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COMPANY STANDING ORDERS FOR BRIDGE WATCHKEEPERS

1. STANDING ORDERS

These Standing Orders are the minimum standard. Master shall prepare his standing orders using these guidelines. The Master's Standing Orders must not conflict with the Company SMS.

At daily intervals, the Master should write in the bridge order book what is expected of the OOW, with particular reference to his requirements during the hours of darkness. These orders must be signed by each OOW when going on watch.

2. GENERAL

- 2.1. At all times, the ship shall be navigated safely in compliance with the latest requirements of COLREGS, STCW, SOLAS and Company Procedures.
- 2.2. The Master is overall responsible for safe navigation and for arranging watches.
- 2.3. The mandatory MLC / STCW minimum rest periods for watch keepers shall be strictly observed.
- 2.4. When a Pilot is on board, he/she shall be a temporary member of the bridge team. The Master or his/her deputy remains responsible for the safe navigation of the vessel.
- 2.5. Double watches are to be set by the Master whenever considered necessary.
- 2.6. A sole lookout may only be maintained by the OOW during daylight conditions in strict accordance with Company procedures.
- 2.7. The IMO Standard Marine Navigational Vocabulary (English) is to be used for all external communications and whenever a pilot is on board.
- 2.8. Passage plans shall be implemented and observed for each passage from 'berth to berth'.
- 2.9. The OOW has unrestricted use of all navigation equipment; communication equipment; sound signalling equipment; steering systems; main engines or any other equipment necessary for the safe navigation of the vessel.
- 2.10. The VHF or AIS SMS facility should not normally be used for collision avoidance as valuable time can be wasted while ships approaching each other try to make contact instead of complying with the COLREGS. *There have been a significant number of collisions where subsequent investigation has found that at some stage before impact, one or both parties*

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were using VHF radio in an attempt to avoid collision. The use of VHF radio in these circumstances is not always helpful and may even prove to be dangerous¹.

- 2.11. Master and OOW shall always take into account the safety of the crew, the vessel, the cargo and the protection of the environment, and no excuse will be accepted from any officer or Master who places the vessel in a position of danger during his watch.
- 2.12. Company defines deterioration of visibility when visibility is reduced to 6 NM and it should not be confused with restricted visibility. At deterioration of visibility master is to be informed for his awareness but he doesn't need not to be present on bridge. Company checklist – "Nav B13 Navigation in Restricted Visibility" is not applicable for deterioration of visibility.

3. OFFICER OF THE WATCH (OOW)

- 3.1. The OOW is the Masters representative and is primarily responsible for navigating the ship in a safe and prudent manner at all times and in strict compliance with all applicable laws, regulations and Company procedures.
- 3.2. The OOW may also have additional duties to undertake while on watch. However, these duties should under no circumstances interfere with the safe navigation of the ship and maintaining a proper lookout.

4. TAKING OVER THE WATCH

- 4.1. The OOW shall not hand over the watch if there is reason to believe the relieving officer is unfit to carry out his/her watch keeping duties effectively. If in any doubt, the OOW shall call the Master.
- 4.2. The Relieving Officer shall not take over the watch until his/her vision is fully adjusted to the light conditions and has personally satisfied himself/herself with all the items as required by, Chapter 6. Duties of the Officer of the Watch, Section 3 Taking over the Watch.
- 4.3. The Relieving Officer shall ensure that the members of the relieving watch are fit for duty, particularly as regards their adjustment to night vision.
- 4.4. If at any time the OOW is to be relieved when a manoeuvre or other action to avoid any hazard is taking place, the relief of the officer shall be deferred until such action has been completed.
- 4.5. The OOW shall remain responsible for the watch until the Relieving Officer has given a clear instruction that he/she is taking over responsibility for the watch.

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- 4.6. The OOW been relieved is to conducted fire, safety and security rounds of the accommodation after his watch (after 0000 and after 0400 hrs) and report back to the Bridge.

