedure 4 for 'Forster Rescue 20 – Amanda Lani'

Operating at Sea

4.0 Purpose

To ensure that time spent at sea when not carrying out a specific task (ie. SAR/Towing) is utilized for training of crew members in any or all aspects of vessel operation.

4.1 Scope:

This SOP covers that time when the vessel is proceeding to, or returning from a task, but is not actively carrying out a specific operating.

4.2 Safety/Hazards

Standard PPE to be worn by all crew members.

4.3 Terminology

(Is there standard terminology necessary for this SOP?)

4.4 Codes for Personnel Involved In This SOP

Marine Rescue Crewman	MRC
First Officer	1st Officer

Skipper	Skipper
Radio Operator	R/O
Navigator	Nav
Trainee (person being trained on a specific aspect of operations)	Trainee

4.5 Special Precautions

All crewmen are to be aware that training is taking place while in transit, therefore all must remain alert and be prepared to advise and support a crewman under instruction, or one who is conducting an unfamiliar task.

4.6 Overview:

Time in transit provides an opportunity to expose crewmen to all aspects of vessel operation, and should be used to the extent practical. This includes but is not limited to operation of radio's, radar, GPS, sounder, and helm. Simple navigation exercises such as bearing, distances and plotting should also be considered.

4.7 Operation of radio's

4.7.1	Brief the trainee on the use of each radio onboard	R/O
4.7.2	Have trainee call the Base on the relevant frequency on each radio, and request a radio check.	R/O
4.7.3	Have trainee log in with the Base every 30 minutes and give a situation report	R/O
4.7.4	Brief the trainee on the 'Emergency' feature on the VHF radio and outline its use and situations where it may be used.	R/O

4.8 Operation of radar

4.8.1	Explain the function of the radar to the trainee	1 st Officer
4.8.2	Explain the method for attaining full screen or split screen	1 st Officer
4.8.3	Explain range and sensitivity functions	1 st Officer

4.8.4	Have the trainee seek radar targets (landmarks or vessel(s))	Trainee
4.8.5	Determine range of attained targets	Trainee

4.9 Operation of GPS

4.9.1	Explain the function of the GPS to the trainee	Nav
4.9.2	Explain the method for attaining full screen or split screen	Nav
4.9.3	Explain MOB feature	Nav
4.9.4	Explain the use of the cursor, and demonstrate placing the cursor on a predetermined target position	Nav
4.9.5	Have trainee place a predetermined position on the chart using the cursor	Trainee
4.9.6	Explain the 'Go To Cursor' function to the trainee	Nav
4.9.7	Explain the use of the North and South tracks	Nav

4.10 Steering the vessel

4.10.1	With the vessel stationary, give an operational overview of all equipment & instruments on the upper deck	Skipper
4.10.2	Introduce a visual scanning method to be used when steering e.g. horizon, compass, GPS, rpm, speed & temp gauges	Skipper
4.10.3	Explain throttle movement gear engagement & disengagement	Skipper
4.10.4	Check for traffic 360 ⁰ , announce powering up, then gradually apply power to the desired rpm, having selected a course & object to steer at on the horizon	Trainee
4.10.5	Scanning now is of prime importance with small corrections to heading. Do not overcorrect!	Trainee
4.10.6	Carry out course alterations to port and starboard. Practice taking wheel off prior to arriving at new course. Always check seaway is clear before turning.	Trainee
4.10.7	If available before turning estimate the angle to turn & horizon	Trainee

	object to turn onto	
4.10.8	Smooth turn of the wheel when turning & approaching desired heading smoothly centre the wheel	Trainee
4.10.9	Scanning is the secret to good helmsman ship. Think ahead of the vessel and always be aware of wind & tide	Tainee

4.11 Simple navigation exercises

4.11.1	Using the appropriate chart, point out to the trainee the nearest significant land marks	1 st Officer
4.11.2	Explain the use of the hand held compass and how to take a bearing on a given land mark	1st Officer
4.11.3	Trainee to take a compass bearing on at least 2 significant land marks	Trainee
4.11.4	Assist the trainee in plotting these points on the chart in order to obtain a minimum 2 point fix	1 st Officer
4.11.5	Trainee to check this position against present position as indicated by the GPS	Trainee

4.12 Related SOP's

(List any SOP that is related to this operation)



Standard Operating Procedure 5 for 'Forster Rescue 20 – Amanda Lani'

Man over Board

Or Recovering A Person From the Water

5.0 Purpose:

To provide a method by which to ensure the safe and efficient means of recovering a person from the water.

5.1 Scope:

Covers the time from the sighting of a person in the water through to the landing the person on the rescue vessel, checking of his/her wellbeing, communicating the situation to the radio base, and landing the recovered person onshore. Also includes the post incident debrief.

5.2 Safety/Hazards

Standard PPE to be worn by all crew members.

5.3 Terminology

Nil

5.4 Codes for Personnel Involved In This SOP

Skipper	Skipper
1 st Officer	1st Officer

Marine Rescue Crewman	MRC
Navigator/Radio Operator	Nav/RO
Crewman on the helm at time of MOB or sighting	Helmsman
Crewman sighting the person in the water	Observer
Member of NSW Police Force	Police Rep

5.5 Special Precautions

Care must be taken to ensure the rescue vessel engines are in neutral when the person is being brought to the rescue gate of the vessel. Crew members attending the rescue gate shall attach their tether lines to the vessel prior to opening the gate.

