# MARINE RESCUE NSW

# LOCAL OPERATING PROCEDURES (LOP)

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|---|---|---|---|
| VESSEL CALL SIGN: | **FORSTER 30** | AREA OF OPERATION: | **Lower Mid North Coast** |
| VESSEL TYPE: | **Monohull** | UVI: | **24494** |
| ADDRESS OF BERTH: | **Dolphin Drive Forster** | | |


**CAPE HAWKE**

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|---|---|---|---|
| **MINIMUM CREW QUANTITY ENCLOSED WATERS** | 2 | **MINIMUM CREW QUANTITY OFFSHORE** | 3 |
| | | **OPERATING LIMIT** | 30nm |

| **Operational Qualification** | **Master Qualification** | **Minimum Crew Requirement** | |
|---|---|---|---|
| Enclosed | Coxswain | 1 Crew | |
| Offshore | Coxswain | 2 Crew | |
| Max POB 2D survey | 15 | Max POB 2C Survey | 8 |

| **Key Personnel** | **Name** | **Email** | **Phone** |
|---|---|---|---|
| **Authorised Vessel Representative** | Bryce Nicholls | Bryce.nicholls01@gmail.com | 0401179840 |

**DOCUMENT CONTROL**

**Updates:**

| Version | LOP update | Inserted Pages | By Whom |
|---|---|---|---|
| Original | Oct 2015 | All Reviewed | Ray Mazurek |
| Ver 1 | March 2019 | All Reviewed | Ray Mazurek |
| Ver 2 | March 2021 | All Reviewed | Ray Mazurek |
| Ver 3 | September 2024 | All Reviewed | Bryce Nicholls |
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**Purpose:**
The purpose of this LOP is to provide a standard approach to 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.

The LOP has been developed and written only for the rescue vessel Cape Hawke and to be read in conjunction with the appropriate SMS and MRNSW SOP's.

The LOP is subject to review or update as required because of changed local conditions, or a review of MRNSW SOP's. All updates are recorded in the Document Control table above.

**Marine Rescue Image:**
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 Marine Rescue 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.

**Safety/Hazards:**
The following standard safety equipment shall be worn by, or be available to all crew members;

- PFD1*
- Sunscreen*
- Marine Rescue hat or cap*
- Sunglasses*
- Safety harness
- Personal EPIRB or Wamblee location beacons

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

**Special Cautions:**

- 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 harbour.
- The skipper of the vessel will warn the crew to hold fast prior to accelerating or decelerating the vessel.
- It is expected that the Skipper should take the helm during emergency and critical manoeuvering situations.

**Definitions/Terminology:**

- Cape Hawke Harbour: From the bridge to the north eastern extremities of the break wall.
- Forster Boat Harbour: The marina in which the vessel is normally moored.
- Air Berth. The submersible pontoon cradle, which lifts “Cape Hawke FO30” clear of the water.

**Unit Member Acknowledgement:**

By providing an electronic signature, members acknowledge that they have read and understood this LOP.

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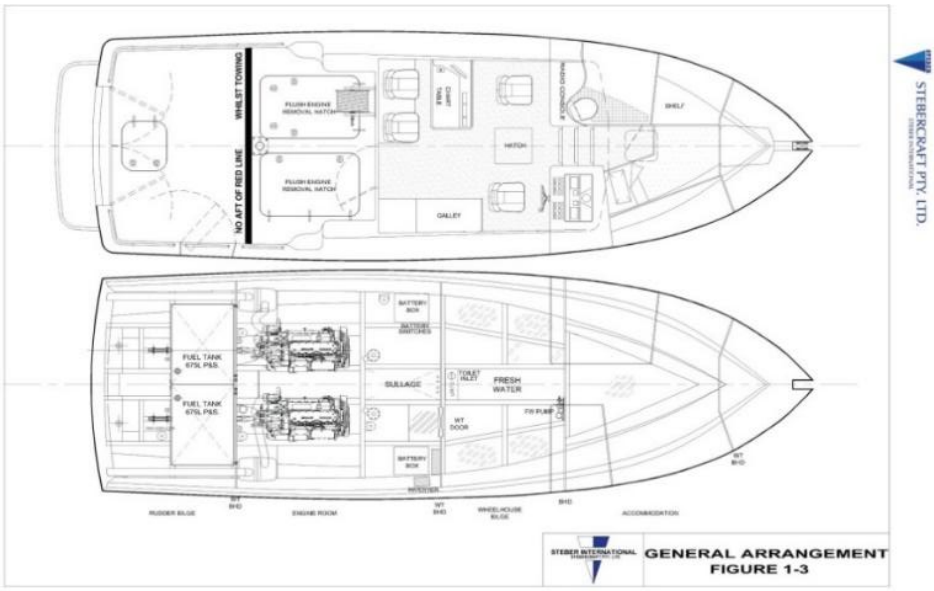
| 1.0 | DIMENSIONS |
|---|---|

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Length Measured (LM) 11.38 meters
Length Overall (LOA) 11.46 meters
Length Waterline (LWL) 9.83 meters
Beam (B) Moulded 3.84 meters
Depth (D) 1.30 meters (Amidships keel bottom to side decks)
Draft 1.00 meters
Displacement (loaded) 10.50 tonnes

| 2.0 | ENGINEERING |
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Dimensions of shaft 57.15mm dia. x 2120mm LOA (UTS 730MPa)
Dimensions of propeller VEEMStar Interceptor 23.5" X 30.5"
Dimensions of rudder shaft 50.8 mm dia. x 765 mm length (UTS 778 MPa)
Main engine - model YANMAR 6LY3A-STP
Main engine - H.P. 2 x 369 HP (271 kW)
Main engine - Voltage 12V D.C.
Gearbox - type KANZAKI
Gearbox - model KMH61AG
Gearbox - ratio 2.43:1
Fuel tank capacity 1350 litres. 2 x 675 litre tanks
Water tank capacity: 100 litres.

| 3.0 | SUGGESTED CREWING REQUIREMENTS |
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For Daylight Operations: Coxswain, 2 Leading Crew or MRC
For Night Operations: Coxswain, 3 Leading Crew or MRC (Extra crew person not mandatory - Coxswain to determine if necessary)

**3.1 Codes for personnel involved in this LOP:**

| TITLE | ROLES | MINIMUM RATING REQUIRED |
|---|---|---|
| Skipper | Master of vessel, Helm in critical and Emergency situations | Coxswain |
| Crew | All other roles | MRC |

**3.2 Plying Limits:**

- Max plying limit from shore with MR Coxswain is 30nm from shore.
- Refer to MRNSW SOP OP 03 Vessel Operations for more information.

| 4.0 | SKIPPER'S RESPONSIBILITY |
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The Skipper of the Cape Hawke is responsible for:

- Holding a valid General Boat License, MR Coxswain certificate or a higher qualification.
- Ensuring that they are competent to perform the required tasks and that they are not under the influence of any alcohol or drugs, including medications that may impair their ability to operate the vessel.
- Assigning roles to crew.
- Being familiar with the LOP's, SMS, MRNSW SOP's and associated documents.
- Ensuring that the appropriate authority has approved the vessels operations prior to putting to sea including a risk assessment prior to departure.
- The decision to commence vessel operations based on the weather, the condition of the vessel, the abilities of those on board and the tasks to be performed.
- The decision to cease vessel operations if conditions become unsafe or are likely to become unsafe.
- Considering the views of those on board when assessing the safety of operations including the decision to cease or cancel operations.
- Ensuring that all appropriate safety equipment is on board and operational before setting off.
- The safety of them self and the others on board the vessel.
- Performing a pre-trip briefing for all personnel onboard.
- Issuing clear and concise instructions to those on board when necessary.
- Allocating tasks to those on board and ensuring that they have sufficient instruction or experience to perform those tasks.

