

**OMAO Supplement**  
*to the*  
***NOAA Small Boat Standards and Procedures Manual***



**March 2010**

## CONTENTS

*Includes only sections and paragraphs that differ from the NOAA Small Boat Standards and Procedures Manual.*

<b>SECTION 1. INTRODUCTION.....</b>	<b>5</b>
.01 Purpose.....	5
.02 Wording .....	5
.06 Authority and Applicability .....	5
 <b>SECTION 2. ROLES AND RESPONSIBILITIES.....</b>	 <b>5</b>
.01 Marine and Aviation Operations Center Director .....	5
.07 Commanding Officer Marine Operations Center.....	6
.08 NOAA Ship Commanding Officer.....	6
.09 Operator in Charge (coxswain) .....	6
.10 Small Boat Operator.....	7
.12 Persons other than Crew.....	7
.12a Officer of the Deck.....	7
.12b Command’s Designated Examiner .....	7
.12c Ship’s Training Officer .....	7
 <b>SECTION 3. SMALL BOAT GENERAL POLICIES .....</b>	 <b>8</b>
.01 Program Boat Use .....	8
.09 Additional OMAO Policies.....	8
 <b>SECTION 4. QUALIFICATION, EVALUATION, AND DESIGNATION .....</b>	 <b>10</b>
.01 General .....	10
.03 Required Credentials and Training for Small Boat Operations .....	10
.03a Operator-in-Charge – OMAO Personnel .....	10
.03b Operator-in-Charge – non-OMAO Personnel.....	11
.03c Small Boat Operator.....	11
.03d Crewmember.....	12
.03e Boat Deployment Crew .....	12
.07 Administration.....	12
.08 Transfer .....	12
 <b>SECTION 5. SAFE MANNING REQUIREMENTS.....</b>	 <b>13</b>
.02 Operator-in-Charge Succession.....	13
.03 Minimum Personnel.....	13

**SECTION 6. SMALL BOAT OPERATING PROCEDURES ..... 13**

.01 General ..... 13

.03 Underway Operations..... 13

**SECTION 7. SMALL BOAT CREW DUTY PERFORMANCE..... 14**

.01 Crew Duties..... 14

.02 Watchstanding..... 15

**SECTION 8. MINIMUM EQUIPMENT..... 15**

.01 Emergency Equipment ..... 16

.02 Communication and Navigation Equipment ..... 16

.03 Other Equipment ..... 17

**SECTION 9. EMERGENCY PROCEDURES..... 17**

.04 Emergency Procedures..... 17

**SECTION 10. ACCIDENT REPORTING AND INVESTIGATION..... 18**

.01 Accident/Incident Reporting ..... 18

**SECTION 12. SMALL BOAT INSPECTION REQUIREMENTS ..... 18**

.03 Inspection Procedures ..... 18

**SECTION 16. MAINTENANCE..... 18**

.01 Maintenance ..... 18

Minimum Pre-Underway Checklist/Float Plan (Appendix A)..... 20

OMAO Boat Operator-In-Charge Qualifications Letter (Appendix B)..... 24

Required Criteria for Standards of Training, Certification, and  
Watchkeeping Fast Rescue Boat Course Equivalency.....26

## ACRONYMS

ANSI	American National Standards Institute
CO	Commanding Officer
CS	Ship's Chief Scientist
DE	Commander's Designated Examiner
FRB	Fast Rescue Boat
MOC-CO	Marine Operations Center Commanding Officer
NOAA	National Oceanic and Atmospheric Administration
NSBS&PM	NOAA Small Boat Standards and Procedures Manual
OIC	Operator-in-Charge
OMAO	Office of Marine and Aviation Operations
OOD	Officer of the Deck
PLB	Personal Locator Beacon
SBO	Small Boat Operator
SBP	Small Boat Program
STCW	Standards of Training, Certification, and Watchkeeping
STEC	Safety, Training, and Environmental Compliance
VOC	Vessel Operations Coordinator
XO	Executive Officer

## SECTION 1. INTRODUCTION

### .01 Purpose

The purpose of this document is to provide guidance and standards in addition to those provided in the “NOAA Small Boat Standards and Procedures Manual” (NSBS&PM). The document applies to all operators-in-charge, small boat operators, crew members, and embarked scientific personnel and other passengers aboard National Oceanic and Atmospheric Administration (NOAA) ships, program boats embarked on NOAA ships, and small boats operated by the Office of Marine and Aviation Operations (OMAO). Additional responsibility to provide a safe working environment and adequate safety training rests on the Command. However, personal safety ultimately depends upon individuals and will not be compromised for any reason. Any individual can and should voice safety concerns that must be addressed before continuing the operation.