5.6 Overview

This procedure addresses three (3) scenarios involving the recovery of a person or persons from the water:

Recovery of a man overboard from the rescue vessel.

Recovery of a person from another source (another boat, swimmer, diver etc.)

Recovery of a body. (No contact is to be made with a body without consultation with the NSW police).

5.7 Recovery of a Man Overboard from the rescue vessel

5.7.1	Immediately a 'Man Overboard' is apparent, call 'Man Overboard' on (port/stbd) side of the vessel.	Observer
5.7.2	Press 'Man Overboard' buttons on the GPS	Helmsman / 1 st Officer
5.7.3	Skipper to take the helm of the vessel and execute the appropriate turn (Williamson turn if wind is from astern, Anderson turn if wind is from ahead)	Skipper
5.7.4	Maintain a visual watch on the MOB, indicating position by hand signal.	Observer / MRC
5.7.5	Appoint crewmen to man the rescue door and discuss plan of action	1 st Officer

5.7.6	Crewmen attach tether lines to the vessel and open the rescue door	MRC
5.7.7	Manoeuvre the rescue vessel with bow into the wind, so as to bring the MOB alongside the rescue door and "Heave to"	Skipper
5.7.8	Recover the MOB onto the rescue vessel	MRC
5.7.9	Check the condition of the MOB. If medical assistance is required call the Radio Base and give details. Administer 1 st Aid to the MOB.	1 st Officer
5.7.10	If medical assistance is required, cease all previous activity and return to harbor.	Skipper
5.7.11	If medical assistance is not required, return to previous activity.	Skipper
5.7.12	On return to harbor, conduct a full briefing on the incident	Ops Officer / Skipper

5.8 Recovery of a person or persons from another source

5.8.1	Skipper to take the helm and record the position of the person in the water	Skipper
5.8.2	Notify the Radio Base that a person or persons have been located in the water	Nav/RO
5.8.3	If more than one person in the water, manoeuvre first to the downwind person	Skipper
5.8.4	Appoint crewmen to man the rescue door and discuss plan of action	1 st Officer
5.8.5	Crewmen attach tether lines to the vessel and open the rescue door	MRC
5.8.6	Manoeuvre the rescue vessel so as to bring the person in the water alongside the rescue door and "Heave to"	Skipper
5.8.7	Recover the person from the water onto the rescue vessel	MRC
5.8.8	Check the condition of the recovered person. If medical assistance is required call the Radio Base and give details. Administer 1 st aid.	1 st Officer

5.8.9	Recover any additional persons from the water in accordance with steps 6.2 through 6.7 above	Skipper / 1 st Officer
5.8.10	Immediately return to base with the recovered person(s)	Skipper
5.8.11	Present the recovered persons to medical authorities prior to releasing them from the vessel	1 st Officer
5.8.12	Conduct a full debrief of the incident. Third party representatives to be notified and invited to attend	Ops Officer

5.9 Recovery of a body from the water

5.9.1	On sighting a body in the water, immediately record the position	Helmsman / 1 st Officer
5.9.2	Manoeuvre the vessel as close to the body as possible in order to determine there is no sign of life	Skipper
5.9.3	Advise the Radio Base that a body has been located in position (....). Pass this message on either DCN5 or by mobile phone. Avoid the use of 27 mhz and/or VHF radio if possible	Nav / RO
5.9.4	Appoint lookouts to maintain a visual watch on the body.	1 st Officer
5.9.5	Manoeuvre the vessel so as to maintain visual contact with the body	Skipper
5.9.6	Await advice from the Radio Base prior to any further action	Skipper
5.9.7	If a member of the NSW police is on the vessel when the body is sighted, discuss the recovery plan	Skipper / 1 st Officer / Police Rep
5.9.8	Recover the body and place in the charge of the police	MRC
5.9.9	Return to shore and complete a debrief, attended by the Operations Officer and the police	Skipper / Ops Officer

5.10 Related SOP's

(List any SOP related to this operation)



Standard Operating Procedure 6 for 'Forster Rescue 20 – Amanda Lani'

Refuelling

6.0 Purpose:

To provide a standard approach to refueling the vessel in order to ensure safety of the vessel crew and the vessel, and to prevent any fuel spill into the vessel or the environment.

6.1 Scope:

From the period immediately prior to mooring at the fuelling wharf, through to departure from the wharf.

6.2 Safety/Hazards

Standard PPE to be worn by all crew members.

Fire extinguishers to be checked prior to refueling.

6.3 Terminology

Nil

6.4 Codes for Personnel Involved In This SOP

Skipper	Skipper
1 st Officer	1st Officer

Engineer	Eng
Radio Operator	R/O
Bow hand	BH
Aft deck hand	ADH

6.5 Special Precautions

Only those crewmen essential to the refueling operation shall remain on the vessel while fuel is being transferred. Remaining crewmen are to relocate to the wharf and be available should an unplanned event occur.