- Monitor navigation by maintain adequate situational awareness, by reference to ships head, charts, visual observation all around vessel and her environment, the chart plotter and radar which has been ranged to provide an adequate view of the area around the vessel.

**DO NOT RELY ON ELECTRONIC DEVICES ALONE**

- Controlling and coordinating emergency responses and delegating tasks.
- Complying with all relevant rules and directions in relation to the operation of the vessel, including but not limited to:
    - The International Regulations for Preventing Collisions at Sea (COLREGS)
    - Marine Safety Act 1998
    - Water Traffic Regulations 2000
    - Marine Safety (Commercial Vessels) Regulation 2010
    - State Rescue Board Statutes relevant to MRNSW
    - Marine Rescue NSW SOP
    - Marine Area Command (MAC)
    - The directions of a Relevant Officer
    - Local Operating Procedures
- The maintenance of the vessel whilst it is in their use.
- Reporting any maintenance issues to the Boating Operations Officer as soon as practical.
- The correct reporting of any incidents, including to MRNSW, MAC, NSW Maritime. Refer to MRNSW SOP 06 Incident Response and 09 Radio Operations.
- Reviewing the operational and emergency procedures of the vessel and reporting any suggested changes to the Boating Operations Officer.

| 5.0 | CREW'S RESPONSIBILITY |
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- Holding a valid General Boat Licence, MR Crew or a higher qualification.
- With instruction and supervision from the Skipper, become familiar with the handling characteristics of the vessel (manoeuvring, docking, anchoring, etc.)
- Operation of critical systems (electronic navigation aids, steering, towing, safety apparatus, etc.)
- Perform navigational watches while underway and safety/anchor/dock watches at other times.
- Assist the Skipper with the maintenance of required logbooks according to established practice and in established formats.
- Under instruction of the Skipper, direct and supervise all members of the crew, and ensure that each understands and performs his/her assigned duties adequately.
- Assist Skipper with training and orientation of new crew members.
- Coordinate line handling when coming to port, anchoring, towing, rafting.
- Deck maintenance and safety.
- Participate in the design and execution of emergency drills, generally taking charge of on-scene response actions.
- Help ensure written drill reports are properly logged in the vessel's log.
- Maintaining an active visual watch for other vessels and obstructions.
- Line handling when coming to port, anchoring, towing and rafting.
- Deck maintenance and safety.

- Participate in emergencies.
- Preparation of vessel for sea.
- Operation of all electronic and mechanical apparatus within the scope of Leading Crew or MRC responsibility.

| 6.0 | RISK ASSESSMENT |
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**6.1 Risk Management:**

- Risk management is an ongoing process and should include formal and informal risk assessment processes.
- The requirements of Risk Management are detailed in SMS Level 2.
- Formal risk assessment for at sea operations, refer to FT03-12, which is updated when there is an identified change in the risks.
- Prior to any vessel deployment an Operational Risk Assessment (ORA) must be completed and approved by the vessel master, and the crew briefed on its contents.
- The ORA is completed on the vessel ipad, and the provided template includes a summary and prompts drawn from relevant risk management policy and procedures.
- The ORA may also be completed on the MRNSW Risk App, which is downloaded onto the vessel mobile phone or a member's mobile phone.
- Hard copies are available on vessels in case the ipad is unable to be used for any reason, and any hard copies used should be kept on file with the vessel log book.

| 7.0 | LOWERING BERTH AND PRE DEPARTURE CHECKS |
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**7.1 Special Precautions:**

- Due to the potential danger of the air berth capsising due to improper use, no person shall operate said air berth without proper MR Forster Tuncurry certification.
- Maximum number of 4 personnel allowed on board when vessel is up on air berth.

**NO EXCEPTIONS**

**7.2 Pre Air Berth Lowering Inspection:**

- Two crew are required if available. However, to save time, the lowering may be performed by one crew person.
- Switch off and disconnect shore power lead. Check lead for damage as you coil it up and stow it on the hose reel on the side of the ramp to the pontoon.

**7.8 Lowering Air Berth:**

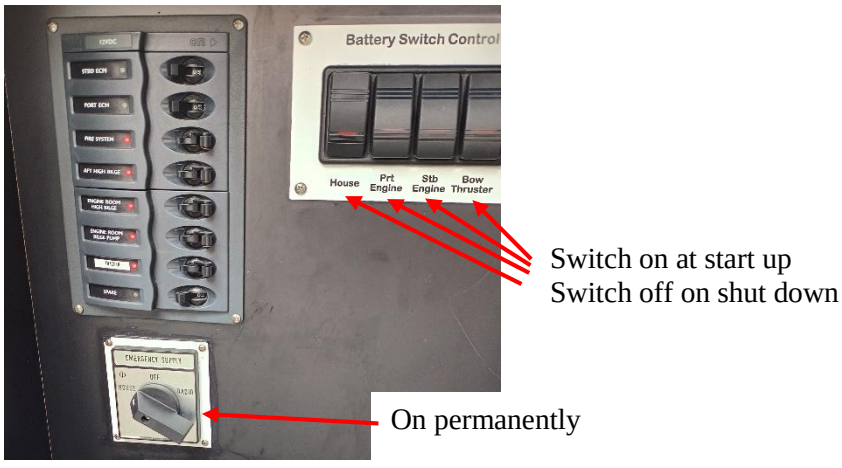
EXCEPT IN EMERGENCIES, NO PERSONNEL ALLOWED ONBOARD VESSEL WHILE AIR BERTH IS DESCENDING.

Due care and a constant watch must be maintained to ensure a stable descent of the air berth.

- Ensure the water and area in the immediate vicinity of the air berth is clear of all obstructions prior to and during lowering.
- Release the air berth stern line, and prepare to pay out line to keep stern in control as air berth sinks.
- To lower flood pipes, unwrap lines from stowage cleat and allow them to drop into the water (this will help reduce the risk of tangled lines).
- Pull both lines clear of the jamb cleats and lower both together in an even and controlled manner, lowering both flood pipes into the water simultaneously.
- Ensure that both port and starboard flood pipes are all the way down, by observing that the toggle lines are free and clear of all slack and obstructions and that both toggle handles are against the bulkhead.
- Remove far side vent cap first. Then remove near side vent cap after approx 20 seconds.
- Lowering should not be stopped accept in an emergency, and only by placing both vent caps back on simultaneously to cease flooding.
- The air berth will sink stern first. The near side pontoon will tend to flood faster than the far side pontoon. Stay vigilant; this process must be supervised at all times.
- It takes approximately 6 minutes to flood down.
- Monitor all air berth mooring lines so they remain clear and unobstructed, as air berth sinks.
- Once berth submerged and vessel is afloat, tie off pontoon stern line and secure.
- Secure line on dock to vessel's starboard stern cleat to bring vessel close to dock for boarding.
- Crew may board vessel once it is afloat.