### .02 Wording

The OMAO Supplement is designed to mirror the NSBS&PM in design and format. Readers should refer to the NSBS&PM; only those sections and paragraphs that contained additional requirements above those listed in the NSBS&PM are included. The NSBS&PM is the primary document governing all small boat operations except where the OMAO Supplement promulgates stricter requirements.

### .06 Authority and Applicability

This document shall apply to all small boats operated by OMAO and all small boats carried aboard NOAA ships either as part of a ship’s outfitting and equipment or brought aboard for use by a research program. Policy for recreational boats (i.e., kayaks) kept on a ship is not covered in this document but shall be addressed in a ship’s working rules. This supplement is not prescriptive for boats *in extremis* where a departure from the policy may be required. Furthermore, the NOAA Ship’s Commanding Officer (CO) shall remain the final authority afloat regarding all matters pertaining to the operation of small boats from a ship as defined by this document. The CO has the final responsibility for adherence to and deviation from this supplement.

## SECTION 2. ROLES AND RESPONSIBILITIES

### .01 Director, Marine and Aviation Operations Centers shall:

- a. Ensure NOAA ships comply with this directive.
- b. Maintain overall safety of the NOAA fleet.
- c. Maintain this document and its Appendices.
- d. Distribute the policy and future revisions to all affected parties.

- e. Chief, Safety and Environmental Compliance Division, shall maintain the audit program through the Fleet Inspection Team and Small Boat Program (SBP) required inspections.

.07 Marine Operations Center Commanding Officers shall:

- a. Perform listed duties in the NSBS&PM denoted under the Program Director Roles and Responsibilities..
- b. Ensure NOAA ships under their authority comply with this supplement.

.08 NOAA Ship Commanding Officers shall:

- a. Perform listed duties in the NSBS&PM under the Vessel Operations Coordinator (VOC) Roles and Responsibilities.
- b. Maintain up-to-date standard operating procedures for OMAO small boat use aboard their ships.
- c. Document that the NSBS&PM is read by all personnel annually as part of the Operator-in-Charge (OIC) and Crewmember qualification.
- d. Ensure this supplement is adhered to by visiting program personnel.
- e. Clarify specific instructions or deviations from this supplement to all crew.
- f. Ensure pre-underway check list (Appendix A) completion is entered into the ship's deck log.
- g. Develop a small boat training program including an OIC Qualification Workbook.
- h. Halt any small boat operation deemed unsafe.

.09 Operator-in-Charge

The OIC is the single qualified individual responsible for the safe operation of a small boat and all embarked personnel while underway. The OIC will be clearly identified in the float plan and verbally to all embarked personnel. Where more than one qualified Small Boat Operator (SBO) is aboard a small boat, only one individual shall be designated OIC. The OIC shall make the decision whether to conduct, postpone, or cancel operations based on weather, status of the small boat, available personnel, and other pertinent factors, any of which could result in an unacceptable level of risk.

Responsibilities include:

- a. Follow and enforce safety guidelines while underway on a small boat.

- b. Ensure safety of passengers, crew, and boat.
- c. Complete the mission pursuant to all applicable regulations and policies.
- d. Complete the pre-underway checklist (Appendix A) and reporting its status to the ship's bridge that will then enter it in the ship's log.
- e. Train unqualified small boat crewmembers and operators.
- f. Review the small boat policies and procedures annually.

#### .10 Small Boat Operator

A SBO must meet all requirements for certification and be designated according to this supplement. SBOs are considered OIC of a boat if they are the only qualified operator aboard, and must meet all OIC qualifications before being allowed to operate as such. SBO(s) serving as crew shall assist with the oversight of all personnel aboard, and help to ensure operations are conducted safely and efficiently, in accordance with the OIC's instructions. The SBO(s) reports directly to the OIC while underway.