Fire extinguishers shall be made readily accessible on the wharf, and a check made of any fire fighting equipment provided on the fuelling wharf.

6.6 Overview

The vessel is fitted with 2 fuel tanks, one on the port side and one on the starboard side. Each tank has a nominal capacity of 500 litres. These tanks are interconnected by a small equalizing line. (tank equalization takes considerable time)

During any refueling operation there is the potential for fuel spillage which could result in either fire or pollution. Accordingly, every attempt will be made to prevent spillage by closely monitoring fuel tank levels and fuel hose condition. Clean up rags are to be available to wipe up minor spillage.

Should a fuel spill in excess of one litre escape into the water during the refueling operation, the Skipper will immediately report this to the Operations Officer, outlining the amount spilled and the direction of travel (tide running in/out).

6.7 Securing at the Fisherman's Cooperative fuel wharf

6.7.1	Bring the vessel alongside the fuel wharf, bow to the current	Skipper
6.7.2	Secure a bow line to the fuel wharf	BH
6.7.3	Secure a stern line to the fuel wharf	ADH
6.7.4	Secure a spring line from the fuel wharf to the stern of the vessel	BH/ADH
6.7.5	Snug up all lines	1 st Officer

6.7.6	Shut down engines	Skipper
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6.8 Refueling

6.8.1	Take a reading and record the amount of fuel onboard	Eng
6.8.2	Determine the amount of fuel to be taken onboard and the amount to be pumped into the port and starboard side tanks	Skipper
6.8.3	Make ready fire extinguishers and mop up rags	1 st Officer
6.8.4	Hoist refueling flag (flag Bravo)	1 st Officer
6.8.5	Remove non essential crewmen to the wharf. Engineer will remain onboard and man the fuel hose	1 st Officer
6.8.6	Remove fuel cap from one fuel tank	Eng
6.8.7	Pass fuel hose from bowser to the Engineer	BH
6.8.8	Advise the After Deck Hand and Engineer of the amount of fuel to be taken in each tank	Skipper
6.8.9	Stand by at the bowser to call fuel quantity delivered	ADH
6.8.10	Begin to deliver fuel into open tank	Eng
6.8.11	Cease fuelling when required amount is delivered (as called by the After Deck Hand)	Eng
6.8.12	Replace the fuel cap on the open fuel tank	Eng
6.8.13	Remove the fuel cap from the opposite fuel tank	Eng
6.8.14	Repeat steps 6.10 through 6.12	Eng
6.8.15	Return fuel hose to the wharf	Eng

6.9 Securing at the Boatland Marine fuel wharf

NB: Tide height must not exceed 1.6m when passing under the bridge.

6.9.1	Deploy fenders on the relevant side of the vessel	1 st Off
6.9.2	Bring the vessel alongside the fuel wharf, bow to the current	Skipper

6.9.3	Secure a bow line to the fuel wharf	BH
6.9.4	Secure a stern line to the fuel wharf	ADH
6.9.5	Secure a spring line from the fuel wharf to the stern of the vessel	BH / ADH
6.9.6	Snug up all lines	1 st Officer
6.9.7	Shut down engines	Skipper

6.10 Refueling

NB: Due to the present fuel hose length at Boatland Marine, it is necessary to turn the vessel around in order to fill the initial outboard fuel tank.

6.10.1	Take a reading and record the amount of fuel onboard	Eng
6.10.2	Determine the amount of fuel to be taken onboard and the amount to be pumped into the port and starboard side tanks	Skipper
6.10.3	Make ready fire extinguishers and mop up rags	1 st Officer
6.10.4	Hoist refueling flag (flag Bravo)	1 st Officer
6.10.5	Remove non essential crewmen to the wharf. Engineer will remain onboard and man the fuel hose	1 st Officer
6.10.6	Remove fuel cap from the inboard fuel tank	Eng
6.10.7	Pass fuel hose from bowser to the Engineer	BH
6.10.8	Advise the After Deck Hand and Engineer of the amount of fuel to be taken in each tank	Skipper
6.10.9	Stand by at the bowser to call fuel quantity delivered	ADH
6.10.10	Begin to deliver fuel into open tank	Eng
6.10.11	Cease fuelling when required amount is delivered (as called by the After Deck Hand)	Eng
6.10.12	Replace the fuel cap on the open fuel tank	Eng

If the outboard fuel tank is to be filled, turn the vessel around and moor in accordance with steps 6.10.1 then 6.10.3 through 6.10.7.

Note: When moored stern to the current, the spring line will run from the bow of the vessel to the fuelling wharf.