**7.9 Pre-departure Checks:**

- Complete the risk assessment on the Ipad or on the phone.
- Skipper brief crew of the purpose of the task (rescue, training etc.).
- Skipper assign individual duties to crew
- Remove and stow windscreen protector blind and bird net.
- Check vessel log for fuel quantity, defects or items of note etc.
- Switch ON Engine EMUs and the four rocker switches on starboard side forward companionway bulkhead.



- Select Day or Night on the Data Panel.
- Confirm all radios and navigation aids are operational
- Raise appropriate flags: Australian flag must go on starboard crosstree halyard as this is the position of most significance on our vessel. The MR flag is to go on the port crosstree halyard. No flags flown at night.
- Confirm lifejackets and EPIRBs are correctly worn by all crew.
- Confirm all emergency equipment is accessible.
- Start engines and confirm each is running normally.
- Check water flow from both engine exhausts.
- Log ON with the Radio Tower:
    - Provide radio tower with identification numbers of the crew.
    - Obtain latest weather and tidal information.
    - Obtain relevant position data of target (if relevant).
    - Obtain description of target and circumstances at present time.
- Create a waypoint for target on chart plotter.

| 8.0 | LEAVING THE AIR BERTH |
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- Call crew "prepare to leave berth"
- Skipper checks all clear astern visually and confirmation from rear MRC deck crew
- Skipper calls "Release stern lines" – stern lines are released and hung on the posts of the air berth, ensuring that lines are outboard of the air berth top rails.
- Port and stbd crew report to the skipper when their respective line is released.
- Crew check if harbour astern is clear and advise wheelhouse "Harbour Clear Astern"
- Advise the wheelhouse of vessels lay. (Which side of the berth is the vessel closest to?)
    - Port side to = the port side is closest to the berth upper pontoons
    - Starboard side to = the starboard side is closest to the berth upper pontoons
    - Centre = vessel is centered between upper pontoons.
- Advise wheelhouse of any obstructions during all manoeuvers when going astern from berth
- Skipper to check helm is centered (0 deg indicated on helm angle indicator)
- Skipper to advise crew "Going astern" and give three short blasts of horn (Not at Night)
- Go astern for the first meter on the shaft, which is furthest from the berth.
- Reverse vessel from pontoon slowly using PULSE applications of engines.
- Call "Harbour stations" when clear of berth and moving toward marina entrance.

| 9.0 | DEPARTING CAPE HAWK HARBOUR |
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- Proceed from mooring at minimum safe operating speed.
- Advise radio tower of departure and estimated time of arrival at the target area.
- "Harbour Stations " – 2 crew take station abeam helm on Pt/Stb sides and advise helm if Inner/Outer Harbours Clear or Otherwise.
- Ensure all hatches and windows are closed when necessary.

- If proceeding to sea, latches on the front hatch is to be released to enable exterior access in an emergency.
- Limit speed to the minimum practical speed until clear of the break wall.
- Secure the cabin for sea, with cabin door open. Crew must maintain firm hand hold at all times.
- Check engine oil pressure, engine temperature, and alternator output every 30 minutes.

| 10.0 | ENTERING HARBOUR, MARINA AND BERTHING |
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**10.1 On entering Cape Hawke Harbour:**

- Advise the crew of the intention to enter the harbour.
- Advise crew of any special requirements.
- Approach the harbour via the Safe Entry waypoint and the harbour leads.

- At night, use the masthead searchlight to illuminate the breakwall entrance.
- Stow all deck and cabin gear. Advise crew to maintain a 3 point hold on the vessel.
- Once in the harbour, reduce speed to less than 8 knots, observe 4 knot and no wash zones.
- Assess weather conditions as it relates to its effect on berthing.

**10.2 Entering the Marina:**

- Announce Harbour Stations.
- Two crew take station abeam helm on port/stb sides, and advise helm if inner/outer harbours are clear or otherwise.
- Reduce speed to minimum practical operating speed.
- At night, use the masthead searchlight to illuminate the marina entrance. Consider Side Search Lights.
- Enter the marina at right angle to the entrance, giving consideration to wind and tide.
- Approaching the berth, manoeuver the vessel at slow speed, using PULSE POWER mainly to position the vessel. Bow thruster may be used to align bow.
- Check mooring area for lines or debris in the water.

**10.3 Berthing the vessel:**

- Skipper will use forward or reverse PULSE POWER to bring vessel in to berth, until lined up level with the yellow buffers on the dock. Do not pass this mark as propellers may come into contact with air berth causing severe damage to both vessel and berth.
- Rear deck crewmen have boat hooks at the ready to reach stern lines.
- Crew to advise wheelhouse of distance to go in a clear loud voice.
- Once the stern lines have been attached to cleat. Announce “SECURE”.
- Record Engine Hours and Shut down.
- Lower flags and stow all gear.
- Check fuel quantity, record in Log and advise skipper.
- Notify the Base the vessel is now secured on the mooring and request Log Off.
- Write up the ships log, and maintenance log.
- Hose down upper works, paying particular attention to the search light and FLIR camera.
- Ensure FLIR is in home position.
- Switch off sonar in preparation for raising the vessel. (Not to be operated in air).

| 11.0 | RAISING THE AIR BERTH |
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**TWO PERSON OPERATION -NO PERSONNEL ALLOWED ON BOARD VESSEL WHEN AIR BERTH IS RISING OR RAISED**

- Open blower cabinet and remove air blower unit. Attach air blower to near side and far side vent plugs. Connect blower power cable to dock supply then switch on breaker.
- Lower flood pipes into water if they are not already down. Ensure that both near side and far side flood pipes are all the way down, by observing that the toggle lines are free and clear of all slack and obstructions and that both toggle handles are against the bulkhead
- Release air berth stern line, and prepare to take in line to keep stern in control as berth rises.
- Start up the blower. It is imperative that both pontoons come up evenly to prevent vessel capsize. Control the rise by using the blower switches as necessary
- Stay vigilant; this process must be supervised at all times.
- Blowing of the pontoon tanks can be halted by turning off both blowers together.
- Once the lift has risen fully and bubbles have been flowing from both flood pipes for a minimum of two minutes, pull flood pipe lift lines all the way out until both flood pipes are clear of the water, and standing upright.
- Lock lines in jamb cleats and stow line by running figure eights with line around toggle bulkhead.
- Turn off both blowers.
- Secure pontoon stern line to dock.
- Disconnect blower air lines from the air berth
- Replace vent caps and lock the caps
- Disconnect power supply at wharf end and then disconnect power cord from blower unit.
- Stow blower unit in cabinet.
- Crew may board vessel once air berth flood pipes are secured clear of the water in a vertical position and vent caps have been secured on.
- Connect shore power cable to vessel then plug in ashore and switch on breaker

| 12.0 | FLUSHING ENGINES AND POWER DOWN |
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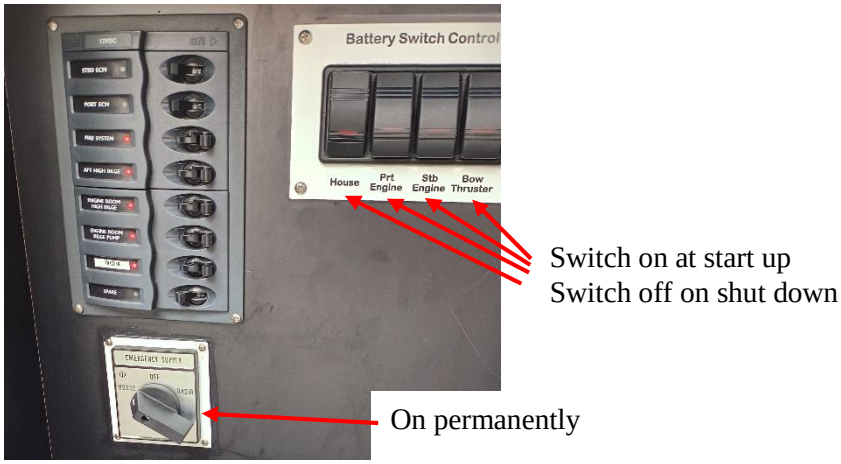
**Maximum number of 4 personnel allowed onboard when vessel is up on Air Berth NO EXCEPTIONS**

