



## **RCMSAR Hand-Over Guidelines**

April 27th, 2020

### **Objectives:**

This document provides the necessary guidelines to follow, when any Crew member takes over a new role/position, onboard an RCMSAR vessel underway.

These procedures are necessary to ensure a seamless transition when the Crews attention and focus has been on a different task and assures that a Crew member being relieved from their current role is done so, by a suitable and fit-for duty replacement.

A proper Change of hands procedure ensures that the positive control of the vessel and situational awareness is maintained during the change over and parallels the STCW and TC guidelines on Watchkeeping standards.

### **Responsibilities:**

It is each Crew member, whom are being relieved from their position's responsibilities, to ensure that their replacement is fit and properly trained, in the task required to maintain the overall safety of operations. The Coxswain should maintain oversight of the change-over and confirms that it is done appropriately, in a concise and efficient manner and that overall situational awareness and positive control is maintained. The Coxswain has overall responsibility of Crew, Craft and Mission at all times.

Should the prevailing conditions prove to be challenging for a safe change over, the crew shall seek safer waters such as lee sides of geographical features, or deeper waters and always stem weather while changing Helm position and keep the process quick. The practice of good Seamanship and common sense is always to be observed at all times.



## **Positions and information to be passed on when being relieved**

### **Navigator position:**

- Hazards and vessel targets of concerns- visual and on Radar display
- Current Position and heading (Both GPS and Mag. Compass of Vessel)
- Intended or suggested route plan
- Any instrument errors or deficiencies experienced
- Current ranges on instruments
- Depth
- Visual features if in good visibility
- Display Orientation (H-up or N-up)
- Off-sets used if any
- Units (speed, distance, depth)
- Radar filters if any used

### **Helm:**

- Current Course and speed
- Visual targets and hazards of concern
- Visual features being steered on now
- Throttle position (usually just in-gear to maintain heading)
- Effect of current if any experienced (Set and Drift)
- Engine Trim
- Compass Heading
- Any issues with vessel or engines performance reported
- Fuel capacity
- Kill switches removed from Helmsperson and passed on to relief quickly

### **Coxswain/Look out/Radio:**

- Route plan on paper Chart
- Last relevant Communications, between unit and CGR or JRCC
- VHF Radios frequencies and volume checked, squelched
- Last logbook entry and pos. fix time
- Any pertinent information to the mission or training
- Visual targets of concern or Nav aids identified
- RE-GAR!