5. MAINTAINING A LOOK-OUT

- 5.1. At all times, the OOW shall ensure that a proper lookout is maintained.
- 5.2. The OOW may visit the chartroom, chart table area or GMDSS station, when essential, for a short period for the necessary performance of navigation and GMDSS duties but shall first ensure that it is safe to do so and that a proper look-out is maintained.
- 5.3. To perform lookout duties effectively the Lookout should maintain a lookout outside of the wheelhouse on the bridge wing unless the weather conditions are extreme.
- 5.4. To maintain a proper lookout no other duties shall be undertaken or assigned to the Lookout that could interfere with this task.
- 5.5. The helmsman, while steering, cannot perform the duties of a lookout. An extra man should be called to the bridge to perform these duties. If an emergency arises lookout can be placed on the wheel immediately and extra lookout called.
- 5.6. The 'dead man' alarm (BNWAS) is to be used at all times whilst the vessel is at sea. A suitable entry is to be made in the deck logbook attesting to this. A vessel is considered to be at sea from SBME to FWE, and includes Pilotage, Manoeuvring, Anchorage and Drifting.
- 5.7. The Look-out is not to conduct safety rounds during his watch.

6. PERFORMING THE NAVIGATIONAL WATCH

- 6.1. In no circumstances shall the OOW leave the bridge until properly relieved.
- 6.2. The OOW shall call the Master if in any doubt as to what actions to take in the interests of safety.
- 6.3. The course steered, position and speed shall be checked at sufficiently frequent intervals in compliance with the passage plan to ensure that the ship follows the planned course. At least two methods of fixing the ships position shall be used at all times.
- 6.4. The OOW shall make the most effective use of all navigational equipment at his/her disposal.
- 6.5. When necessary, the OOW shall not hesitate to use the helm, engines and sound signalling apparatus.
- 6.6. The OOW shall make regular checks to ensure that:

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- a. The correct course is steered.
- b. When possible, the gyro and magnetic compass error is determined at least once per watch, or after any major alteration of course.
- c. The standard and gyro compasses are frequently compared, and repeaters are synchronised with their master compass.
- d. Manual steering is tested at least once per watch when automatic pilot is in use.
- e. Navigation and signal lights are functioning properly.
- f. All electronic equipment, controls, indicators and alarms are functioning properly.

7. HELMSMAN/AUTOMATIC PILOT

- 7.1. The OOW should bear in mind the necessity to comply at all times with the requirements of Regulation 24, Chapter V of SOLAS: Use of heading and /or track control systems.
- 7.2. OOW should take into account the need to station the Helmsman and to put the steering into manual control in good time to allow any potentially hazardous situation to be dealt with in a safe manner.
- 7.3. With a ship under automatic steering, it is highly dangerous to allow a situation to develop to the point where the OOW is without assistance and has to break the continuity of the look-out in order to take emergency action.
- 7.4. *The change-over from automatic to manual steering and vice-versa should be made by, or under the supervision of, a responsible officer.*

8. SAFE SPEED

- 8.1. In compliance with the COLREGS, ships should at all times proceed at a safe speed.

9. RADAR

- 9.1. The OOW should use the radar when appropriate and whenever restricted visibility is encountered or expected, and at all times in congested waters having due regard to its limitations.
- 9.2. When using radar, the OOW shall ensure that the provisions on the use of radar contained in the COLREGS is complied with at all times.
- 9.3. Whenever radar is in use, the OOW should select an appropriate range scale, observe the display carefully and plot effectively.

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- 9.4. The OOW should ensure that range scales employed are changed at sufficiently frequent intervals so that echoes are detected as early as possible.
- 9.5. It should be borne in mind that small or poor echoes may escape detection.
- 9.6. The OOW should ensure that plotting or systematic analysis is commenced in ample time.
- 9.7. In clear weather, whenever possible, the OOW should carry out radar practice.

10. COLLISION AVOIDANCE

- 10.1. A safe CPA is to be maintained to all other ships whether on collision course or not.
- 10.2. As far as possible and practical in the traffic conditions, without endangering your vessel, following **MINIMUM CPA** should be maintained.

Open waters / Ocean: 2 nautical miles or more.

Coastal Waters: 1 nautical mile or more when practical based on the proximity of other navigational hazards.