- Connect fresh water hose to coupling on one engine raw water uptake, open blue valve and run fresh water at full flow.
- From dock, check water is flowing freely from water uptake under the hull
- Start engine and ensure water is flowing from engine exhaust.
- Leave at idle for five minutes with hose running full flow.
- Shut down engine and leave hose running a further minute.
- Turn off fresh water, close blue valve, and disconnect fresh water hose. Mop up any water in bilge.
- Repeat the above procedure for the other engine.

- Power off data panel, switch OFF Engine EMUs and the four rocker switches on starboard side forward companionway bulkhead.




- Debrief crew.
- Collect all rubbish and stow equipment.
- Wash/broom down the vessel.
- Carry out a visual scan of the vessel, confirming all is secure.
- Take rubbish bag off vessel and place in bins ashore.
- Lock the vessel cabin door.
- Lock pontoon gate.

| 13.0 | OPERATING AT SEA |
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**13.1 Scope:**

- This LOP covers any period when the vessel is proceeding to, or returning from a task, but is not actively carrying out an activity covered by a specific LOP e.g. SAR etc.

**13.2 Purpose:**

- To ensure that during periods spent at sea the vessel is operated in a manner that ensures crew safety and comfort, and vessel safety and efficiency. Further, that the crew monitor their work environment to reduce all foreseeable hazards and dangers.

**13.3 Safety/Hazards:**

- Conditions at sea may be dangerous. When underway, crew should be seated in the cabin unless engaged in specific and necessary duty on the deck. When crew are engaged in deck work the vessel must be helmed so as to provide them with a stable work platform if possible. Also, crew on deck should maintain 3 points of attachment whenever possible.
- Standard PPE to be worn by all crew members. When operating at sea standard PPE includes the attachment of a Personal Locator Beacon (7 available) to the crew PFDs. Additional Wamblee MOB beacon are also available for additional crew which will activate should it come into contact with sea water.

**13.5 Special Precautions:**

- Crew must monitor their work environment to reduce all foreseeable hazards and dangers. Skipper / 1st Officer must ensure all safety equipment is utilised by crew. Crew for their part should be vigilant during any passage whether at day or night and assist the Helm and Skipper by reporting anything which may impact on the vessels progress ***(IF YOU SEE SOMETHING, SAY SOMETHING)***.
- The vessels electronic equipment, which includes radar, chart plotter, sonar, AIS, FLIR camera, RDF and radios must be powered up and ready for use whenever the vessel is underway.
- It is expected that the skipper should take the helm during emergency and critical maneuvering situations.

**13.6 Positions and duties:**

- The skipper is responsible for navigation of the vessel including maintaining under keel clearance, plotting of waypoints, setting course and clearing distances.
- Other crew may, if suitably experienced, take direction from the skipper in the performance of any of the above.

**13.7 Helm:**

- At no time shall the helm be left unattended.
- Helm the vessel primarily by observation, secondarily by reference to Electronic Aids. Take direction from the skipper as to course and speed. Adequately warn the crew of all changes of vessel speed and course.
- Monitor helm instruments to ensure engine temperatures and pressures and batteries charge at acceptable levels.

- Maintain a look out for other vessels in the area of operation.
- Ensure that Auto Helm is not engaged within 1Nm of the coast or any other vessel

**13.8 Radio:**

- Obey all lawful commands made by the skipper.
- Respond to all radio calls made to the vessel.
- Maintain 30 minute SKED calls to Base if Base has not called.
- Monitor chart plotter, radar and sonar to maintain the safe passage of the vessel.
- Monitor radios (VHF, DCN) and, at the direction of the skipper maintain radio communication with the MRB/other vessels.
- Assist the skipper by maintaining a look out for other vessels in the area of operation.

**13.9 MRC:**

- Assist the skipper and navigator as requested.
- Obey all lawful commands made by the skipper.
- Maintain a look out for other vessels in the area of operation.

**13.10 Fuel Consumption:**

**Fuel Consumption at various speeds:**

| RPM | Litres/hr. per engine | SOG Knots | ENDURANCE Hours/900 litres | RANGE 900 litres Nautical Miles |
|---|---|---|---|---|
| 1200 | 5.2 | 7.7 | 86.5 | 666 |
| 1400 | 9.7 | 8.6 | 46.4 | 399 |
| 1600 | 15.2 | 9.3 | 29.6 | 275 |
| 1800 | 24 | 11 | 18.8 | 206 |
| 2000 | 32 | 13 | 14.1 | 183 |
| 2200 | 38 | 16 | 11.8 | 189 |
| 2400 | 45 | 18 | 10.0 | 185 |
| 2600 | 47 | 22 | 9.6 | 211 |
| 2800 | 56 | 24 | 8.0 | 190 |
| 3000 | 67 | 26 | 6.7 | 178 |
| 3200 | 72 | 30 | 6.3 | 184 |

**Optimum cruising speed - green zone** **Maximum range – blue zone**

**13.11 Operation of radar:**

- From the Home screen, select Radar or one of the combined displays.
- Touch Radar pane if a combined display is being used to highlight Radar pane.
- Select Menu bar
- Select Power to turn the radar on/off, the radar will always power up in standby.
- Select Radar to switch from standby to transmit

**13.12 Operation of chart plotter:**

- From Home screen, select one of the various charts or one of the combined charts.
- Use the – and + signs to zoom in or out
- Touch the screen to set the cursor location. Distance of cursor to vessel is displayed in the top tool bar and cursor coordinates are displayed in bottom left corner of screen.

**13.13 Operation of sonar:**

- From Home screen, select one of the various sonar and or combined chart/sonar, screens

**13.14 Collision prevention watch keeping using AIS:**

- The AIS is set to show any targets in range of the vessel.

**13.15 Operation of FLIR camera:**

- From the Home screen select Video display and FLIR camera.
- Use the touch screen to pan/tilt to view the area around the vessel.
- The direction the camera is pointing is indicated along the top of the screen.

**13.16 Operation of RDF:**

- Power up the RDF
- Set the desired frequency (only works with VHF)
- Communicate with target, and when they transmit a reply, read off the Relative bearing to target on the bottom edge of the RDF screen

**13.17 Adverse weather or sea conditions:**

- Adverse weather can make the task of SAR vessels very difficult.
- It is up to the coxswain to obtain the best weather information possible before proceeding to sea.
- In heavy weather, it may be prudent to reduce speed to a minimum and apply a zigzag course to minimise the motion over waves. Avoid going straight up or down a wave.
- Avoid getting beam on.