Continue refueling in accordance with steps 6.10.6 through 6.10.12

6.11 On completion of refueling

6.11.1	Verify quantity of fuel delivered against invoice	ADH
6.11.2	Mark invoice with litres delivered and vessel name, then sign invoice	Skipper
6.11.3	Replace fire extinguishers, lower flag 'Bravo' and secure after deck	1 st Officer
6.11.4	Check fuel quantity onboard and record in logbook	Eng
6.11.5	Start engines	Skipper
6.11.6	Remove spring line and stern line	1 st Officer
6.11.7	Remove bow line	1 st Officer
6.11.8	Depart the fuel wharf	Skipper
6.11.9	Recover fenders	
6.11.10	Deliver fuel invoice to Treasurer's office at the Base	Skipper

6.12 Related SOP's

SOP 9 'Fire Onboard'



Standard Operating Procedure 7 for 'Forster Rescue 20 – Amanda Lani'

Towing

7.0 Purpose

Towing disabled vessels is an integral part of Marine Rescue. The purpose of this Standard Operating Procedure (SOP) is to provide the rescue crew with a safe and systematic approach to securing the towline to the target vessel and effecting the tow to the designated drop off point.

7.1 Scope

The scope of this SOP is from the time the rescue vessel first approaches the target vessel, through to the time the target vessel is delivered to the designated drop off point and the tow line is released.

7.2 Safety/Hazards

Standard Personal Protective Equipment (PPE) to be worn. (see **SOP 2**)

Beware of extreme loads on towline

7.3 Definitions/Terminology

Pay Out	To let out line to increase the length of the towline
Shorten	To take in or reduce the length of the towline
Make Fast	To secure the towline to the towing post
Let Go	To release the designated line

- Stbd Tow** Angle the towline from the towing post to the stbd bollard
- Port Tow** Angle the towline from the towing post to the port bollard

7.4 Codes for Personnel Involved In This SOP

Lifeboat Skipper	Skipper
Crewman in charge of the tow	Tow Master
First Officer	1st Officer
Marine Rescue Crewman	MRC
Radio Operator	R/O

7.5 Special Precautions

During towing operations extreme loads on the towline and towing post are to be expected. Crewmen must remain forward of the towing post at all times.

7.6 Overview

While the basics of towing a vessel are constant, the size of the vessel being towed, the configuration of that vessel and the prevailing weather and sea conditions will determine the final actions. This is particularly so when bringing a vessel onto the drop off point, be it a mooring, a wharf, or releasing into the vicinity of a boat ramp or safe haven. The key to success in each such case lies in the application of Crew Resource Management where the final action plan is determined prior to commencing the relevant activity.

Communication with the target vessel will be on 27 Mhz channel 94 or VHF channel 77

7.7 Preparing the tow

7.7.1	Radio: maintain calling frequency until vessel has been sighted and identified then change to a working frequency. Slow the rescue vessel and approach the target vessel dead slow	Skipper
7.7.2	Using the radio ask Vessel's Skipper to Confirm that he	1 st Officer

	accepts responsibility for the tow and any damage incurred	
7.7.3	Advise crew prepare for tow	1 st Officer
7.7.4	Release the brake on the tow line drum	MRC
7.7.5	Attach the bitter end of the heaving line to the towline at neck of eye splice using round turn with two half hitches and place eye of towline over the rear port bollard. Then prepare the heaving line	MRC
7.7.6	Advise the Skipper when the tow gear is ready	1 st Officer

7.8 Approaching and securing the target vessel

7.8.1	Radio: Brief the target vessel we will circle you at minimum safe distance have you any lines in the water or debris near by. We will approach on your port side to pass the heaving line to a person on the bow to retrieve the heaving and tow line and fasten towline to a strong point closest to the bow. Then secure your vessel and determine drop of point for target vessel, don lifejackets, and lower and centre motor and trim the vessel aft, have anchor available if needed and maintain a listening watch	1 st Officer
7.8.2	Manoeuvre rescue vessel around the target vessel to check for lines in the water and debris and assess sea conditions	Skipper
7.8.3	Manoeuvre rescue vessel into optimum position to pass heaving line to target vessel, MRC adjacent to targets bow area and “Heave to” (Starboard side to target vessel)	Skipper
7.8.4	Pass heaving line to target vessel	MRC
7.8.5	Advise target vessel to haul in the heaving line with towline attached and secure towline to a strong point closest to the bow	1 st Officer
7.8.6	Pay out towline	MRC
7.8.7	Manoeuvre rescue vessel dead slow ahead and “Heave to”	Skipper
7.8.8	Advise rescue skipper when towline is secure on target vessel	1 st Officer

7.8.9	When towline length established order "Make Fast"	Skipper
7.8.10	Secure tow line to towing post using 3,2 &1 hitch and announce "Made Fast"	MRC 27 July, 2010
7.8.11	Switch on towing light and red/blue flashing lights (if required)	1 st Officer
7.8.12	Hoist Flag D. (Keep clear of me, I am manoeuvring with difficulty)	1 st Officer
7.8.13	Broadcast Security alert, warning vessels in the area to clear of vessel under tow	1 st Officer
7.8.14	Advise target vessel crew to secure their vessel don lifejackets lower and centre the motor and trim vessel aft have anchor available if needed and maintain a listening watch	1 st Officer

7.9 Commencing the tow

7.9.1	Initially manoeuvre the rescue vessel off centre at an angle of 30 40 degrees ahead of the target vessel to avoid snubbing	Skipper
7.9.2	Once under way maintain sufficient speed to keep a taught tow line	Skipper
7.9.3	Remain forward of the tow post at all times during the tow	1 st Officer
7.9.4	Advise the base the target vessel is now under tow	1 st Officer
Note: It may be necessary to periodically adjust the length of the tow line in order to optimise the position of the towed vessel relative to swell and sea condition		

