

## SHIPBOARD ROUTINE AT SEA AND IN PORT

**SHIPBOARD ROUTINE:** Ships have standard routine for in port and at sea.

**PLAN OF THE DAY:** Prepared and issued by the executive officer. It will name the duty officer, various watches, and include information as change or addition to normal routine. Activities such as training, duty section, liberty section, and hours, working parties inspection etc. It is distributed and implemented by the OOD to all offices, officers, and division bulletin of the ship.

**SHIPBOARD WATCHES:** DUTY PERSONNEL ABOARD SHIP ON A 24-HOUR A DAY BASIS TO MAN ALL STATIONS. IT IS USUALLY OF FOUR HOURS DURATION. **In Port Watches:** Officer of the Deck (OOD) in port is responsible for the Safety of the ship and carries out the plan of the day.

1. Anchor Watch – Tasked to assist the OOD during the night for such task as veering chain or adjusting lines.
2. Main Engine and Auxiliary Watches – Tasked to maintain the operational readiness of main and auxiliary engines.
3. Bridge & Signal Watch – Keeps the OOD informed on notable changes in weather, boats approaching the ship, unusual disturbances or distress in harbor and movements of other ships.
4. Cold Iron Watch – Inspects secured machinery spaces.
5. Electrical Equipment Watch – Assist the OOD in the maintenance of electrical equipment
6. Messenger – Commonly known as OOD messenger.
7. Deck Petty Officer of the Watch (Deck POW) – Assistant of the OOD.
8. Quarter Master of the Watch – Assist the OOD in navigation and reports all changes in weather, temperature and makes appropriate entry in the QM logbook.
9. Radioman of the Watch – Maintains required communication in the radio room.
10. Oil King – Records fuel soundings

### **Underway Watches:**

#### a. Bridge and Deck Watch

1. **Command Duty Officer (CDO)**. In large ships, the CO normally appoints a CDO whenever they are at sea and this duty is performed by senior heads of departments. He is a line officer eligible for command who handles in behalf of the CO routine shipboard operational and watch related activities for the entire day. He is empowered by the CO to advise, supervise and direct key watchstanders in matters concerning the general operations and safety of the ship. He reports to the CO for the conduct of the watch and to the XO for affairs relating to the internal administration of the ship. He normally have no specific watch station but usually remains in close proximity to the ship's bridge.

2. **Officer of the Watch (OOW)**. The OOW underway is the officer on watch stationed at the bridge responsible for the safe and proper operation of the ship. He reports directly to the CO for the safe navigation and general operation of the ship; to the EXO and CDO, if appointed, for carrying out ship's routine; and, to the Navigator for sightings of navigation landmarks and for any changes of course and speed.

3. **Junior Officer of the Watch (JOOW)**. The JOOW is the principal assistant of the OOW and assists him in carrying out the duties of the watch. Normally, he answers the radio telephone

and decodes messages. The OOW may give to the JOOW the conn or the authority to order course and speed changes, but, the latter should always retain the deck, i.e., the authority and responsibility for the bridge and the ship.

4. Boatswain Mate of the Watch (BMW). The BMW is the principal enlisted assistant of the OOW with a boatswain mate rating responsible for the bridge and deck watch. He conducts muster of the incoming watch section and sees to it they are properly posted and the outgoing watch section is properly relieved. He makes regular inspection of the top decks and upper deck compartments for any unusual occurrences and reports same to the OOW. He makes appropriate announcements to the ship's PA system in accordance with the ship's routine, subject to the permission of the OOW, and may sound the alarm for scheduled drills or actual emergencies.

5. Quartermaster of the Watch (QMW). The QMW is an enlisted man with a quartermaster's rating who assists the OOW in navigational matters. He maintains the ship's log and QM's Notebook and plots the ship's course on the bridge's navigational chart. He keeps the OOW informed on the ship's position and alerts him to any significant course and speed changes required. He also informs the OOW of any navigational aids available to the ship and advises him concerning the weather and shipping likely to be encountered. Additionally, the QMW acts as the signalman and transmits and/or receives visual signals and records same in appropriate logs, if there are no other signalmen designated.

6. Helmsman. The helmsman, also called steersman, is an enlisted personnel with a seaman rating assigned to man the steering wheel and is responsible for steering the ship as ordered by the officer who has the conn. He repeats all orders given to the wheel word for word and reports back when the ordered action is completed or complied with.

7. Lee Helmsman. The lee helmsman or annunciator who has a seaman rating is assigned to man the engine order telegraph responsible for transmitting ship's speed and direction orders to the engine room as he receives it from the officer who has the conn. Some modern ships though may have an automated ship control console that is connected directly to the engines. He repeats all orders given to the engine order telegraph word for word and reports back when the ordered action is completed or complied with, ensuring that the engine orders are recognized and properly answered by the engine room watch personnel. He normally mans the 1JV circuit (maneuvering and docking) with sound-powered telephone (SPT) to put him in direct communication with the engine room watch personnel so that he can transmit the orders verbally in case the engine order telegraph malfunctions or in conjunction with its operation.

8. Telephone Talkers. The telephone talkers are enlisted personnel with seamen ratings assigned to man various SPT circuits and intercoms (MC) to relay all messages between the OOW and other watch stations. They communicate between stations in accordance with sound-powered telephone procedures.

