

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 operational and training requirements, there is a need to establish I Level production procedures.
3. **Procedures:**
 - a. Ship's Force (S/F) shall:
 - (1) Notify the respective ship superintendent at least one working day prior to any transfer of flammable liquids or equipment operation in the machinery rooms other than auxiliary equipment during the Availability time frame.
 - (2) Notify the respective ship superintendent at the beginning of the ships' availability of any intentions and possible schedule of any ships' force drills.
 - b. SERMC I Level shall:
 - (1) I- Level sailors are not issued fire retardant coveralls as organizational clothing. Work identified in spaces that flammable liquids are required to be transferred or equipment other than auxiliary machinery is operating, I Level will not enter the space. I Level sailors are not ship's company and will not fight a fire if such conditions arise. I Level sailors are considered as the contractor conducting Depot Level maintenance and are required to leave the ship to muster for all casualties.
 - (2) If Ships' Force intends to run drills during normal working hours (0800-1600) while in an availability and calls away a drill, I Level sailors are required to depart and muster at designated location. I Level 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 X3031 or X3352 respectively.