7.10 Action in the event of Man Overboard (either vessel) during tow

7.10.1	Announce 'Man Overboard' followed by 'where' (Stbd side of relevant vessel)	Person observing the MOB
7.10.2	Press the Man Overboard keys on the GPS	Skipper
7.10.2	Stop the rescue vessel and announce ' drop the tow '	Skipper
7.10.3	By Radio advise target vessel to release the tow line	1 st Officer

7.10.4	Maintain a visual watch on 'man overboard', indicating direction by pointing with extended arm.	1 st Officer/MRC
7.10.5	Recover the tow line onboard	MRC 27 July, 2010
7.10.6	Proceed to recover the MOB on Starboard side of rescue vessel	Skipper
7.10.7	Recover MOB and check and report condition	MRC
7.10.8	Arrange 1 st Aid and further treatment as necessary	1 st Officer
7.10.9	If tow is to be resumed, approach the target vessel and resume the tow in accordance with steps 7.8.6 through 7.8.10	Skipper/1 st Officer

7.11 Approaching the harbour entrance

7.11.1	Assess sea conditions at the harbour entrance	Skipper
7.11.2	Determine the need for additional measures to ensure the integrity of the tow, eg. deploy a drogue from towed vessel	Skipper
7.11.3	Determine the need for berthing assistance (call out crew of Lani 2)	
7.11.4	Advise towed vessel to deploy additional measures (if deemed necessary)	1st Officer
7.11.5	Secure the rescue vessel for entering harbour	1 st Officer
7.11.6	Request Radio Base to broadcast Securite alert	R/O
Note: If conditions at the entrance are considered potentially unsafe, the skipper may elect to remain at sea until conditions improve		

7.12 Shortening the tow

7.12.1	Advise crew to prepare to shorten the tow	Skipper
7.12.2	Manoeuvre the rescue vessel to provide slack in the tow line	Skipper
7.12.3	Reduce the hold on the towing post to one turn	Tow Master
7.12.4	Shorten the tow, maintaining a clear deck.	MRC

7.12.5	Advise 1 st Officer to “Make Fast” when tow is reduced to required length	Skipper
7.12.6	Secure tow line on the towing post using 3, 2 & 1 hitch and announce “Made Fast”	MRC

7.13 Releasing the target vessel at the designated drop off point

7.13.1	Discuss action plan to drop off the target vessel	Skipper/crew
7.13.2	Deploy fenders Stb side rescue vessel , port side target vessel	MRC
7.13.3	Manoeuvre the rescue vessel as necessary to bring the target vessel to the designated drop off point	Skipper
7.13.4	Advise target vessel to release the tow line	1 st Officer
7.13.5	Recover the tow line and the heaving line	MRC
7.13.6	Recover fenders	MRC
7.13.7	Obtain details as necessary to complete Assist report form	1 st Officer
7.13.8	Advise the Watch room the tow is now complete	R/O
<p>Note: When approaching the marina entrance or if required to drop-off a large vessel at a wharf, skippers should consider transferring the tow to either the port or starboard bollard to maintain the vessel’s desired position astern.</p> <p>If a vessel is to be laid off on the pump out wharf it must first be towed into the southern end of the marina, turned around and then berthed starboard side to on the pump out wharf.</p>		

7.14 Rafting. The following is provided for use in the event a vessel is to be rafted to the rescue vessel. Rafting will only take place inside the harbour.

7.14.1	Discuss and determine the action plan. Plan will include anchoring the target vessel prior to rafting	Skipper/Crew
7.14.2	By Radio : pass action plan and instructions to the target vessel	1 st Officer
7.14.3	Prepare rafting ropes. Minimum of 5 ropes required	MRC

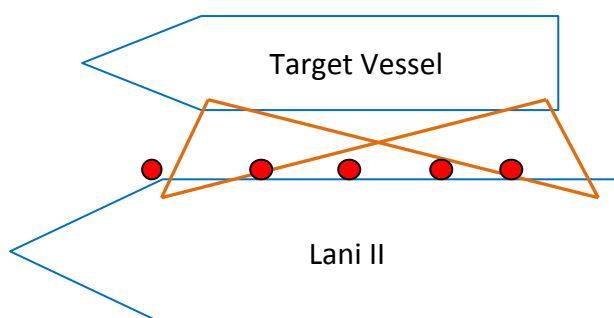
7.14.4	Deploy fenders as necessary	MRC
7.14.5	Come alongside the pre determined side of the target vessel	Skipper
7.14.6	Secure target vessel to rescue vessel with a forward breast line and then a stern breast line, passing the eye end of the line to the target vessel.	MRC
7.14.7	Deploy forward and aft spring lines	MRC
7.14.8	Adjust lines so as to warp the target vessel ahead of the rescue vessel by approx 1 to 2 metres	MRC
7.14.9	Adjust all lines so as to parallel each vessel fore and aft	MRC
7.14.10	Tighten and secure all lines	MRC
7.14.11	Proceed to designated drop off point	Skipper
Releasing the target vessel at the designated drop off point will be in accordance with action steps 7.13.1 to 7.13.8 above.		