Restricted / Congested Waters: Try to achieve as much CPA, as is possible based on reduced speed and the proximity of other navigational hazards.

Obstacles and Fishing Nets / Buoys: 0.5 nautical miles

- 10.3. As a simplified guideline, action to avoid collision must be taken at a distance of at least five nautical miles in open sea.

If own vessel is stand-on vessel and the other vessel is not taking appropriate action, own vessel must take action at least three nautical miles away from the other vessel in open sea.

If own vessel is overtaking vessel, own vessel to keep at least two nautical miles off from other vessel in open sea.

ALWAYS act according to the rules of the road. When taking action to avoid collision ensure that the action is bold enough to be readily apparent to the other vessel (observing visually or by radar).

- a. As a guideline when taking evasive action:
 - b. if altering course, then the course change should be at least 20 to 35 degrees.
 - c. if altering speed, then the speed should be reduced by approximately half.
 - d. Officers are to perform long range scanning using the radar, to detect at the earliest opportunity if a risk of collision exists or a close quarter situation is developing. ARPA

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when used for collision avoidance MUST have its speed set to speed through the water and NOT speed over the ground!

- e. Do not rely solely on the ARPA when determining if a risk of collision exists. You are to use all available means for determining such, including the taking of visual bearings of approaching vessels.

11. CALLING THE MASTER

11.1. The OOW should notify the Master immediately in the following circumstances or in any other emergency or situation in which he is in any doubt:

- a. If visibility deteriorates below a distance of six (6) nautical miles,
- b. if the traffic conditions or the movements of other ships are causing concern,
- c. if difficulty is experienced in maintaining course,
- d. on failure to sight land, a navigation mark or to obtain soundings by the expected time,
- e. if, unexpectedly, land or navigation mark is sighted or change in sounding occurs,
- f. on breakdown of the engines, steering gear or any essential navigational equipment,
- g. in heavy weather if in any doubt about the possibility of weather damage,
- h. if the ship meets any hazard to navigation, such as ice or derelicts.
- i. When a "give way vessel" comes within 15 minutes of the allowable CPA without significant bearing change, and all communication attempts to determine that vessel's intentions have failed.

11.2. Despite the requirement to notify the Master immediately in the foregoing circumstances, the OOW should in addition not hesitate to take immediate action for the safety of the ship, where circumstances so require.

11.3. Refer NAV B17 for occasions to call Master.

12. CLEAR WEATHER

12.1. The OOW should take frequent and accurate compass bearings of approaching ships as a means of early detection of risk of collision; such risk may sometimes exist even when an appreciable bearing change is evident, particularly when approaching a very large ship or a tow or when approaching a ship at close range.

12.2. OOW should also take early and positive action in compliance with the applicable regulations for preventing collisions at sea and subsequently check that such action is having the desired effect.

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13. COASTAL WATERS

- 13.1. The largest scale chart suitable for the area and corrected with the latest available information should be used.
- 13.2. Whenever potential dangers to navigation exist, in restricted waters or in coastal areas, [a close check on vessel's position shall be kept using LOP, parallel indexing as applicable²](#) to assure that the position of the ship is positively known and is in conformity with the planned track. The OOW should positively identify relevant navigation marks used for obtaining the fixes.
- 13.3. Soundings must be taken when making landfall, when the vessel is in restricted or shoal waters and at any other time when they may assist in establishing the position of the vessel.
- 13.4. When navigating in coastal or restricted waters particular attention must be given to pollution prevention and compliance with MARPOL and applicable local regulations.
- 13.5. A Helmsman shall be readily available on standby.
- 13.6. Steering shall be changed over to manual operation when:
 - a. Approaching the pilot station or port limits.
 - b. The main engines are placed on standby.
 - c. Transiting high density traffic areas.
 - d. The Master, or the passage plan requires it.
 - e. The OOW deems it necessary.
- 13.6.1. An additional steering gear power unit shall be tested and kept readily available on immediate standby.
- 13.6.2. When entering coastal waters following a deep-sea passage the manual steering gear system shall be tested.
- 13.7. The main engine shall be placed on standby, and an additional generator placed on the board as and when the Master deems it necessary.
- 13.8. At least one of the position fixing methods shall be visual bearings or radar positioning.
- 13.9. In the advent of a main engine or power failure the OOW must immediately alter course and head the vessel to seaward to gain maximum distance from the coast. Due cognisance must

² W 08 / 2024

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be given to other shipping or hazards in the area when altering course. He is to ensure the correct shapes or lights are displayed.