**13.18 Critical system failure:**

- If the steering fails, it may be necessary to tie off the steering gear in the tiller flat/lazerette.
- This will only be possible in the calmest of seas, due to the serious risk of flooding the compartment.

| 14.0 | NIGHT OPERATIONS |
|---|---|

**14.1 Night Operations:**

- As previously noted, operating the vessel at night is inherently more difficult and dangerous than during the day.
- Vessel speed should be reduced to suit visibility as per COL REGs, and a sharp lookout maintained for hazards and other vessels.
- Vessel speed should be further reduced during whale season, and extra lookouts posted to check for whale signs, and the FLIR camera should be monitored constantly.
- To ensure the safety of the crew and vessel the skipper must travel at a speed which allows forward vision and a safe stopping distance in case of an emergency.
- Radar should be utilised.
- Cabin to be illuminated only by dimmed MFD and instruments to maximise night vision.

Night operations are especially dangerous in that deck and cabin areas of the vessel will be dimly lit to maintain night vision. Extra care must be taken when undertaking any deck duty at night. At all times crew need to be aware of the movements of fellow crew around the vessel and monitor their safety and health. Loss of personnel overboard has the potential to quickly escalate into a major incident especially so at night in poor light.

**14.2 Helm:**

- Helm the vessel primarily by observation, secondarily by reference to electronic aids. Take direction from the skipper as to course and speed. Adequately warn the crew of all changes of vessel speed and course.
- Monitor chart plotter, radar and sonar.

- Monitor helm instruments to ensure engine temperatures and pressures and batteries charge at acceptable levels.
- Maintain a look out for other vessels in the area of operation.

**14.3 Radio and Electronic Aids:**

- Monitor chart plotter, radar, sonar and, if directed by the skipper, operate and monitor the FLIR camera, to maintain the safe passage of the vessel.
- Monitor radios (VHF, DCN) and, at the direction of the skipper, maintain radio communication with the MRB/other vessels, record radio communications in the vessel log.
- Assist the skipper by maintaining a look out for other vessels in the area of operation.

**45.4 MRC:**

- Assist the skipper and navigator as requested.
- Maintain a look out for other vessels in the area of operation.

**14.5 Restricted manoeuvrability lights:**

- When towing at night, if other lights have failed, the restricted maneuverability light pendant should be hoisted on the main flag mast, and the power lead plugged into the cockpit DC outlet. Ensure that DC Outlets are switched on in the Data Panel

| 15.0 | MOB AND BODY RECOVERY |
|---|---|

**ALSO Refer to MRNSW SOP OP 03 and 06**

**15.1 Scope:**

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

**15.2 Purpose:**

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

**15.3 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.

**15.4 Recovery of a man overboard from the rescue vessel:**

- Immediately a man overboard is apparent, call ‘Man Overboard’ on (port/stbd) side of the vessel.
- Press ‘Man Overboard/Set waypoint button on the MFD and hold for three seconds. Alternatively place a Marker.
- Skipper to execute the appropriate turn.
- Maintain a visual watch on the MOB, indicating position by hand signal.
- Appoint crew to man the rescue door and discuss plan of action.
- Crew attaches tether lines to the vessel and open the rescue door.

- Manoeuvre the rescue vessel to bring the MOB alongside the rescue door and “Heave to”.
- Helm to place engines in neutral and call “screws stopped”
- Recover the MOB onto the rescue vessel.
- Check the condition of the MOB. If medical assistance is required call the Radio Base and give details. Administer 1st Aid to the MOB.
- If medical assistance is required, cease all previous activity and return to harbour.
- If medical assistance is not required, return to previous activity.
- On return to harbour, conduct a full debrief of the incident and prepare an Incident report in accordance with LOPs/SOPs. Refer to MRNSW SOP OP 03 and 06 (copy onboard)

**15.5 Recovery of a person or persons from another source:**

**ALSO Refer to MRNSW SOP OP 03 and 006**

- Skipper to take the helm and record the position of the person in the water.
- Notify the Radio Base that a person or persons have been located in the water.
- If more than one person in the water, manoeuvre first to the downwind person.
- Appoint crew to man the rescue door and discuss plan of action.
- Crew attaches tether lines to the vessel and open the rescue door.
- Manoeuvre the rescue vessel so as to bring the person in the water alongside the rescue door and “Heave to”.
- Recover the person from the water onto the rescue vessel.
- Check the condition of the recovered person. If medical assistance is required call the Radio Base and give details. Administer 1st aid.
- Recover any additional persons from the water in accordance with steps above.
- Immediately return to base with the recovered person(s).
- Present the recovered persons to medical authorities prior to releasing them from the vessel
- Conduct a full debrief of the incident and prepare an Incident report in accordance with LOPs/SOPs. Refer to MRNSW SOP OP 03 and 06 (copy onboard). Third party representatives to be notified and invited to attend.

**15.6 Recovery of a body from the water:**

**ALSO Refer to MRNSW SOP OP 0327**

- On sighting a body in the water, immediately record the position.
- Manoeuvre the vessel as close to the body as possible in order to determine there is no sign of life.
- Advise the Radio Base that a target (body) has been located in position (Lat/Long). Pass this message on either DCN5 or by mobile phone. Avoid the use of VHF.
- Appoint lookouts to maintain a visual watch on the body.
- Manoeuvre the vessel so as to maintain visual contact with the body.
- Await advice from the Radio Base prior to any further action.
- If a member of the NSW police is on the vessel when the body is sighted, discuss the recovery plan.
- Is body bag and latex gloves available?.
- If directed, recover the body and place in the charge of the police.
- Return to shore and complete a debrief, attended by the Operations Officer and the police.

| 16.0 | REFUELLING |
|---|---|

**16.1 Purpose:**

- To provide a standard approach to refuelling 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.

**16.2 Scope:**

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

**16.3 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 675 litres.
- During any refueling operation, there is the potential for fuel spillage that could result in either fire or pollution. Accordingly, every attempt is to 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).

**16.4 Special precautions:**

- Only those crew essential to the refueling operation shall remain on the vessel while fuel is being transferred. Remaining crew are to relocate to the wharf and be available should an unplanned event occur.
- Fire extinguishers is to be readily accessible on the wharf, and a check made of any firefighting equipment provided on the fueling wharf.

**16.5 Securing at the Fisherman's Cooperative fuel wharf**

- Bring the vessel alongside the fuel wharf, bow to the current.
- Secure the vessel to the fuel wharf.
- Shut down engines.
- Advise the tower FO30 will be off the air for refueling and will be back on air after refueling.

**16.6 Refuelling:**

- Shut down all electrics aboard vessel.
- Turn off all mobile phones if remaining on the vessel.
- Make ready fire extinguishers and mop up rags.
- Hoist refueling flag (flag Bravo).
- Remove non-essential crew to the wharf. One person will remain onboard and man the fuel hose.
- Remove cover plates from both fuel tanks with special tool.
- Place rags around filler pipe to collect any fuel spilt. Have additional rags handy in case are required.
- Remove fuel caps from both fuel tanks.