9. Lookout Watches. The lookouts are enlisted personnel with seamen ratings who are stationed at a location where they can best see the areas of the sea and/or sky assigned to them. They serve as the eyes and ears of the ship in addition to the various detection and tracking equipment available on board. They are responsible for conducting visual search of their respective assigned sectors and reporting any sightings to the OOW, such as, smoke, markers, discolored waters, floating objects, small islands and islets, shallow waters, ships, smallcraft, aircraft, flares, men on the water, etc., which may have escape detection by radar or sonar because of their size,

aspect, altitude or because of the weather as well as sounds of whistle signal, bells and engine noises.

10. Messenger of the Watch. The messenger is usually a young enlisted man who stands watch on the bridge responsible for delivering messages and answering telephones or carrying out duties as maybe assigned by the BMW or OOW.

11. Lifeboat Watch. In large ships or when conditions are such which requires the capability to rapidly recover personnel from the sea, a lifeboat watch is set and placed on readiness. This watch is composed of a boat crew stationed to man a designated lifeboat in case an immediate need to lower and use it becomes necessary.

12. CIC Watch Supervisor. The CIC Watch Supervisor is the most senior enlisted assistant of the CIC Watch Officer, usually with a radarman rating, who assists him in the conduct and performance of the watch. He maintains a complete and accurate written chronological accounts of both routine and unusual events pertaining to the watch in the CIC log. When necessary, he operates equipment, plots and works on maneuvering problems ensuring that proper evaluation is made on combat and operational information received and disseminated to the OOW.

13. Equipment Operators. The equipment operators are enlisted personnel with appropriate ratings that are assigned to operate radar, sonar, depth sounder, tactical voice radio and other electronic equipment at the CIC. They ensure that ships, aircraft, submarines and/or missiles are detected and reported as well as properly tracked.

14. Plotters/Recorders/SPT Talkers/Technicians. These are enlisted personnel of various seaman ratings assigned to maintain various plots and status boards, communicate and record messages and repair equipment malfunctions.

**b. Communications Watch**

1. Communications Watch Officer (CWO). In large ships, junior officers or senior enlisted watchstander are assigned as CWO responsible for the reliable, rapid and secure conduct of external visual and radio communications, other than tactical voice radio, and for the expeditious and efficient routing of messages. He exercises general supervision in the handling of communications traffic over the radio central (or radio room) and signal bridge through designated supervisors; and, personally check correctness of outgoing traffic and ensure that they are released as well as the routing of incoming traffic, except tactical signals.

2. Radio Watch/Signal Bridge Supervisors. These are the most senior enlisted assistant of the CWO, a radioman rating at the radio central and a quartermaster rating at the signal bridge. The radio watch supervisor monitors the frequencies in use, inspecting message traffic and logs to detect errors and taking immediate action to notify the CWO, CIC Watch Officer and OOW in the event of any equipment failure. The signal bridge supervisor assists the CWO in informing signalmen as to the location of ships to or from which messages maybe sent, ensuring that watchstanders know the meanings of all signals and maintaining all visual equipment ready for use.

3. Radiomen. The radiomen are enlisted personnel qualified in their rating assigned at the radio central to operate radio telegraph and radioteletype communications equipment; transmit

and receive communications in accordance with the standard phraseology; and, process all types of messages including those requiring encryption and decryption as well as the handling and routing of same.

4. Signalmen. The signalmen are enlisted personnel with a quartermaster's rating assigned at the signal bridge and qualified to transmit and receive tactical signals as directed by the OOW through flashing light, flaghoist and semaphore signaling.

c. **Engineering Watch**

1. Engineering Officer of the Watch (EOOW). The EOOW is a commissioned officer or senior enlisted watchstander assigned to take charge of the engineering watch underway. He is responsible for the safe and proper operation of the ship's main and auxiliary propulsion systems. In the absence of a Damage Control Watch Officer his responsibility normally includes that of damage control.

2. Engineering Petty Officer of the Watch (EPOW). The EPOW is the principal enlisted assistant of the EOOW who assists him in the proper operation of the ship's engineering plant.

3. Main Engine Watches (MEW). These are enlisted personnel with firemen rating MEW who are assigned to operate and ensure the prompt and efficient operation of the main propulsion including engine controls.

4. Auxiliary Engine Watches (AEW). These are enlisted personnel with firemen ratings who are assigned to operate auxiliary engines, generators and switchboards, pumps and motors, refrigeration and air conditioning units and other auxiliary machinery in operation.

5. Sounding and Security Patrol. In large ships, these are enlisted personnel with firemen ratings who are assigned to check watertight integrity and maintain the material condition of readiness in effect throughout the ship. They conduct continuous inspection of all compartments and spaces below the waterline to check for flooding, fire and fire hazards, damage control closures, or other evidence of thief and sabotage. In addition, they also check soundings of ship's tanks to determine amount of fuel or water they contain.

6. Aft Steering Watch. In large ships, these are enlisted personnel composed of firemen and seamen ratings who are assigned to monitor the ship's aft steering and in the event of steering casualty, they take over steering control from the bridge helmsman as directed by the OOW. In small ships, however, this detail however is organized from among the members of the section on watch and are only called upon when steering casualty is encountered.