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14. RESTRICTED WATERS

- 14.1. 'Restricted waters' shall mean inland waterways, rivers, canals, straits or when navigation waters are restricted.
- 14.2. When navigating in restricted waters the Master shall be responsible for the safe navigation of the vessel and shall be present on the bridge together with the OOW and a Helmsman.
- 14.3. To avoid fatigue during prolonged navigation in restricted water the Master may delegate the responsibility of safe navigation to the Chief Officer and retire to his/her cabin or pilots' cabin for rest, provided he/she is immediately available on call. The Master must be on the bridge whenever pilots are being picked up/dropped or exchanged; on approach port limits or when the vessel transits particularly high traffic or hazardous areas.
- 14.4. The engine room shall be manned and the engines on standby immediately available for manoeuvring. An additional generator shall be placed on the board.
- 14.5. Steering shall be manual, and an additional steering gear power unit shall be placed in operation, where units may be operated in parallel.
- 14.6. Anchors shall be cleared ready for release, but the riding pawls are to be left down until just before letting go and the anchor party shall be on call.
- 14.7. The vessel's speed shall be regulated so as to comply with local speed restrictions and to avoid damage to shore installations, moored vessels and tows.

15. CONGESTED WATERS

- 15.1. The Master shall be responsible for the safe navigation of the vessel and shall be present on the bridge together with the OOW and a Helmsman and Lookout.
- 15.2. The engine room shall be manned and the engines on standby immediately available for manoeuvring. An additional generator shall be placed on the board.
- 15.3. Steering shall be manual and an additional steering gear power unit shall be placed in operation, where units may be operated in parallel.

16. RESTRICTED VISIBILITY

- 16.1. When restricted visibility (visibility reduces to 3 nautical) is encountered or expected, the first responsibility of the OOW is to comply with the relevant rules of COLREG '72 as amended, with particular regard to the sounding of fog signals, proceeding at a safe speed and having the engines ready for immediate manoeuvres. In addition, he should:
 - a. inform the Master.

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- b. post proper look-out(s) and helmsman; and in congested waters, revert to hand steering immediately,
- c. place main engines on standby and inform the duty engineer officer. On vessels that are approved for UMS the duty engineer must be up and about immediately available to proceed to the engine room if required.
- d. exhibit navigation lights: commence giving relevant sound signals, operate and use the radar(s); commencing plotting other vessels.

16.2. Master shall take charge of the watch, watches on the Bridge must be doubled up.

16.3. To avoid fatigue during prolonged navigation in restricted visibility the Master may delegate the responsibility of safe navigation to the Chief Officer and retire to his/her cabin or pilots cabin for rest, provided he / she is immediately available on call. The Master must be called whenever a close quarter situation is detected on radar.

The use of radar(s) does not mean that the vessel can proceed at an (unsafe) inappropriate speed, giving no sound-signals or not to place (extra) lookouts.

16.4. If the ship's position is in doubt or there is complete radar failure, then consideration should be given to stopping the ship or anchoring if the depth of water permits.

17. HEAVY WEATHER

17.1. Alteration of course, or reduction in speed, or change of route must be considered in order to avoid weather damage to ship and cargo, or harm to persons on board.

18. NAVIGATION WITH PILOT EMBARKED

18.1. If the OOW is in any doubt as to the Pilot's actions or intentions, he should seek clarification from the Pilot; if doubt still exists, he should notify the Master immediately and take whatever action is necessary.

19. SHIP AT ANCHOR

19.1. A continuous watch must be maintained for the purpose of safety at all times, while the ship is at anchor or moored.

19.2. If there is a compelling requirement such as "ship to ship" transfer or cargo work, and the Master considers it safe, he may at his discretion permit the watch keeping officer to perform the watch from the deck provided:

- a. The Master has carefully assessed the risk and determined that it is safe to do so.