7.15 Related SOP's

(List SOP's or other documents that are directly related to this operation)

Rafting

To be read in conjunction with Towing SOP



Prior to rafting a vessel alongside the rescue vessel, the skipper will conduct a crew resource meeting to discuss the size of the vessel to be rafted, the number and position of lines and position of fenders.

Final position of lines to be determined by location of cleats and bollards.



Standard Operating Procedure 8 for 'Forster Rescue 20 – Amanda Lani'

Fire on Board

8.0 Purpose:

To provide the crew with an efficient and systematic approach to fighting a fire onboard the rescue vessel, using the onboard fire fighting equipment and passive mitigation systems.

8.1 Scope:

From the first indication of fire through to the finalization of the post incident debrief.

8.2 Safety/Hazards

Standard PPE to be worn by crew at all times (see **SOP 2**)

Ingestion of smoke and/or toxic fumes

Burns

Asphyxiation

8.3 Fire Fighting Terminology

"**Fire, Fire, fire**", followed by location of the fire

Eg: "**Fire, Fire, Fire, fire in the engine room compartment**"

8.4 Codes for Personnel Involved In This SOP

Skipper	Skipper
First Officer	1st Officer
Marine Rescue Crewman	MRC
Engineer	Eng.
Radio Operator	R/O

8.5 Special Precautions

The use of firefighting agents in confined spaces will displace air and therefore inhibit breathing. If a crewman is required to enter a confined space (fo'c'sle compartment) when there is a fire onboard, there must be a back up crewman in support in order to retrieve the first mentioned crewman in case of distress or collapse.

8.6 Overview

In the event of a fire onboard, the First Officer and the Engineer will fight the fire, and will be supported as necessary by the Marine Rescue Crew.

The rescue vessel is equipped with 2 fire extinguishers:

Dry Chemical : **Red with a white band** **All fires**

Surfactant Foam : **Blue** **Engine room fire**

Passive mitigation systems include remote fuel cut off to the engines and remote air intake shutdown. These systems are activated from beneath the cowl on the after deck.

The deck wash system is available to cool areas (when engines are running) but must not be used if the fire is in the engine room and the hatches are open, or if the water has the potential to enter the engine room.

Careful monitoring of the engine room systems (oil pressure, alternator output and engine temperature) for abnormal conditions may result in the prevention or early detection of fire.

8.6 On the announcement Fire Fire Fire, Fire in the Engine Room

8.6.1	Take a position fix on the GPS	Skipper
8.6.2	Assemble both fire extinguishers and fire blanket away from the fire area	1 st Officer
8.6.3	Close port and starboard air vents by activating the trip levers located by the port and stbd after bollards and two air vent trip wires located in valve chest port side	Engineer
8.6.4	Broadcast Pan Pan and notify the Base of the vessel position and situation	R/O
8.6.5	Shut down the engines (providing vessel is in clear water) and shut off fuel supply by releasing the fuel shutoff wire located forward of the valve chest.	Skipper
8.6.6	Assign a crewman to the bow to prepare to release the liferaft.	Skipper

Without propulsion, the vessel will swing to the wind which will tend to clear the smoke from the after deck. If the smoke remains constant or intensifies it must be assumed the fire is still burning.

8.6.7	Assign a crewman to gather potable water, 1 st aid kit and EPIRB from the cabin	
8.6.7	With both fire extinguishers at the ready, advise the Engineer to open the engine room hatch approximately 150mm.	1 st Officer
8.6.8	If flames are present, close the hatch.	Engineer
8.6.9	Open the hatch immediately forward of the engine room hatches and if possible deploy both fire extinguishers in the direction of the engines.	1 st officer / Engineer
8.6.10	If the fire cannot be controlled, consider anchoring the vessel and order Abandon Ship	Skipper
8.6.11	Advise crewmen to launch the life raft	Skipper
8.6.12	Broadcast Mayday and advise the Base that the vessel is being abandoned	R/O

8.6.13	Board the life raft and conduct a head count	1 st Officer
8.6.14	Activate the EPIRB	Skipper
8.6.15	Pull clear of the burning vessel	

In the event the fire is controlled and extinguished

8.6.16	Advise the Base the situation is under control	R/O
8.6.17	Assess the damage and determine the seaworthiness of the vessel	Skipper / 1 st Officer
8.6.18	Determine if the engines can be safely restarted	Engineer
8.6.19	If the vessel can be made operational, return to base.	Skipper
8.6.20	If the vessel is not operational, request assistance.	1 st Officer

8.7 On the announcement Fire Fire Fire, Fire in the vessel cabin

8.7.1	Take a position fix on the GPS	Skipper
8.7.2	Assemble both fire extinguishers and fire blanket away from the fire area	1 st Officer
8.7.3	Broadcast Pan Pan and notify the Base of the vessel position and situation	R/O
8.7.4	Investigate the location and nature of the fire	1 st Officer / Engineer
8.7.5	Assign a crewman to the bow to prepare to release the liferaft.	Skipper
8.7.6	If the fire is of an electrical nature, deploy the Red (Dry Chemical) extinguisher, and switch off all breakers on the main breaker panel. Note: This will disable all radio's. Communication must be now be carried out via mobile or satellite phone!	1 st Officer / Engineer
8.7.7	If the fire is consuming combustible materials such as furnishings, cushions etc, deploy either extinguisher.	1 st Officer / Engineer