#### .12 Persons other than Crew

##### a. Officer of the Deck

The Officer of the Deck's (OOD) responsibilities as prescribed in a ship's standing orders could include, but are not limited to, radar watch for storms and ship traffic, radio watch for small boat activities, and logging significant small boat activities in the ship's deck log.

##### b. Command's Designated Examiner

The Designated Examiner (DE) is a qualified OIC who is responsible for overseeing the required training of new crew members, SBOs, and OICs, and evaluating their performance before they are qualified. In addition, the DE shall monitor the performance of all OICs and make recommendations to the Command. Specific duties and authority shall be defined in the ship's Small Boat Operations Manual. Responsibilities include:

1. Oversight of training and testing, and appraisal of the small boat OICs and crewmembers.
2. Monitor and document the performance of all OICs.

##### c. Ship's Training Officer shall:

1. Maintain certification and training documents in Shipboard Official Personnel File.

2. Maintain certification and training documents for non-OMAO personnel who perform small boat operations, while aboard NOAA ships.
3. Forward documents to Marine Operations Centers (MOCs) Safety Training and Environmental Compliance as required.

### **SECTION 3. SMALL BOAT GENERAL POLICIES**

#### **.01 Program Boat Use**

The use of program provided small boats is authorized aboard NOAA ships; however, the following will be observed:

- a. The ship's CO will retain operational authority over the small boat and shall decide when to commence and when to conclude operations. The ship's Chief Scientist (CS) shall be consulted in determining the most efficient times for operations.
- b. In the event of an emergency, the ship's CO shall retain authority and may direct the OIC in an appropriate manner.
- c. The program providing the small boat is responsible for fueling costs and costs incurred from repairs rendered.
- d. The CS will provide the CO with full documentation on training and small boat inspection and engineering.
- e. Small boats shall meet the inspection requirements of NSBS&PM. The CO may require that the program provided small boats meet additional requirements in order to be safely deployed or operated from that platform. The CO will provide enough (at least 2 months or when the draft cruise instructions are received by the command) advanced notice to the program as to what additional requirements must be met.
- f. All applicable requirements in Section 4.0 of this Supplement for non-OMAO personnel.

#### **.09 Additional OMAO Policies**

Safety is the responsibility of not only the OIC but of all passengers and crewmembers assigned to the small boat. At any time, any crewmember can and should voice safety concerns to the appropriate authority. Such concerns must be addressed before continuing with operations.

##### **a. Internal Communications**

While underway, as practical, every maneuver should be verbalized to ensure each member of the crew is aware of what the boat is about to do; discuss the terms that are going to be used

such as “Coming Up” (throttling up), “Coming Down” (throttling down), “Hard to Port/Starboard,” etc.

b. Surf Operations

Small boats shall not be operated in environmental conditions which exceed the maximums as defined by the boat’s manufacturer. Furthermore, OICs shall maintain a safe distance from the surf zone (defined as the part of the coast zone between the shoreline and the most seaward area of breaking waves) as caused by a beach, sand bar, break water, shoal, reef, sea mount, tide rip, or other oceanographic or physical feature where waves or surf are in excess of 3 feet without having successfully completed a surf boat coxswain course approved by the NOAA SBP.

Furthermore, no OIC regardless of training or experience shall deliberately enter the above defined surf zone without the expressed authority from the CO. This acknowledgment shall be entered into the ship’s log.

c. Program Sponsored Small Boat Operations

1. Administration

- (a) As per procedure OPS 02, Cruise Planning, Scheduling and Execution (OMAO Document Management System (DMS)), program personnel small boat qualifications shall be documented in the cruise instructions.
- (b) Qualification certifications shall be presented to the CO before embarkation.
- (c) The CO shall document acceptance of qualification certification after the program personnel have earned the CO’s confidence and fulfilled any additional requirements.

The Command will provide advance notice (at least 2 months or when the draft cruise instructions are received by the Command) to the program as to what additional requirements must be met for qualification on board.