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- b. The Master has set clear watch keeping instructions.
- c. OOW complies with the instructions contained in 19.4 below.
- d. VHF communications are maintained.
- e. The watch is performed on deck and not from within the accommodation.
- f. The safety of the vessel is paramount and if there is any doubt as to the risks involved the Master should rather double up watches i.e. continuous bridge watch plus a separate cargo watch keeper.

19.3. The Master shall determine the level of readiness required for use of the main engine e.g. immediate; 10 minutes' notice; 30 minutes' notice etc.

19.4. In all circumstances, while at anchor, the OOW should:

- a. when circumstances permit, check at sufficiently frequent intervals whether the ship is remaining securely at anchor by taking bearings of fixed navigation marks or readily identifiable shore objects.
- b. ensure that an efficient look-out is maintained.
- c. ensure that inspection rounds of the ship are made periodically; and be aware of possible piracy.
- d. observe meteorological/ tidal conditions and the state of the sea/swell/wind.
- e. notify the Master and Engine Room and undertake all necessary measures if the ship drags anchor.
- f. take measures to protect the environment from pollution by the ship and comply with applicable pollution regulations.

20. MASTER'S STANDING ORDERS³

Following is the sample of the master's standing orders. Master upon joining the vessel shall prepare his standing orders specific to the vessel explaining his requirement. Master's standing orders shall not conflict with the company standing orders.⁴

20.1. Master's Standing Orders⁵

- a. An Officer-on-Watch (OOW) shall comply with the company standing orders at all times.
- b. The standing orders should not be considered to indicate a departure from company Policies, SMS and instructions, Flag State rules, COLREGS, SOLAS, MARPOL or any other applicable regulations, or the usual practices of good seamanship.

³ W 47 / 2022

⁴ W 47 / 2022

⁵ W 47 / 2022

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- c. An Officer-on-Watch (OOW) should always exercise common sense, good seamanship and prudence at all times during his watch and shall maintain situational awareness at all times. The safety of the life, environment, ship and cargo is of primary importance and rests on the alertness of OOW.
- d. For the whole period of his watch the OOW is responsible for the safety of the Ship until such time as he is formally relieved by another officer or the Master, and until that time he shall remain at his place of duty. Irrespective of Master's or other navigating officer's presence on bridge OOW continues to be responsible for safe navigation of vessel. Master will expressly state to the officer of watch whenever he takes/hands over the con. The time of hand/take over should be stated in the vessel's logbook/bell book.
- e. The OOW shall familiarize himself with Nautical Manual, Bridge procedures guide and COLREGS and shall comply with the company checklists for navigation.
- f. Prior arrival and prior sailing, OOW to test all the bridge gear in accordance with the company checklists, prepare pilot information card and give notice to engine room.
- g. OOW to maintain SHARP ALL-AROUND GOOD LOOKOUT at all times using all means available (example) visual, audible and electronic appropriate to prevailing circumstances and conditions. Bridge manning level as per passage plan and company checklist shall be strictly complied with.
- h. OOW shall strictly comply with the International Regulations for Preventing Collisions at Sea. Do not hesitate to use the whistle or engine in obeying these regulations. When altering course for another vessel, do it boldly and in sufficient time to let any other vessel is in no doubt as to your intentions. Try to avoid close quarter situations by early and substantial course alterations and in open waters give all traffic plenty of room. Minimum CPA shall not be less than 2 NM in open sea.
- i. Whenever encountering naval vessels or fishing vessels at sea, give them a wide berth. Be prepared for them to carry out sudden manoeuvres and course changes. Call the Master anytime you are in doubt, or you feel the vessel is in danger.
- j. OOW shall not get distracted during his watch and shall comply with the company distraction poster.
- k. VHF radio communication with other vessel and AIS communication information shall not be relied for the purpose of collision avoidance.

20.2. Call the Master in following cases:⁶

- a. When visibility deteriorates below a distance of six (6) nautical miles (Restricted visibility rules don't apply).
- b. In case of restricted visibility when visibility falls below 3 nautical miles (Restricted visibility rules apply).
- c. If the traffic conditions or the movements of other ships are causing concern.

