

Waterfront Maintenance Note Number 23

Standard Working Procedures

1. **Purpose:** To establish standard procedures for working on board tended units.

2. **Background:** Based on the variety of ships training requirements, it is necessary to establish C900 procedure and policy for working onboard during any Ships force event. C900 personnel are issued regular NON fire-retardant coveralls to wear while working onboard ships. To avoid ambiguity, it is our policy to not be onboard while the ship is conducting drills or during an actual casualty. Fire retardant coveralls are required when working in any space affected by the transferring flammable liquids or the engineering plant is operational. This Waterfront Maintenance note details the responsibilities of SERMC and Ships force.

3. **Procedures:**
 - a. Ship's Force (S/F) shall:
 - (1) Notify the respective ship superintendent at least 24 hours in advance prior to any transfer of flammable liquids or engineering plant light off.
 - (2) Notify the respective ship superintendent at the beginning of the ships' availability of any intentions and possible schedule of any ships' force drills.
 - (3) Notify the respective Ship Superintendent of any casualty that will impact C900 production work.

 - b. SERMC C900 shall:
 - (1) Not enter or work in any space where flammable liquid is being transferred or engineering plant is operating without the proper attire (fire retardant coveralls). C900 personnel are not issued fire retardant coveralls as organizational clothing and will not fight a fire if such conditions arise.

(2) Immediately depart the ship and muster in designated location on the pier if a drill or actual casualty is called away. Ship Superintendent will work with the ship to discuss the impact to the scheduled work and identify items that have potential for non-accomplishment due to work stoppage.

4. Points of Contact. For further guidance or information, contact SERMC Production Dept. Head or Deputy, at 904-270-5126 X3352 or X3031 respectively.