- Use dip stick to ascertain fuel level in tanks.
- Determine the total amount of fuel to be taken onboard and confirm the amount to be pumped into each tank.
- Swipe the fob, enter the code “2428” and enter.
- Pass fuel hose from the wharf to the rear deck, Nozzle upwards to avoid spillage.
- Advise the after deck hand of the amount of fuel to be taken in each tank.
- Stand by at the bowser to call fuel quantity delivered.
- Begin to deliver fuel into one tank.
- Cease refueling when required amount is delivered (as called by the crewman at the bowser).
- Replace the fuel cap on the open fuel tank.
- Repeat steps for the other tank.

**16.7 On completion of refuelling:**

- Take photo of fuel received.
- Replace fire extinguishers, lower flag and secure after deck.
- Check fuel quantity onboard and record in logbook.
- Power up electrics.
- On a MFD, select Home, My Data, Fuel/Trip and then reset the fuel level reading.
- Start engines.
- Lower refueling flag (flag Bravo).
- Advise base vessel operational.
- Depart the fuel wharf.
- Send photo of fuel received to the Treasurer.

| 17.0 | TOWING |
|---|---|

**ALSO Refer to MRNSW SOP OP 03**

**17.1 Purpose:**

- Towing disabled vessels is an integral part of Marine Rescue. The purpose of this LOP is to provide the rescue crew with a safe and systematic approach to securing the towline to the target vessel and affecting the tow to the designated drop off point.

**17.2 Scope:**

- The scope of this LOP 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.

**17.3 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 VHF channel 16 or mobile phone.

**17.4 Safety/Hazards:**

- The Rear Safety Rail across the stern opening must be kept in place for both high and low tows.

Beware of extreme loads on towline. **Max tow load 1500kg. Achieved at 1300 RPM.**

**17.5 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 |
| **Stb 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 |

**17.6 Special Precautions:**

- During towing operations extreme loads on the towline and towing post are to be expected. Crew must remain forward of the towing post at all times.
- Vessels less than 6 meters may be towed with the gates closed, and the towline around the upper Sampson post with a 3-2-1 knot at the top.
- Vessels over 6 meters should be towed with the gates open and the towline once around the lower Sampson post with a 3-2-1 knot at the top. Figure eights are preferred to a half hitch to replace the "1" when the tow is from the bottom of the post.
- GOB Lines to be employed to maintain the tow line within a 30 degree sector.

**17.7 Preparing the tow:**

- Radio: maintain calling frequency or mobile phone contact until vessel has been sighted and identified.
- Slow the rescue vessel and approach the target vessel dead slow.
- Advise crew to prepare for tow. Ideally should be done on the way out to the target vessel.
- Release the pin on the towline drum.
- Attach the bitter end of the heaving line to the towline at neck of eye splice using round turn with two half hitches. Then prepare the heaving line ensuring that the line is tangle free.
- Open rear gates, leaving rear safety rail in place.
- Prepare GOB Lines.
- Advise the skipper when the tow gear is ready.

**17.8 Approaching and securing the target vessel:**

- Radio: Brief the target vessel we will circle you at minimum safe distance, have you any lines in the water or debris nearby. 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.
- Using the radio or direct voice contact, ask the target vessel's skipper.
    - Confirm vessel requires Assistance.
    - Confirm number POB etc. and if medical assistance required.

- Confirm that vessel skipper accepts responsibility for the tow and any damage incurred to their vessel by the tow.
- Confirm drop off point.
- Confirm vessel crew wearing life jackets.
- Lower and centre outboard or helm.
- Determine nature of defect and whether use of the battery charger is applicable.
- Report the above to Base for recording in the Incident Report

- Manoeuvre rescue vessel around the target vessel to check for lines in the water, debris and assess sea conditions.
- Manoeuvre rescue vessel into optimum position to pass heaving/tow line to target vessel, MRC adjacent to targets bow area to pass heaving/tow line to target vessel.
- Advise target vessel to haul in the heaving line with towline attached and secure towline to a strong point closest to the bow and through their bow sprit if possible.
- Pay out towline.
- Manoeuvre rescue vessel dead slow ahead.
- Advise rescue skipper when towline is secure on target vessel
- When towline length established order "Make Fast".
- Secure tow line to towing post using tow hitch and announce "Made Fast"
- Rig "Gob" lines Pt/Stbd.
- Switch on red/blue flashing lights (if required).
- Hoist Flag D on main flagstaff, (Keep clear of me, I am maneuvering with difficulty).

**17.10 Commencing the tow:**

- Initially manoeuvre the rescue vessel off centre at an angle of 30 - 40 degrees ahead of the target vessel to avoid snubbing.
- Once under way maintain sufficient speed to keep a taught tow line.
- Steber recommend not to exceed 1300 RPM to keep tow load below 1500KG to prevent tow vessel damage.
- Crew to remain forward of the red tow post line at all times during the tow.
- Advise the base the target vessel is now under tow.
- 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.

**17.11 Action in the event of Man Overboard (either vessel) during tow:**

**ALSO Refer to MRNSW SOP OP 03**

- Announce 'Man Overboard' followed by 'where' (eg STB side of relevant vessel)
- Press the Man Overboard keys on the GPS or position a Waypoint.
- Stop the rescue vessel and announce 'drop the tow'. Advise target vessel to release the towline.
- Maintain a visual watch on 'man overboard', indicating direction by pointing with extended arm.
- Recover the Man Overboard on board.
- If tow is to be resumed, approach the target vessel and resume the tow.

**17.12 Approaching the harbour entrance:**

- Assess sea conditions at the harbour entrance.
- Brief crew.
- Determine the need for additional measures to ensure the integrity of the tow, e.g. deploy a drogue from the towed vessel.
- Determine the need for berthing assistance (call out crew of FO20).
- Advise towed vessel to deploy additional measures (if deemed necessary).
- Secure the rescue vessel for entering harbor.
- Request radio base to broadcast Securite alert.
- Note: If conditions at the entrance are considered potentially unsafe, the skipper may elect to remain at sea until conditions improve.

**17.13 Shortening the tow:**

- Advise crew to prepare to shorten the tow.
- Manoeuvre the rescue vessel to provide slack in the tow line.
- Reduce the hold on the towing post to one turn.
- Shorten the tow, maintaining a clear deck.
- Advise to "Make Fast" when tow is reduced to required length.
- Secure tow line on the towing post and announce "Made Fast".

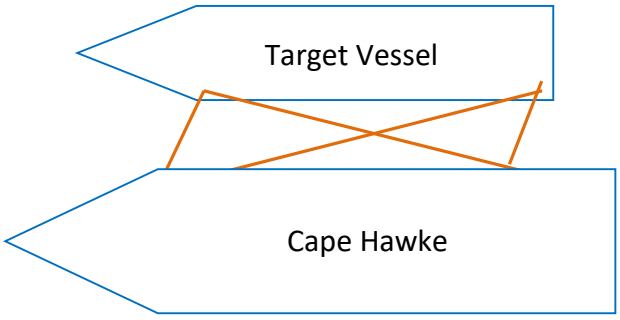
**17.14 Releasing the target vessel at the designated drop off point:**

- Discuss action plan to drop off the target vessel.
- Manoeuvre the rescue vessel as necessary to bring the target vessel to the designated drop off point.
- Advise target vessel to release the towline.
- Recover the towline and the heaving line.
- Obtain details as necessary to complete the Incident Report (as advised by the Radio Room.
- Advise the Radio room the tow is now complete.
- 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.
- 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 the pump out wharf. Alternatively, it may be "Rafted" as detailed below.