8.7.8	On controlling the fire, assess the damage and notify the Base of the situation	1 st Officer R/O
8.7.9	If the fire cannot be controlled, act in accordance with steps 8.6.10 through 8.6.15	Skipper
8.7.10	If the vessel can be made operational, return to base.	Skipper
8.7.11	If the vessel is not operational, request assistance.	1 st Officer

8.8 On return to base

8.8.1	After securing the vessel (or being landed by another vessel) a full debrief will be conducted. This will be attended by all crewmen and the Operations Officer	Operations Officer
8.8.2	Following the debrief, a full report on the incident will be compiled for submission to the Unit Commander	Operations Officer
8.8.3	A report of the incident will be submitted to NSW Maritime	Division Commander

8.9 Related SOP's

(List any SOP that is related to this operation)



Standard Operating Procedure 9 for 'Forster Rescue 20 – Amanda Lani'

Anchoring

9.0 Purpose:

This Standard Operating Procedure (SOP) outlines the action steps necessary to safely and efficiently anchor the rescue vessel, monitor the location of the anchor, and to recover and secure the anchor.

9.1 Scope:

The scope of this SOP is from the time the skipper of the rescue vessel brings the vessel into the desired position for the placing the anchor, through to when the anchor is safely secured and stowed and the vessel is again underway.

9.2 Safety/Hazards

Standard PPE is to be worn (see **SOP 2**).

Crewmen must exercise care when working in the vicinity of the anchor winch and anchor chain. Crewmen on the bow of the vessel must operate when possible from inside the bow rail and wear and securely attach a safety tether.

9.3 Definitions/Terminology/Hand Signals

Situation secure (OK)	Thumb and forefinger forming a circle
Lower the anchor	Thumb pointing down
Anchor on the bottom	Moving hand horizontally back and forth
Stop Lowering or Raising	Palm open and hand vertical, arm outstretched towards the operator
Veer more chain	Number of fingers to required meters of chain to be veered, 1 fingers = 10 meters of chain
Raise the anchor	Thumb pointing up

9.4 Codes for Personnel Involved In This SOP

Marine Rescue Crewman	MRC
Bow Man	B/M
Bow Assistant	B/A
Skipper	Skipper
First Officer	1st Officer
Radio Officer	R/O

9.5 Special Precautions

When the anchor is being lowered the chain must not be allowed to surge and the anchor chain must never be veered to its total length such that the weight of the rode is taken on the bitter end of the chain.

9.6 Overview

The rescue vessel is equipped with 40 meters of chain and a 9 kg plough anchor. The anchor chain is marked throughout its length by painted links indicating the amount of chain veered. The final 8 meters of chain are indicated by red painted chain links.

The anchor is veered from the 1st Officers position and can be recovered from this position BUT should be recovered by the Bow Man using the foot switch adjacent to the winch on the bow.

There is a power switch on the main breaker panel and another on the bulkhead above the starboard bunk.

Water depth to anchor rode ratio should not be less than 3:1 when the vessel is anchored for a short period of time, and 5:1 if the vessel is to remain at anchor for an extended period.

9.7 Preparing to anchor

9.7.1	Maneuver the vessel to the required position, bow to the wind/swell	Skipper
9.7.2	Ascertain depth of water and amount of chain to be veered	Skipper
9.7.3	Advise crew to take Anchor Stations	1 st Officer
9.7.4	Energize breaker on the main panel and on the bulkhead above the starboard bunk.(Close circuit breaker 'Bilge Water on main panel)	1 st Officer

9.7.5	Open the anchor hatch and remove the safety line from the anchor	B/M
9.7.6	Advise Skipper that crew are in position and ready to lower the anchor	1 st Officer

9.8 Lowering the anchor

9.8.1	Advise the bow man of the length of chain to be veered	1 st Officer
9.8.2	Signal the bow man intention to lower the anchor (thumb down)	1 st Officer
9.8.3	Signal the 1 st Officer 'Ready' to begin lowering (thumb down)	B/M
9.8.4	Lower the anchor	1 st Officer
9.8.5	Signal 1 st Officer anchor on bottom (hand horizontal, back and forth)	B/M
9.8.6	Press MOB switch on GPS to record anchor position	Skipper
9.8.7	Apply reverse power to the vessel to prevent chain from stacking on bottom	Skipper
9.8.8	Advise 1 st Officer when required length of chain has been veered	B/M
9.8.9	Signal 1 st Officer to cease veering chain	B/M
9.8.10	Switch off power to winch at bulkhead breaker	1 st Officer
9.8.11	Close anchor hatch and return to aft deck	B/M

9.9 While at anchor

9.9.1	Maintain contact with the watch room every 30 minutes	R/O
9.9.2	Check the position of the anchor at 30 minute intervals by referencing the MOB position recorded in the GPS	Skipper
9.9.3	Monitor the wind and sea conditions, giving consideration to the length	Skipper

