COMPANY NAVIGATIONAL STANDING ORDERS (please see also the specific Captain’s Standing Orders)

1. **Watchkeeping**

You must maintain efficient lookout and no distractions are allowed on the Bridge (see [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [4.0 Marine Operations](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/deck_operations.htm) > [4.1 Navigational Operations](http://srv-glas301:82/Leisure/content/vessel%20management%20system/fleet%20ops/marine%20operations/navigational%20operations.htm) > 4.1.4 Bridge (Team) Resource Managementfor additional guidance). Prior to taking charge of a Navigational Watch, Bridge Officers are to familiarise themselves and be fully conversant with the proper use and operation of all Bridge equipment. This includes the main engine control arrangements, the steering systems, their controls and the change over arrangements from manual steering to automatic steering and vice versa. Unless required for leaving harbour or transiting the same stretch of water "used" charts should not be rubbed off for at least twenty four hours. Voyage plans and actual executions shall remain stored in the ECDIS.

1. **Navigation**

As Officer of the Watch you are fully responsible to me for the navigation, conduct and safety of the ship until you are formally relieved by the Staff Captain or myself and for complying with the International Regulations for Preventing Collisions at Sea, 1972.

No photochromic lenses are to be allowed on the Bridge from 1 hour before sunset or in conditions which imitate dusk and darkness.

Furthermore in compliance with STCW regulations, sufficient time must be allowed for the incoming OOW and lookout to adapt their vision to darkness. Cruise ship bridges are subject to backscatter of light which can have adverse affect on Bridge Team’s ability to see lights etc. OOW’s are to ensure correct lighting levels are maintained at all times. Remember that standing forward of equipment consoles will greatly improve your visibility.

You should never hesitate to take any appropriate action in order to avoid collision or a close quarters situation developing or whenever there is doubt about the safety of the ship relative to the land or other navigational hazard. (see [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [4.0 Marine Operations](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/deck_operations.htm) > [4.1 Navigational Operations](http://srv-glas301:82/Leisure/content/vessel%20management%20system/fleet%20ops/marine%20operations/navigational%20operations.htm) > 4.1.4 Bridge (Team) Resource Management on CPA/TCPA guidance)

Such action may include a bold alteration of course, slowing down, stopping the ship by going astern, letting go an anchor (if depth is appropriate) and closing watertight doors. When within sight and audio range of another vessel any such manoeuvres must be accompanied by the appropriate whistle signals, as laid down in Rule 34, paragraph (a) of the Collision Regulations. Such manoeuvres may also be supplemented by the light signals prescribed in paragraph (b) 1, 2 and 3 of this rule. Paragraph (c) 1 and 2 prescribes the whistle signals to be given when overtaking or being overtaken in a narrow channel or fairway. Whenever doubt exists as to the intentions or actions of the other ship or if the other ship appears to be taking insufficient action, the Officer of the Watch should also not hesitate to sound five or more short and rapid blasts on the whistle (as prescribed in Rule 34, paragraph [d]). The nominal range of audibility of a whistle on a large passenger ship is approximately two miles, but this can vary greatly depending on weather and other criteria (Annex III paragraph (c) of this Collision Regulations). VHF shall not be used for collision avoidance.

Radar, ECDIS and GNSS are not to be over-relied. ECDIS must be set up appropriately for the leg of the voyage (display and alarms)

1. **Reduced visibility**

When reduced visibility of less than two miles is encountered, do not hesitate to take all the usual precautions including calling me posting extra lookouts, closing watertight doors, ordering SBB, reducing speed, sound the whistle and starting an ARPA radar plot. The degree of response will depend on local conditions, traffic, proximity of land, geographical locations, etc.

When in pilotage waters, the pilot should be advised which radar is for his own use, and the Officer of the Watch should use another radar. Bridge Officers should practice plotting procedures in clear weather whenever practicable. The Officer of the Watch will retain the con of the ship until formally relieved by either the Staff Captain or myself.