2. Planning

- (a) As per procedure OPS 02, Cruise Planning, Scheduling and Execution (OMAO DMS), CSs are required to include in all draft and final cruise instructions a statement of intent with regards to Small Boat use. This statement will include information with regards to:
  - (1) Mission and type of operations
  - (2) Duration of operations
  - (3) Small boat operations risk assessment
  - (4) Special equipment needed or modifications to the ship’s small boat
  - (5) Any request for OIC augmentation with ship’s personnel

- (6) In the case of program provided small boats:
  - Fuel provisions and requirements
  - Certification that the small boat has met the inspection requirements of the NSBS&PM
  - Specifications/characteristics of small boats to be used.

### 3. Launch/Recovery

- (a) The Command must develop a deployment and recovery plan suitable for the type of small boat used and the operating conditions.

## **SECTION 4. QUALIFICATION, EVALUATION, AND DESIGNATION**

### .01 General

COs may, at their discretion, permit embarked program personnel to operate either ship or program office provided small boats. If for any reason the CO deems a situation unsafe, science team led small boat operations will be terminated. The program will submit a written risk assessment for all program/mission small boat operations with the Cruise Instructions draft and final versions.

### .03 Required Credentials and Training for Small Boat Operations

In addition to those listed in the NSBS&PM, the items listed below constitute the minimum acceptable requirements for small boats operating from NOAA ships. Commands are strongly encouraged to provide additional training as available.

#### a. Operator-in-Charge – OMAO Personnel

To operate a small boat from a NOAA ship, an OMAO OIC shall meet the following requirements:

1. Meet all NSBS&PM requirements.
2. Earn the full confidence of both the CO and DE, and has successfully completed the shipboard training requirements.
3. Meet all the following requirements:
  - (a) Boat Deployment Crew qualification
  - (b) Crew Member qualification
  - (c) Standards of Training, Certification, and Watchkeeping (STCW) Basic Safety Training
  - (d) STCW Fast Rescue Boat (FRB)

4. Document shipboard supervised training, evaluation conducting operations, or documented experience, and has the endorsement of the DE. In addition, COs shall require a minimum number of supervised training hours for special operations such as hydrographic surveying, surf operations, etc.
5. Complete the ship's OIC Personal Qualification Workbook and has been found qualified to operate the boat by the DE.
6. Complete FRB Refresher Training every 36 months.

The Command shall maintain documentation for 3 years.

b. Operator-in-Charge – Non-OMAO Personnel

To be considered OIC of a small boat operating from a NOAA ship, non-OMAO personnel must meet the following requirements:

1. Provide a letter from the Line Office Small Boat Officer that the SBO assigned to the operation has met NSBS&PM requirements.
2. Demonstrate to the satisfaction of the CO and DE, the ability to perform the duties listed in Section 7.01.
3. Complete STCW FRB training.
4. In lieu of the above STCW FRB training requirement, program OICs may complete an OMAO approved equivalent FRB course. See Appendix C for STCW FRB equivalency requirements.
5. Complete FRB Refresher Training every 36 months thereafter.

c. Small Boat Operator

The CO may authorize operation of small boats by NOAA SBP qualified SBOs that have not completed FRB training or an OMAO approved FRB course under the following circumstances:

1. Meet all NSBS&PM requirements.
2. There is an OIC that is fully qualified under this policy on the small boat at all times. This OIC may be an OMAO crew member or a member of the science party. OMAO crew member use would depend on staffing and requires prior notification through the cruise planning process (see Section 3.09).

3. The OIC maintains full authority to conduct, postpone, or cancel operations based on relevant information and may assume the helm at anytime.
4. The OIC demonstrates to the satisfaction of the CO and the DE, the ability to perform the duties listed in Section 7.01.

d. Crewmember

1. Meet all NSBS&PM requirements.
2. Considered qualified when found capable by the CO's DE.
3. Completes the Small Boat Crewmember qualification worksheet with signatures from the CO's DE.
4. Completes other qualification requirements as determined by the CO.

e. Boat Deployment Crew

1. Personnel shall be qualified to deploy boats by the CO's DE.

.07 Administration

Upon satisfactory completion of the requirements for OIC, SBO, Crewmember, or Boat Deployment Crew, certification shall be issued by the CO (Appendix B). This certification and all training documentation shall be maintained aboard the ship as long as the crewmember or scientist remains aboard. The CO is responsible for sending a copy to MOC Safety, Training, and Environmental Compliance (STEC) for the official training file.