9.10 Weighing the anchor (from the bow position)

9.10.1	Advise crew to take Anchor Stations	1 st Officer
9.10.2	Energize the anchor winch breaker on the stbd bulkhead	1 st Officer
9.10.3	Open the anchor hatch	B/M
9.10.4	Bow assistant signals 1 st Officer all OK	B/A
9.10.5	Signal weigh anchor (thumb up)	1 st Officer
9.10.6	Bowman engages winch by operating the foot switch adjacent to the winch	B/M
9.10.7	Bow assistant indicates to Skipper direction of the anchor rode	B/A
9.10.8	Maneuver the vessel forward in order to minimize the load on the anchor winch	Skipper
9.10.9	Signal when final 10 meters of chain are being recovered	B/A
9.10.10	Ensure chain does not heap under the winch in the chain locker. Clear as necessary	B/M
9.10.11	Engage power to maintain vessels head into wind/sea	Skipper
9.10.12	Slow the recovery of the anchor when the anchor clears the water	B/M
9.10.13	Indicate to Skipper that anchor is clear of the water.	B/A
9.10.14	Snug the anchor into the fairlead and attach the safety line	B/M
9.10.15	Close the anchor hatch and return to aft deck	B/M
9.10.16	De-energize the anchor winch at the stbd bulkhead breaker	1 st Officer
9.10.17	Clear MOB position from the GPS	Skipper

9.11 Related SOP's

SOP 3 – ‘Operating at sea’



Standard Operating Procedure 10 for 'Forster Rescue 20 – Amanda Lani'

Scattering Ashes

10.0 Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide a safe, compassionate and dignified service when scattering ashes from the rescue vessel.

10.1 Scope

The scope of this SOP includes but is not limited to meeting the family of the deceased at the designated departure point and concludes when the family of the deceased are landed back onshore. Additionally, there may be need for a Pastoral visit prior to, and/or after the scattering of the ashes.

10.2 Safety/Hazards

Standard PPE will be worn by crew and family members (**SOP 2**)

The crew of the rescue vessel will ensure the family members are correctly attired and aware of hazards associated with the motion of a vessel at sea.

10.3 Definitions/Terminology

Ashes Urn. The Ashes Urn is normally a plastic container, rectangular in shape that contains the ashes of the deceased. There is a round seal at one end and it is this seal that is to be opened prior to departure

10.4 Codes for Personnel Involved In This SOP

Skipper	Skipper
1 st Officer	1st Officer
Chaplain	Chaplain
Radio Operator	R/O
Marine Rescue Crewman	MRC
Family of the Deceased	Family Member

10.5 Special Precautions

This activity must not be carried out during adverse sea conditions. Family members will be required to remain in the cabin while crossing the bar.

10.6 Overview

The scattering of Ashes at sea is an activity which is conducted by the Patrol as is deemed appropriate and must be approved by the Unit Commander. It involves family members of the deceased and a Chaplain. Numbers on the vessel during the activity are limited to the approved vessel capacity.

On arrival at the designated position the Skipper will bring the vessel into a comfortable riding position. The Chaplain will then conduct a service that will take approximately 10 minutes prior to the scattering of the ashes. During this time appropriate music will be played. If requested, or if considered appropriate the Last Post and the Rouse may be played.

10.7 Preparing for departure

10.7.1	Greet the family at the designated departure point	Chaplain
10.7.2	Ascertain who will scatter the ashes and brief him/her accordingly	Chaplain
10.7.3	Break the seal on the Urn	Chaplain
10.7.4	Record the names of the family and advise the watch room	R/O

10.7.5	Plot the position of the location for scattering the ashes and enter in the GPS	Skipper
10.7.6	Issue family with appropriate PPE and brief in its use	1 st Officer
10.7.7	Brief family on safety aspects of proceeding to sea	1 st Officer
10.7.8	Seat family in the cabin of the vessel (Family members will remain in the cabin until clear of the bar)	1 st Officer

10.8 Departing the designated departure point

10.8.1	Lower flags to half mast (masthead and stern)	1 st Officer
10.8.2	Proceed to sea in accordance with SOP 2 and SOP 4	Skipper

10.9 On arrival at the designated location

10.9.1	Remove caps	All
10.9.2	Assemble all personnel	1 st Officer
10.9.3	Conduct the Service	Chaplain
10.9.4	Prepare to scatter the ashes from the starboard side of the vessel. Safety harness to be worn.	Family Member
10.9.5	Bring the vessel in the optimum position relative to wind and sea conditions	Skipper
10.9.6	Commence playing the selected music	R/O
10.9.7	Scatter the ashes	Family Member
10.9.8	Play Last Post and The Rouse if appropriate	R/O
10.9.9	Raise flags to the truck and replace caps	MRC
The Skipper will then circle the area giving a prolonged salute on the vessel horn prior to proceeding back to harbour		

10.10 Related SOP's

SOP 2 – Leaving Berth, **SOP 4** - Operating at Sea, **SOP 3** – Returning To Berth