1. **Navigation under pilotage/in port approaches**

The ship is to be navigated by the Officer of the Watch on a berth to berth basis. The fact that the Captain, Staff Captain or a Pilot may have the con does not relieve the Officer of the Watch from continuing to fix the ship at frequent intervals right up to or from the berth to anchorage. When the ship is being swung in pilotage waters the position is to be monitored continuously by radar ranges and/or clearing bearings or angles and by leading lights.

If in any doubt as to the pilot’s actions or intentions, the officer in charge of the navigational watch shall seek clarification from the pilot and, if doubt still exists, shall notify myself immediately and take whatever action is necessary before I arrive.

1. **Navigational briefings**

In consultation with myself, the Navigator will arrange briefing meetings with the Staff Captain and all Deck Officers to cover the passage plan, port approaches, pilotage, docking/undocking/anchoring plans etc. Where the ship may be engaged on a regular cruise circuit, i.e. Mediterranean, this may take the form of a general briefing at the commencement of the period and thereafter when there is a change of Officer, an alternative port is substituted, or if a significant change to the normal plan is expected. It is important that all Bridge Officers attend these briefings together. Whenever there is a change in the voyage plan, it needs to be re-reviewed and re-completed and all officers of the Bridge Team briefed.

The Officer of the Watch is to keep his watchkeeping team fully briefed with instructions and information that will ensure the keeping of a safe and efficient lookout. He is to ensure the lookout fully understands his duties.

1. **Fixing the ship**

It is not possible to lay down precisely the frequency with which the ship is to be fixed, although half the time interval to the nearest danger is a good guide. When in sight of, or in proximity to land, the ship is to be fixed at suitably frequent intervals using visual cross bearings and radar bearings/distances whenever possible. When in confined water/rivers, close coasting and/or in pilotage areas where continuous fixing is necessary it is often more expedient to use a single beam or near beam bearing and radar distance and parallel indexing. Parallel indices should be utilised at all times.

The ship's position is always to be fixed both before and after every significant alteration of course. When out of sight of land or out or radar range, satellite fixes are to be obtained. Where positive fixes are infrequent or there is doubt as to their reliability or accuracy, solar/stellar observations should be considered. It is important to ensure that Officers remain proficient in obtaining positions by celestial observations. (see also the guidance in [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [4.0 Marine Operations](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/deck_operations.htm) > [4.1 Navigational Operations](http://srv-glas301:82/Leisure/content/vessel%20management%20system/fleet%20ops/marine%20operations/navigational%20operations.htm) > 4.1.6 Coastal Navigation and Closing the Land on recommended intervals and methods of fixing).

1. **Compasses**

When possible and practical, observations to determine the error on both gyro and magnetic compasses are to be taken at least once per watch and records of such observations made in the Compass Deviation Book. Frequent comparisons are to be made between two gyrocompasses, the magnetic compass and the repeaters, especially when a new course is set.

1. **Heavy Weather**

Ideally, HoD’s, passengers and crew will have been given some prior warning of approaching heavy weather; and the vessel will have been fully secured. However, if an unanticipated deterioration in weather/sea conditions appears likely, then I am to be called and the OOW should initiate all normal procedures immediately. During the passage of heavy weather, the OOW should concentrate exclusively on the safe handling of the vessel, using the combinator and rudder to mitigate the vessel’s encounter with each successive wave-train; excessive slamming should be avoided at all times, as should taking green water over the bow , and this requires constant attention to the vessel’s instantaneous speed & heading.

1. **Depth, Draft and Soundings**

Under Keel Clearance requirements are at open sea 50% of the dynamic draft and in restricted /enclosed waters 10%of the dynamic draft (please see the guidance in [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [4.0 Marine Operations](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/deck_operations.htm) > [4.1 Navigational Operations](http://srv-glas301:82/Leisure/content/vessel%20management%20system/fleet%20ops/marine%20operations/navigational%20operations.htm) > 4.1.4 Bridge (Team) Resource Management). The Air draft clearance is to be min one (1) metre.