**17.15 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.
- Discuss and determine the action plan with the crew. Plan may include anchoring the target vessel prior to rafting.
- Communicate action plan and instructions to the target vessel.
- Prepare rafting ropes. Minimum of 2 ropes required (4 ropes if springers are to be used).
- Deploy fenders as necessary.
- When ready and in sufficient clear water, slow down, pull in towline to place vessel alongside starboard side. Manoeuvre own vessel as required.
- Secure target vessel to rescue vessel with a forward (tow) line and then a stern line.
- Deploy forward and aft spring lines if required.

- Adjust lines so as to warp the target vessels stern ahead of the rescue vessel stern.
- Adjust all lines so as to parallel each vessel fore and aft.
- Tighten and secure all lines. Proceed to designated drop off point.
- If target vessel is to be put alongside a wharf, advise target vessel crew to have lines ready.
- Releasing the target vessel at the designated drop off point will require the removal of the various lines at a time determined by the skipper.
- Ensure crew have sufficient time to remove lines, verify all unrequited lines are clear.




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.

| 18.0 | FIRE ON BOARD |
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**18.1 Purpose:**

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

**18.2 Scope:**

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

**18.3 Overview:**

- The vessel is equipped with 3 portable fire extinguishers and a fire blanket for conventional firefighting of small containable fires:
  - 1 x ABE Powder type located on the fwd. cabin port side
  - 1 x Foam type located behind the Skippers seat
  - 1 x Foam type located behind the helm seat
  - 1 x fire blanket located on the rear cabin bulkhead

| | | |
|---|---|---|
| ABE Powder: | Red with a white band | All fires |
| Surfactant Foam: | Red with a Blue band | Engine room fire |

- The engine room is fitted with a fixed detection alarm and fire suppression system.
- 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.

**18.4 Safety/Hazards:**

- Ingestion of smoke and/or toxic fumes.
- Burns.
- Asphyxiation.

**18.5 Fire Fighting Terminology:**

- **"Fire, Fire, fire",** followed by location of the fire
  Eg: "Fire, Fire, Fire, fire in the engine room compartment"

**18.6 Special Precautions:**

- The use of firefighting agents in confined spaces will displace air and therefore inhibit breathing. If a crew man is required to enter a confined space when there is a fire on board, there must be a backup crewman in support in order to retrieve the first mentioned crew man in case of distress or collapse.

**18.7 On the announcement Fire "Fire Fire Fire" in the Engine Room:**

**Refer to SMS Level 3 and Flip Charts**

- Radio operator to take a position fix on the GPS, broadcast May Day and notify the base of the vessel position and situation.
- Crew to assemble fire extinguishers and fire blanket away from the fire area.
- MRC to close port and starboard air vents by activating the trip levers (4 in total) located by the port and starboard sides under coaming.
- Skipper to determine if the engines need to be shut down (providing vessel is in clear water) and determine if the fuel supply needs to be shut off (cable located under starboard coaming forward of side door).
- Crew prepare to release the life raft.
- 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.
- Assign a crewman to gather grab bag, potable water, 1st aid kit and EPIRB from the cabin.
- With both fire extinguishers at the ready, open the engine room hatch approximately 150mm.
- If flames are present, close the hatch.
- If the fire cannot be controlled with foam extinguishers, consider using the Fire Suppression System (see notes).
- If the fire has ignited the fiberglass and cannot be controlled, consider immediately ordering ABANDON SHIP.
- Advise crew to launch the life raft.
- Broadcast Mayday and advise the base that the vessel is being abandoned and confirm vessel position.
- Board the life raft and conduct a head count.
- Activate the EPIRB.
- Pull **l**ife **r**aft clear of the burning vessel.

**In the event the fire is controlled and extinguished:**

- Advise the base the situation ~~once in raft~~

- Assess the damage and determine the seaworthiness of the vessel
- Determine if the engines can be safely restarted
- If the vessel can be made operational, return to base.
- If the vessel is not operational, request assistance.

**Notes regarding typical operation of Stat-X Fire Suppression System:**

**FIXED FIRE SUPPRESSION OPERATION**

**WARNING: Engine room MUST be evacuated before activation as the gas and particles given off will cause suffocation if persons remain below deck.**

**Fire Detection:**

- Fire Detector—detects a fire - 2 units located in Engine Room
- Fire Alarms—operate - Located on system activation panel at helm station

**Manual Discharge of a Fire Suppression System:**

- Press ARM for 1 second.
- Pre-discharge alarm Operates.
- Pre-discharge Time Delay Expired (30 seconds).

During the pre-discharge delay period, the vessel skipper must **prepare** for the discharge of the fire suppression system in the protected compartment by;

1- Shutting down machinery.
2- Closing the compartment doors.
3- Closing ventilation openings.
4- Ensuring all personal have evacuated the compartment.

Fire System Discharge (manual discharge) Switch Enabled.
Fire System Discharge (manual discharge) Switch Operated.
Stat-X System Discharge Operated.

For all other operations of the Chubb - Stat-X marine fire suppression system, refer to manuals.

**18.8 On the announcement "Fire Fire Fire" in the vessel cabin:**

**Refer to SMS Level 3 and Flip Charts**

- Take a position fix on the GPS.
- Assemble fire extinguishers and fire blanket away from the fire area.
- Broadcast Pan Pan and notify the base of the vessel position and situation position and situation.
- Investigate the location and nature of the fire.
- Assign a crewman to prepare to release the life raft.
- If the fire is of an electrical nature, deploy the Red (Dry Chemical) extinguisher, and switch off all circuits on the Fin Scan panel and breaker panel near the helm console. This will

disable all radios communication must be now be carried out via mobile, satellite phone, or hand held VHF.
If the fire is consuming combustible materials such as furnishings, cushions etc., deploy either extinguisher and or the fire blanket.

- On controlling the fire, assess the damage and notify the base of the situation.
- If the fire cannot be controlled prepare to abandon ship.
- If the vessel can be made operational, return to base.

| 19.0 | DEBRIEFING |
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**19.1 Scope:**

- The scope of this LOP is to cover the debriefing of the crew when returning from or after attending to a routine or significant incident.

**19.2 On return to base:**

- After securing the vessel (or being landed by another vessel) a full debrief will be conducted. This will be attended by all crew.
- For a Routine Incident and following the debrief, a full report on the incident will be compiled for submission to the Operations Boating Officer and Unit Commander if considered applicable.
- Following any significant incident response or activation resulting in any injury or bringing the possibility of trauma, an after-action review should be conducted and critical incident support provided.
- Guidance on after-action reviews and critical incident support is provided in SOP OP 06: Incident Management and detailed guidance on critical incident support is provided in SOP OP 25: Critical Incident Support Services.

| 20.0 | ANCHORING |
|---|---|

**20.1 Scope:**

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

**20.2 Purpose:**

- This LOP 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.