.08 Currency Requirements

Under most circumstances, small boat certifications do not transfer to other ships. Upon reporting to a new ship, the mariner must complete the new ship's Small Boat OIC Personal Qualification Workbook and demonstrate proficiency to the satisfaction of the new CO and DE. A new OIC Certification Letter shall be issued by the CO. Crew and scientists who have certification on the same type of small boats on other NOAA ships may be certified without retraining at the CO's discretion. These OICs must produce qualification documentation, and display small boat proficiency and familiarity with local procedures and equipment to the satisfaction of the CO's DE. All re-certifications will be issued in writing, same as 4.01 above.

## SECTION 5. SAFE CREWING REQUIREMENTS

### .02 Operator-in-Charge Succession

Any relief shall be reported to the ship. The only person(s) embarked in the boat who may relieve the OIC is:

- a. CO, Executive Officer (XO) or SBO subsequently designated OIC.
- b. Senior officer at the scene of an emergency or other abnormal situation who exercises authority under the provisions of specified shipboard Chain of Command.

### .03 Minimum Personnel

There shall be a minimum of two qualified personnel aboard the small boat for every operation; one qualified OIC and one qualified crewmember as defined by Section 4 above. Exceptions may be made for special instances where it would be unsafe to have two persons aboard (i.e., during deployment, recovery, etc). A qualified small boat crewmember need not be part of the ship's complement assuming the above qualifications have been met.

- a. COs may, at their discretion, require additional crew based on operational support, space, and mission, and is subject to designed load limitations.
- b. OICs may be left alone in the boat for limited periods if crewmembers are involved with operations such as scientific operations. Any such condition must be specifically approved in advance by the CO.

## SECTION 6. SMALL BOAT OPERATING PROCEDURES

### .01 General

Procedures for the conduct of operations specific to NOAA ships remain outside of the scope of this document and shall be documented locally in the ship's Small Boat Operations Manual.

### .03 Underway Operations

#### c. Float Plan Updates

Operations and position reports shall be made by the small boat to the parent ship using pre-designated operating frequencies at intervals of at least once per hour. The periodicity of the operational reports may be modified at the discretion of the CO and should be noted in the ship's log.

Commands shall develop a plan to counter a loss of communication by either the small boat or the ship. This plan shall be documented in the ship's Small Boat Operation Manual per the NSBS&PM.

## **SECTION 7. SMALL BOAT CREW DUTY PERFORMANCE**

### **.01 Crew Duties**

#### **a. Operator-In-Charge**

The CO has trust in an OIC's ability to accomplish the assigned missions in a safe and professional manner even under adverse conditions. Due to the extreme dynamic nature of small boats, the OIC must be constantly attuned to the safety and comfort of the crew and shall adjust operations accordingly. The OIC is the direct representative of the CO. As such, the OIC has authority and responsibility independent of rank or seniority in relation to any other personnel embarked, except the CO or XO. The OIC is responsible for the following duties:

1. Demonstrate leadership that effectively coordinates, directs, and guides the performance of the boat crew during watches and tasks.
2. Know the boat's operational limits and keep the boat and all embarked personnel out of danger at all times.
3. Be familiar with the local operating area with minimal reference to charts and publications.
4. Demonstrate knowledge of small boat launch and recover procedures, and boat handling skills to come alongside and depart the ship.
5. Demonstrate good boat handling skills to safely and prudently control the movement of the boat while underway.
6. Demonstrate knowledge and ability required to use all equipment on board necessary to respond to emergencies.

#### **b. Small Boat Operator**

The SBO(s) reports directly to the OIC while underway. The SBO is responsible for the following duties:

1. Know the boat's operational limits and keep the boat out of danger at all times.
2. Be familiar with the local operating area with minimal reference to charts and publications.
3. Demonstrate good boat handling skills to safely and prudently control the movement of the boat while underway.

4. Demonstrate knowledge and ability required to use all equipment on board necessary to respond to emergencies.

c. Crew Members

When qualified and under the direct supervision of the OIC, crew members may be responsible for the following duties:

1. Lookout.
2. Towing watches.
3. Anchor watches.
4. Secure towing and mooring lines.
5. Assist in scientific operations.
6. Assist in emergency operations.
7. Other duties as required by the OIC.