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- d. If unable to maintain minimum CPA of 2 nautical miles in open sea, 1 nautical mile in coastal waters and 0.5 nautical miles from Obstacles and Fishing Nets / Buoys.
- e. When a "give way vessel" comes within 15 minutes of the allowable CPA without significant bearing change, and all communication attempts to determine that vessel's intentions have failed.
- f. If the vessel is needed to exit the XTC (cross track corridor) except in case of alteration of course in open waters required by anti-collision regulations.
- g. As required by the company checklist Form Nav B17 for calling master.
- h. In restricted visibility comply with international regulations "Conduct of vessels in Restricted Visibility". Do not hesitate to use the whistle or slow down if necessary. Commence plotting all targets forward of the beam, operate VHF on Channel 16, and inform the Master and Chief Engineer. For the purpose of these orders restricted visibility is anything less than three miles.
- i. If severe line squalls or freak meteorological phenomena such as waterspouts or high swell are observed, immediately alert any crewmember on deck by sounding one prolonged blast on the whistle, alter course to keep clear if possible and call the Master.
- j. Watch keepers are to use all available means and opportunities in order to establish the ship's position. GPS positions are to be verified per the interval provided in the Nautical Manual/Chapter-7B/Monitoring Accuracy of GNSS Position in ECDIS.
- k. Officers are to be familiar with the full operations, scope and limitations of safety equipment and bridge navigational equipment, especially ECDIS. This means studying the manufacturer's operational manuals provided. Company Bridge Equipment and ECIDS familiarization checklists (Nav B03 & B04) shall be completed prior taking over first watch on the vessel. Following shall be complied for ECDIS
- l. All officers shall be aware of the limitations of ECDIS.
- m. Ensure settings in ECDIS are entered as per ECDIS User Settings Form 1.3.2. No system settings or parameters (e.g. safety depth and safety contour) are to be changed without master permission.
- n. Any alarms related to position to be investigated immediately in order to avoid vessel running into danger. Do not blindly acknowledge alarms without reading. Any permanent alarms, alerts or message which remain unresolved and continuous pop up on ECDIS must be brought to the notice of Master.
- o. During navigation, the ECDIS must be used operated at compilation scale except zoom in/out to improve situational awareness.
- p. ECDIS periodic checks (checklist number NAV B18) is to be complied with.
- q. In case of failure of one ECDIS, the navigator shall transfer navigation to the back-up ECDIS. Contingency plan to be complied with in case of failure of both ECDIS.
- r. Ensure appropriate display layers and settings on ECDIS are set without missing any danger to navigation for various navigation conditions. "ALL" chart features are to be selected during route planning process.

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- s. Ensure route check is carried out on each occasion of ENC's correction and Master is informed if change in route is required due to newly plotted danger.
- t. At sea, gyro and magnetic compasses are to be compared every watch. Compass error must be obtained after major alteration of course or at least once every watch.
- u. All relevant radio or VHF warnings (navigational, weather forecasts, etc.) are to be drawn to the attention of the Master.
- v. Officers are to read the Company SMS and carry out the duties prescribed therein. Officers are also to comply with all local regulations, Statutory and Coast Guard requirements.
- w. The OOW should be fully familiar with the vessel maneuvering characteristics including its stopping distances and should appreciate that other ships may have different handling characteristics. OOW shall be fully familiar with the MOB procedures to respond immediately.
- x. The OOW must keep accurate and timely records in all bridge logs and record books, in accordance with company instructions. All logbooks to be completed at end of each watch and signed by OOW. Under pilotage, an accurate record of the ship's passage (passing breakwaters, buoys, UKC, time of Master /pilot exchange etc.) is to be logged in the Bell Book, together with details of all whistle signals and speed reductions whilst passing other vessels, moorings or shore installations.
- y. The OOW is responsible for the conduct, actions and performances of the personnel on his watch, instructing them in proper watch keeping duties and ensuring that the instructions are carried out to his entire satisfaction.
- z. New AB's and OS supporting a watch should be properly familiarized and trained in the duties of the regular watch routine, especially in the duties of keeping a proper lookout and the duties of the helmsman.
- aa. An OOW being relieved should ensure that his relief is able and in fit condition to stand a watch. Should this not be the case or should the relieving Officer not turn up for his duty within 10 minutes of the scheduled commencement of a watch, the Master must be informed.
- bb. During pilotage, the OOW shall continue to monitor the vessel's position and keep a sharp lookout like no Pilot is on board and advise Master / Pilot of any abnormality immediately. He should always monitor that advise/orders from Pilot or Master are correctly executed and must also challenge any doubtful orders from Pilot and or Master if he feels such order is in contradiction with the plan. He should not feel exonerated in his duties and responsibilities at the presence of the Pilot or Master on the bridge.

20.3. At Anchorage⁷

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- a. When the vessel is at anchor, the Officer-on-Watch should ensure that an efficient lookout is maintained.
- b. Anchor bearings/position should be checked frequently to monitor the vessel's position, the relative positions of other ships and to detect a dragging anchor.
- c. Vessel turning circle must be determined and vessel position plotted at least every hour.
- d. An efficient security watch must be maintained and inspection rounds of the vessel should be made periodically.
- e. The bow stopper must always be in use when at anchor.
- f. Ensure the lights/signals are correctly exhibited and VHF watch kept.
- g. Most anchorages, however sheltered, can become untenable in a very short space of time in sudden bad weather. It is therefore of the utmost importance that at the first signs of deteriorating weather, the main engine is put on immediate notice and the Master is called. Give notice to anchor party if required.

20.4. **Safety⁸**

The safety of the ship and its personnel is always to be the prime consideration, taking precedence. No consideration of program, convenience or previous instructions justifies taking any risk, which may place the ship in danger.

At all times whether working on deck, observing from the bridge, or about the accommodation, each officer has a duty to ensure that safe working practices are being maintained, any breaches are to be brought to the notice of the safety officer and or myself.

- a. Correct PPE are to be used for the job being carried out.
- b. The Chief Officer is responsible for ensuring that the procedures regarding safety of non-ship's staff are applied and adhered to.
- c. Entry into Enclosed space /hot work etc will take place only after full company procedures/permits have been carried out and approved by Master otherwise it is strictly forbidden.
- d. Fire/safety/security rounds in accommodation areas shall be taken after 2000 Hrs, 0000 Hrs and 0400 Hrs and logged in deck logbook. A lookout should not leave the bridge during the watch.

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20.5. Protection of the Marine Environment⁹

Officers are expected to familiarize themselves with current international regulations for the protection of the marine environment and to ensure that these, together with the Company's regulations and any specific local regulations, are strictly observed so as to minimize the possibility of operational or accidental pollution of the marine environment.

20.6. Security¹⁰

Piracy is a major problem in many areas. Keep a close watch for any small crafts or suspicious vessels approaching the vessel. Call master immediately upon seeing an unidentified vessel coming near own vessel and sound the General Alarm.

OOW shall also ensure that all security procedures in accordance with the Ship Security plan are strictly complied. Stowaway and contraband (as applicable) search are to be carried out effectively prior departure.

20.7. Emergencies¹¹

OOW to raise general alarm immediately if he observes any emergency like fire, pollution etc at sea or in port. During the watch if any of the fire alarms get activated then it should not be reset from bridge fire alarm panel whatsoever time of the day or night unless investigated. Master should be immediately notified and emergency stations should be called for. In the event of any navigational or shipboard emergency the OOW must inform the Master and take immediate actions even as he awaits the Master's arrival on the bridge.

20.8. In Port¹²

For the whole period of his watch in port, the OOW is responsible for the safety and security of the ship and he should ensure that:

- Access to/ from the ship is kept as safe as possible, well lighted, gangway net properly rigged, Rat guards fitted on all mooring lines, Master/ Chief Officer are consulted for expiration of shore leave and no deck officer or crewmember goes ashore without first informing the Chief Officer, or in his absence, the Master.
- In port lights and flags are exhibited
- Emergency Port contact list is prepared and displayed in ships office, ready for immediate use.
- Prior to operation, the ship's cranes are thoroughly inspected by the OOW and all securing devices have been released and the crane rails are free of obstructions.

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¹⁰ W 47 / 2022

¹¹ W 47 / 2022

¹² W 47 / 2022

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- e. During bunkering all scuppers are plugged, appropriate signals displayed and sawdust, empty drums and fire extinguishers placed near to the bunker connection and the ship's Oil Contingency Plan complied with.
- f. Frequent fire/safety/security rounds are taken on deck and accommodation.
- g. Vessel is kept alongside at all times and Moorings/gangway are tended regularly, especially in ports where swell surges are experienced, and a copy of tide timings is available for watch keepers to tend to moorings accordingly.
- h. Port / terminal safety, security and pollution regulations are complied.
- i. Shore personnel do not smoke in unauthorized smoking areas.
- j. Gangway shall be manned at all times in port, gangway log and visitor identity cards are made available at the gangway. No unauthorized person is allowed on board and all visitors coming on board are issued with visitor cards after proper verification, security rounds are taken and security maintained as per the security level in force and as directed by the ship security officer and all other security procedures in accordance with the Ship Security plan are strictly complied.
- k. During period of dark hours, deck and accommodation outside spaces are adequately illuminated.
- l. OOW is alert when ships/tugboats are manoeuvring in close vicinity of the ship and take all precaution against surging.
- m. Covid19 protection measures shall be complied. No visitor with covid19 symptoms is allowed on board.

20.9. Cargo Operations

Chief Officer shall prepare comprehensive written load and discharge and ballast plans for the cargo to be handled, including duties and responsibilities of the Navigating Officers and Deck Ratings during such operations. Chief Officer must prepare and post his Standing Orders for Cargo Operations. He should also issue his Orders for cargo operations in which any changes in the Cargo Loading, Discharging or Stowage Plans must be noted.

For the entire period of his watch the OOW is responsible for pollution prevention and for ensuring that the cargo operations are carried out as per plan / instructions given by chief officer.

The OOW shall ensure that

- a. Prior to starting of cargo operations, ship-shore checklist as appropriate is filled in.
- b. He shall constantly supervise loading / discharging /stowage of cargo and satisfy himself regarding the safety and efficiency of cargo gear, fire precautions, separation, tally etc in accordance with instructions from C/O.

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- c. While loading / unloading of cargo, ballasting/de-ballasting vessel is not developing undesirable list.
- d. Weather conditions are monitored closely, and any squall or rain is imminent, additional moorings are reinforced.
- e. Oil Pollution Mitigation / Firefighting equipment as appropriate are in readiness for immediate use.
- f. Cargo operations comply with terminal, company and legislative requirements and cargo and ballast operations are monitored and vessels stability is not compromised during any stage.
- g. Any deviation from the agreed loading procedure is brought to the Chief Officer's or Master immediately.
- h. Vessel draft, trim and UKC is regularly monitored and record in the cargo operation form.
- i. An up-to-date record of the cargo/port operation shall be maintained in the port logbook.

Cargo to be immediately stopped if: -

- a. Fire on vessel or on jetty.
- b. Excessive surging of vessel or parting of mooring lines.
- c. Any discovery of cargo contamination.
- d. Any emergency on the ship.
- e. Overflow, leakage or spill of bunker onto the deck or into sea.

In addition to these Standing Orders, additional instructions contained in Master's Bridge Orders must be complied with.

A good officer, when faced with any unusual circumstance, will apply **COMMON SENSE AND PRACTICE OF GOOD SEAMANSHIP** to the situation and act accordingly.

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Call me any time, if in any doubt what-so-ever for navigation, traffic, weather, breakdown, safety or anything else. I would rather be called many times, apparently unnecessarily, rather than just once too late.

!!! You have an important role – Lives of crew, taking care of cargo and property worth several millions, huge environmental responsibility. Please remind yourself of this every time you come on watch.

Let us all be safe than feel sorry.

Master: _____

Date:

READ, UNDERSTOOD AND ACCEPTED:

RANK	NAME	SIGNATURE	DATE
Chief Officer			
2nd Officer			
3rd Officer			