**20.3 Overview:**

- The rescue vessel is equipped with 10 meters of chain, plus 100 meters of warp and a 9 kg plough anchor.
- The anchor is veered from the helm position and can be recovered from this position BUT should be recovered by the bow hand using the foot switch adjacent to the winch on the bow.

- There is a breaker switch on the bulkhead starboard side, just inside the engine room bulkhead hatch.
- 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.

**20.4 Safety/Hazards**

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

**20.5 Special Precautions:**

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

**20.6 Preparing to anchor:**

- Manoeuver the vessel to the required position, bow to the wind/swell.
- Ascertain depth of water and amount of warp to be veered.
- Advise crew to take anchor stations.
- Energise the anchor winch on helm panel.
- Open the anchor hatch and remove the safety line from the anchor.
- Advise Skipper that crew are in position and ready to lower.

**20.7 Lowering the anchor**

- Power on the anchor winch control panel at the helm.
- Signal the bow hand intention to lower the anchor.
- Lower the anchor to the required rode length.
- Signal the bow hand, anchor on bottom.
- Allow vessel to ride backwards of the anchor, with wind and tide, and use pulse power if required to prevent chain from stacking on bottom.
- Crew to check if anchor is holding either through observing a shore landmark or reference to a lat/long reading.
- Close anchor hatch and return to aft deck.

**20.8 While at anchor:**

- Maintain contact with the Radio room every 30 minutes.
- Check the position of the anchor at 30 minute intervals by referencing against the original position.
- Monitor the wind and sea conditions, giving consideration to the length of the warp.

**20.9 Weighing the anchor (from the bow position):**

- Advise crew to take anchor stations.
- Open the anchor hatch.
- Bow assistant signals all OK.
- Helm power up winch.
- Helm signal weigh anchor.
- Bow hand engages winch by operating the foot switch adjacent to the winch.
- Bow assistant indicates to skipper direction of the anchor rode.

- Helm engage power to maintain vessel's head into wind/sea.
- Helm manoeuver the vessel forward in order to minimize the load on the anchor winch.
- Do not allow winch to overheat, no more than 20 meters of warp at a time with a 30 second pause.
- Signal when chain is being recovered.
- Ensure chain does not heap under the winch in the chain locker. Clear as necessary.
- Slow the recovery of the anchor when the anchor clears the water.
- Indicate to skipper that anchor is clear of the water.
- Snug the anchor into the fairlead and attach the safety line.
- Close the anchor hatch, return to aft deck and de-engergise the anchor winch..

| 21.0 | SCATTERING ASHES |
|---|---|

**21.1 Scope:**

- The scope of this LOP includes but is not limited to meeting the family of the deceased to determine the location in order that it may be viewed from ashore (if required) Additionally, there may be need for a Pastoral visit prior to, and/or after the scattering of the ashes.

**21.2 Purpose:**

- The purpose of this LOP) is to provide a safe, compassionate and dignified service when scattering ashes from the rescue vessel.

**21.3 Overview:**

- The scattering of ashes at sea is an activity that must be approved by the Unit Commander.
- Only Marine Rescue personnel are permitted to be onboard the vessel

**21.4 Definitions/Terminology:**

- **Ashes Urn**: The ashes urn is normally a plastic container that contains the ashes of the deceased. There is a seal at one end and it is this seal that is to be opened prior to departure.

**21.5 Special Precautions:**

- This activity should not be carried out during adverse sea conditions.

**21.6 Preparing for departure:**

- Ascertain who will scatter the ashes and brief him/her accordingly.
- Break the seal on the urn.
- Record the names of the Deceased and advise the radio room.
- Plot the position of the location for scattering the ashes and enter in the GPS.

**21.7 Departing the designated departure point:**

- Lower flags to half-mast.
- Proceed to sea in accordance with the LOP.

**21.8 On arrival at the designated location:**

- Remove caps.
- Assemble all personnel.

- Conduct the Service.
- Prepare to scatter the ashes from the starboard side of the vessel.
- Safety harness to be worn.
- On arrival at the designated position the skipper will bring the vessel into a comfortable riding position. The Marine Rescue Chaplain (Or Skipper) will then conduct a service prior to the scattering of the ashes. During this time appropriate music may be played.
- Scatter the ashes.
- Play Last Post and The Rouse if appropriate.
- Record Lat and Long and provide details to Chaplain and Tower.
- Raise flags and replace caps.
- The Skipper will then circle the area giving a prolonged salute on the vessel horn prior to proceeding back to harbor

| 22.0 | EMERGENCY DRILLS |
|---|---|

**22.1 Purpose:**

- To ensure that crews are ready for emergencies at sea, these drills are to be conducted by 1 August every 12 months and records kept via Otter.

**22.2 Overview:**

- Drills required to be performed yearly for all crew:
  - Person overboard.
  - Fire on board, in and outside the engine space.
  - Towing.
  - Collision/grounding.
  - Flooding.
  - Emergency steering
  - Persons injured.
  - Fuel spill.
  - Heavy weather management and policies.
  - Prepare to abandon ship and abandon ship.

| 23.0 | DOCUMENT SIGN OFF SHEET |
|---|---|

**MARINE RESCUE**
**FORSTER TUNCURRY**

## DOCUMENT SIGN OFF AREA

Please open the attached FO30 LOP below:

LOP Cape Hawke Rev 3 Final 29 Sept 24

After reading, please complete and submit the form below:

### ENTRIES FOR LOP FO30 REV 3 SIGN OFF

Search Entries: SEARCH

Displaying 1 - 19 of 19

| NAME | FIRST | LAST | DATE | HAVE YOU READ LOP FO30 REV 3? |
|---|---|---|---|---|
| Peter Jelfs | Peter | Jelfs | 08/10/2024 | • Yes |
| Gary Bailey | Gary | Bailey | 08/10/2024 | • Yes |
| james holley | james | holley | 07/10/2024 | • Yes |
| Kathie Kent | Kathie | Kent | 06/10/2024 | • Yes |
| RICHARD NEAL | RICHARD | NEAL | 05/10/2024 | • Yes |
| Graeme Rudd | Graeme | Rudd | 04/10/2024 | • Yes |
| Adam Petteit | Adam | Petteit | 04/10/2024 | • Yes |
| Ray Wakeling | Ray | Wakeling | 03/10/2024 | • Yes |
| Bruce Findlay | Bruce | Findlay | 04/10/2024 | • No |
| Mark Breen | Mark | Breen | 04/10/2024 | • Yes |
| jeffrey lenaine-smith | jeffrey | lenaine-smith | 03/10/2024 | • Yes |
| Bob Parry | Bob | Parry | 30/09/2024 | • Yes |
| Ross Lund | Ross | Lund | 30/09/2024 | • Yes |
| Petrus Mouwen | Petrus | Mouwen | 30/09/2024 | • Yes |
| Peter Nash | Peter | Nash | 30/09/2024 | • Yes |
| Ray Mazurek | Ray | Mazurek | 30/09/2024 | • Yes |
| Carl Giampietro | Carl | Giampietro | 30/09/2024 | • Yes |
| Geoff Anderson | Geoff | Anderson | 29/09/2024 | • Yes |
| Bryce Nicholls | Bryce | Nicholls | 29/09/2024 | • Yes |
| NAME | FIRST | LAST | DATE | HAVE YOU READ LOP FO30 REV 3? |

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