



## VOLUNTEER MARINE RESCUE WHITSUNDAY

Module : Communications  
Type: SOP  
Version: 1  
Date: June 6, 2019

### STANDARD OPERATING PROCEDURES (SOP) COMMUNICATION ON BOARD

#### 1. Introduction

It is essential that communications on VMR1 be maintained with other vessels and shore based personnel at all times. The reason for this is that a second activation may take priority over an initial activation, or more recent relevant information may be available and must be conveyed to the boat. To ensure that this occurs, please follow the following instructions.

#### 1. Detailed Procedure - Delegation of Duties

- a. Upon arrival of all designated crew on board, the skipper is to confirm which of the available crew are to fulfil the duties of Senior Crew and Communications Officer (Comms) respectively. If there are more than one senior crew or another skipper on board, the duty skipper will nominate one to act as senior crew. Those allocated to the above duties will sign in on the ship's log accordingly.
- b. The Senior Crew will be responsible for ensuring that Comms fulfils his or her duties, as set out below. The Senior Crew is also responsible for maintaining communications between Comms and the skipper, and for supervising all activities of other crew, and instructing them when required or at the request of the skipper.
- c. Comms will be responsible for all phone calls to and from the boat and for sending and receiving messages by VHF at the request of the skipper, and for advising the skipper or senior crew of messages received. The Communications Officer is to wear the boat phone at all times, and it is to be turned on at all times, with volume set to loud and vibration on.
- d. The Communications Officer is to ensure that the Satphone is turned on and left on at all times. Should the vessel be tasked to the eastern side of the Islands or should phone signal be lost, Comms must log into the Satphone with the boat phone.
- e. The skipper and senior crew are to log onto the Satphone at all times to ensure any call to that number is answered. Skippers and Senior Crew have been sent log in instructions.

2. The Skipper and Senior Crew are to ensure that the radios on the flybridge are tuned to the appropriate channels, that the squelch is set correctly, and that the volume is turned up so calls are audible.
3. Comms is to ensure that the radios in the cabin are tuned to the appropriate channels, that the squelch is set correctly, and that the volume is turned up so calls are audible.
4. The skipper may at his discretion alternate roles with the senior crew, depending upon conditions or the situation at the time.

## **5. Summary**

By following these guidelines we will ensure that communications between the vessel, other vessels, shore bases and shore based personnel are maintained at all times. Communications are an essential part of our operations.

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