The echo sounder (and its recording device), and any other aids such as forward looking sonars when installed, are to be kept running continuously and monitored accordingly throughout port approaches and pilotage areas as well as at sea when the depth is within or approaching echo sounder range. Any available alarms are to be set to the appropriate safe depth to warn of approaching shallow water. Echo sounders and sonars are also to be kept running in unfrequented waters or areas where the chart shows few soundings. Any areas of particularly shallow water or where the depth varies significantly from that charted should be noted and the chart marked accordingly.

Sailing should be avoided whenever doubts exists in approaching  uncharted and/or  unexplored areas unless a Risk assessment has been previously carried out at the beginning of the voyage and/or if extensive changes to the voyage/itinerary has taken place.

1. **Steering changeover**

Changeovers of steering from manual to automatic steering and vice versa are always to be personally carried out by the Officer of the Watch. Handover procedures between Officers of the Watch and/or Captain should always include a positive report as to the steering mode.

1. **Calling the Captain and reporting hazardous conditions**

Under normal conditions, unless otherwise instructed I am to be called as per Night Orders with a report of current conditions and of any incidents during the night.

When arriving at port in the morning, unless otherwise instructed I am to be called on time before Stand-by.

In the event of any situation arising where you are in doubt for any reason, call me immediately, and take such steps as you deem necessary to contain the situation until I arrive on the bridge. Hazardous occurrences are to be reported to the Port/Coastal state and the Company.

1. **Stabilisers**

The use of stabiliser fins is at the discretion of the Officer of the Watch. It is imperative, however, that the fin indicator board is used correctly. The status of the stabiliser fins should be handed over to your relief. When approaching port the Officer of the Watch must give me a positive report and indicating that the stabilisers are housed. The control panel should remain illuminated.

Prior to using the stabiliser fins, the Engine Officer on Watch must be informed.

1. **In port**

Whilst in port, the Officer of the Watch remains responsible for the safe conduct of the ship. Particular attention is to be paid to the moorings (including rat guards if in use), the gangway, shell doors, ship and perimeter security, oil pollution, garbage, smoke emission, other ship movements and weather. When there is doubt or cause for concern the Staff Captain or myself are to be consulted, particularly when presented with any unanticipated requests from local authorities or officials.

Observe international, national and local rules and assure the security of the vessel in accordance with the SecLevel in force and ISPS requirements.You are also to monitor the draft of the vessel carefully, and call the Staff Captain if in doubt.

1. **At anchor**

The ship’s position shall be monitored continuously along with the weather and the traffic in the vicinity.

When the ship is running a boating service, part of the Officer of the Watch's duties are to co-ordinate and control the operation of the boats, and shore party, with particular regard to frequency of service, breakdowns and safety.

1. **Watertight Doors (WTD) and Shell doors/openings**

Prior to departure, all shell doors are to be properly secured, and a positive report to this effect made to me. Shell doors may only be opened in port upon the authorisation of the Officer of the Watch. WTDs are to be kept closed at all times, unless a specific exemption is provided by Flag and not in potentially hazardous conditions.

1. **Protection of Marine Environment**

The Officers and ratings shall be aware of the serious effects of operational or accidental pollution of the marine environment and shall take all possible precautions to prevent such pollution, particularly within the framework of relevant international and port regulations.

1. **Recordkeeping and Signatures**

Detailed records of navigational and other events shall be made in the logbook and bridge movement/bell book. As soon as possible after joining or rejoining the ship, the Staff Captain and all Deck Officers are to sign and date these navigation orders thereby confirming they have read and understood them and the publications referred to therein. Signing these orders also confirms they are completely familiarised with all the Bridge equipment, controls and procedures.

1. **General**

Most of the above should be well known to you, however, these orders should ensure that no aspect of keeping a safe and efficient navigational watch are overlooked. Additionally, you should endeavour at all times to keep the Bridge in state of good order and general tidiness, with any defects promptly rectified. I have also issued additionally specific Captain’s Orders which supplement these Company ones and must be read in conjunction.