.02 Watchstanding

Boat operations begin when boats are being readied prior to launch and conclude when boats are secured. Preparation and securing the boat includes pre-brief meetings, prepare equipment, remove equipment, and debrief meetings which involve the operation of the small boats. To minimize fatigue induced accidents and ensure compliance with STCW work hour requirements, boat crews shall not work for more than 12 hours per day. This work period shall also include other assigned duties such as watchstanding and scientific work.

## **SECTION 8. MINIMUM EQUIPMENT**

In addition to required equipment in the Fleet Safety Standards and the NSBS&PM, COs shall establish the minimum required equipment list for small boats within their command. Proper stowage can become critical, even life threatening, if a small boat is involved in a mishap such as capsizing. General guidelines for stowage include:

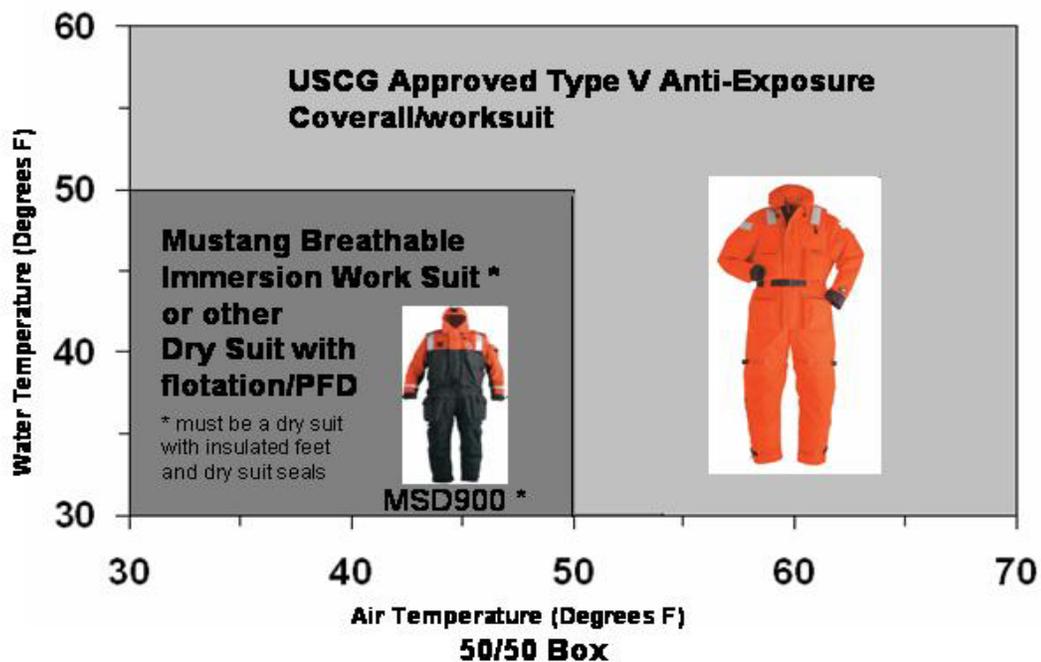
- a. Secure for sea to reduce chance of lost gear or entanglement.
- b. Ready and unencumbered access to safety, emergency, and operational equipment.
- c. Protection from the elements to prolong equipment service life and reliability

.01 Emergency Equipment

a. Cold Weather Protection

Protection from hypothermia is necessary to ensure the safety of small boat crews. Commands and OICs shall ensure that adequate hypothermia protective equipment is provided to all boat crews and passengers.

Ship COs shall take the following U.S. Coast Guard table into account and set appropriate dress for small boats before deployment.



b. Personal Locator Beacons

At least one Personal Locator Beacon (PLB) is required aboard all small boats that deploy from OMAO ships. PLB's must be registered with NOAA Search and Rescue Satellite-Aided Tracking in Suitland, Maryland, through MOC.

.02 Communications and Navigation Equipment

a. All applicable navigation equipment including Global Positioning System is required.

- b. All small boats embarked from OMAO ships shall be equipped with a minimum of two working VHF/FM radios with frequencies 16 and 13, at least one shall be battery operated and portable.

### .03 Other Equipment

#### a. Head Protection

During small boat deployment and recovery from a ship using a crane or other over the side recovery device, an American National Standards Institute (ANSI) approved hard hat shall be worn by all personnel involved in the operation. Helmets will be used during high speed or heavy weather small boat operations.

#### b. Eye Protection

When a fixed windscreen or windshield is not in place on any small boat embarked from a NOAA ship, ANSI approved eye protection shall be worn with appropriate lenses to protect eyes from wind and spray.

## **SECTION 9. EMERGENCY PROCEDURES**

### .04 Emergency Procedures

#### a. Abandoning

Great effort should be made to avoid abandoning a small boat. Vigorous and proficient firefighting or damage control is normally a preferred alternative to abandonment. However, the prudent OIC should not hesitate to give the order to abandon the boat if survival is deemed more likely in the water than on the boat. As time and the situation permit:

1. Initiate a distress call.
2. Ensure all personnel have Personal Flotation Devices donned properly.
3. Throw all floating objects overboard.
4. Take all portable radios.
5. Activate PLB and any take extra signaling gear.
6. Deploy life raft if available.

b. Capsizing

In the event of capsizing outside of the surf zone, as defined in Section 3.09b of this document, all effort should be made to stay with the inverted craft and to use it for flotation.

## **SECTION 10. ACCIDENT REPORTING AND INVESTIGATION**

.01 Accident/Incident Reporting

Accidents or incidents involving OMAO small boats or program small boats embarked on NOAA ships reporting will be conducted in accordance with OMAO Procedure 1102-700, "MAOC Incident Reporting."

## **SECTION 12. SMALL BOAT INSPECTION REQUIREMENTS**

.03 Inspection procedures

OMAO Class A, I, and II small boats will be inspected annually by the designated VOC. For OMAO small boats embarked on ships, the CO shall designate the person responsible for inspections. All inspection procedures and results shall be retained and will be audited by the Fleet Inspection Team as part of the ship's annual fleet inspection.

The OIC shall ensure boats are inspected prior to each launch using the pre-underway checklist (Appendix A) to this document.

## **SECTION 16. MAINTENANCE**

.01 General

Periodic small boat maintenance requirements shall be determined by the Chief Marine Engineer, Chief Bosun, and manufacturer documentation. Maintenance responsibilities shall be distributed as determined by Chief Marine Engineer to meet the Computerized Maintenance Management System and manufacturer requirements. Any manufacturer recommended maintenance that cannot be completed as scheduled shall be reported to the CO in advance. Small boat maintenance and planning will be reviewed at each MOC Work Definition Conference.

NOTE: Supersedes NMAO Small Boat Policy, January 2004.

# APPENDIX A

## PRE-UNDERWAY CHECKLIST AND FLOAT PLAN

DATE:

### SAFETY EQUIPMENT CHECKLIST

- Life Jackets or other appropriate floatation device.
- Fire Extinguisher
- Sound Signaling device
- Visual Distress Signals
- Dewatering devices
- Paddles
- Anchor and Line (unless operational area is too deep to anchor)
- Two (2) VHF Marine radios
- First Aid kit
- Patch kit and foot pump (inflatable only)
- Personal Locator Beacon (PLB)/PEPIRB
- Inspection and maintenance records are current

### Hull integrity

- Inflatable chambers
- Proper inflation
- Deck fittings
- Drain plug

### Engine

- Mounting clamps
- Steering gear
- Shift and throttle controls

### Fuel system

- Fuel tanks filled, capped and secured
- Oil levels
- Fuel line attached, free of leaks

### Electrical system

- Navigational lights
- Compass light
- Horn

### Science Equipment

- Mission Gear evenly loaded and secured

### After Launch

- Test engine reverse/ahead
- Radio check with the bridge
- Notify the bridge that the checklist has been complete
- Report POB's

**PRE-LAUNCH BRIEFING CHECKLIST**

Before getting underway, brief all crew members and passengers on the mission. The briefing shall be thorough and, at a minimum, state:

- Purpose of mission
- Special circumstances
- Working radio frequency for the mission \_\_\_\_\_.
- Planned operations and duration
- