

**REGULATIONS AND
INSTRUCTIONS**

TO

MASTERS

AND

AGENTS

CHAPTER I

SPECIFIC REGULATIONS AND INSTRUCTIONS TO MASTERS

1.1 INTRODUCTION

These regulations and instructions are intended as a guide to Master and Officers, and may, in the event of a casualty, accident or untoward occurrence be referred to for the determination of responsibility.

While it is impossible to legislate for every contingency, departmental and individual, responsibility is reasonably clearly delineated, and the Company will take a serious view of any breach or non-observance of these regulations and instructions. Notwithstanding this, Masters and Officers are expected to use their best judgement at all times in the interests of the Company, and co-operate with other departments and members of the staff toward this end.

1.2 DISCIPLINE

The Master has full authority over all Officers, and over the ship's crew as a whole; his lawful orders must be obeyed implicitly at all times.

An efficient watch must be maintained by Deck and Engine Departments, both at sea and in port.

The Officers of the Watch (OOW) are responsible to the Master for the safe navigation of the ship and for the efficient working of machinery during the period of their watch, and must not leave their post until properly relieved by another Officer.

All Officers and servants of the Company must abide by the laws and regulations of the ports that they visit, and endeavour to cultivate the goodwill of the authorities.

Custom regulations must be strictly complied with, and Customs Officers assisted whenever possible.

Officers must not strike, hustle, or ill-treat any person whatsoever or use force under any circumstances except in self-defence. Any breach of this regulation is liable to lead to dismissal.

The use of alcohol on board while on duty is strictly forbidden. Any Officer or crew member who does not observe this rule is liable to immediate dismissal without any previous notice.

Officers must not leave their vessels in port unless so authorised by the Master, or by the Officer whom the Master has deputed to act in his place. One Officer of each department must be on board at all times as duty Officer. On sailing days all Officers must be on board well ahead of scheduled time of departure.

No shore leave will be granted when a cyclonic storm is imminent. When the N°1 signal is hoisted, all Officers and ratings must return on board at once.

1.3. CARGO

1.3.1 Cargo

No cargo may be accepted on board unless covered by a Shipping Order signed by the Company or the Company's Agents, and all parcels so accepted must be manifested in accordance with Customs regulations.

1.3.2 Cargo Surveyors.

No cargo Surveyors is to be allowed to survey Cargo on board unless he holds written authority to do so by the Company or the Company's Agents in the port.

1.3.3 Smuggling - Contraband

Masters and Officers must take all steps in their power to prevent smuggling by the crew and passengers, and to achieve this the following routine must be strictly carried out:

The Chief Officer must carry out searches of deck, cargo and passenger spaces immediately before sailing and again prior to arrival at each port of call. The Chief Engineer is responsible for carrying out through searches of spaces allotted to him.

1.3.4 Officer's Accommodation

When an Officer vacates his quarters a thorough search must be made before entering port, the door of his quarters subsequently locked and the key retained by the Officer. This will ensure that crewmembers are unable to make use of such vacated quarters for hiding contraband, as has frequently occurred. The back of drawers is a favourite location.

A special check must be done at regular intervals to prevent construction of special hiding places. This is specially necessary immediately after overhauls.

All contraband seized by Officers must be handed over to the Customs Authorities at first port.

All possible assistance must be rendered to Customs Officials in searching for contraband.

Details of seizure or of any untoward occurrence with regard to contraband must be reported in full to the company's Head Office.

1.4 SAFETY

All Officers must make themselves thoroughly familiar with the Safety Regulations dealing with Boat Drill, and with precautions against Fire.

Specific duties are described elsewhere in these Regulations and Instructions and in addition all junior deck and engineer officers should be on the alert and report to the head of their department, or if necessary themselves deal with any infringement of the regulations.

Observance of these precautions is of the greatest importance.

1.5 UNIFORM

Regulations uniform must be worn at all times by Masters, Navigation and Engineer Officers, while at sea and while on duty in port except when the use of "Working Rig" is necessary. "Working Rig" includes Battledress, Overhall, working shoes and helm.

Uniform to be worn, according to weather conditions, will be notified by the Master before 8 am. each day, under one of the following headings:

Bleus Rank	- Standard Merchant Navy Uniform with appropriate gold braid for Rank
Tropical Rig	- White shorts, white open-neck shirts of stout material to carry epaulettes of rank without sagging over shoulders, white shoes and socks, white cap over. (Khaki will be accepted in lieu of Whites.)

No Officer may appear in the Dining Saloon, Lounge or other public rooms unless dressed in accordance with the Master's orders for the dress of the day.

Insignia of rank in gold braid is to comply with the Merchant Navy Uniform Regulations.

1.6 MESSING

Except in special circumstances, meals will not be served outside the Dining Saloon or Engineer Officers' Messroom

When dining in the Saloon, Officers will appear in the dress of the day as laid down by the Master.

All complaints regarding food must be made direct to the Master in writing and not to the Steward. The definite cause for complaint must be given. Complaints to be made individually. Complaints containing multiple signatures are unacceptable.

1.7 ACCOMODATION

No alterations or additions whatever may be made to accommodate or to the ship's structure, without the authority of the Company. Any unauthorised alterations will be resorted at the expense of those making them.

1.8 MEDICAL, SURGICAL AND HOSPITAL TREATMENT

The Company does not accept responsibility for any medical expenses which an officer or crew member incurs through consulting a physician or specialist unless that physician or specialist has been called in at the request of the Company's approved doctors.

When medical attention is required at any other port of call the Company's Agents must be requested to arrange for the necessary appointment with their approved doctor. Also written instructions for Head Office are necessary.

In case of emergency, the Master should be guided by the Port Regulations at the port concerned, and a full report should be made to the Head Office as soon as possible.

Master's and Doctor's reports to be sent immediately to Head Office for attention of the P & I Department .

All medical expenses which a man incurs through his own fault or indiscretion are for his own account. This includes failure to comply with the following requirements as to regular vaccinations and inoculations :

Inoculations against Cholera every 6 months (if applicable)
Vaccination against Smallpox every 3 years (if applicable).

Notes: The foregoing are the Company's own requirements, irrespective of which the requirements of Port Health Authorities must also be complied with.

1.9 WIRELESS

The ship's wireless installations are available for transmission of private messages by Passengers and Officers for prescribed fees, which must be paid in cash to the Radio Officer or the Deck Officer in charge and such funds to be collected by the Master and credited to the Master's monthly account.

Except for handing in private messages, or in the course of duty, no passengers or officers or members of the crew (except the Master and Radio Officers) may enter the Wireless Room during watch-keeping periods.

Aerials of private wireless receiving sets must not be connected to the ship's main or emergency aerials.

Nowadays, on cargo ships, the radio installation is solely operated by the Officer of the Watch in the accordance with the GMDSS Regulations.

1.10 STORES

All Officers are required to prevent wasteful and uneconomical use of stores.