



Standard Operating Procedure – SOP 01-20

Use of Headsets/Communication Devices

April 1, 2020

All crew shall be familiar with any internal communication devices (including headsets and their use) their vessel is equipped with prior to departing. If in doubt, ask!

The coxswain of the vessel shall determine what system of communication (voice, headsets, hand signals etc.) is to be used, and when, while on board the vessel. All crew will adhere to that decision.

If equipped, it is recommended that headsets/communications devices, be used once the vessel is on step (over 15 knots) and/or when noise/elements will likely make voice communications ineffective. If headsets/comms devices are used, **all crew must be on the same comm system** in order to ensure shared situational awareness. If headsets are not available for all crew, then the coxswain must consider reducing speed and/or establish an alternate form of communications.

Prior to departing the berth for Operations

1. Ensure all headsets required by the number of crew onboard are working via a comms check.
2. Ensure there are spare batteries for wireless comms devices onboard.

While on Headsets/Communication Devices

1. Ensure the headset/comms device is fitted appropriately for your person.
2. Advise when on comms (crew comms check) and adjust volume accordingly.
3. Utilize for emergency or pertinent communications such as nav updates, helm orders, log keeping, lookout reports etc. Otherwise remain silent.
4. Establish a secondary method of communications should the headsets/comms fail.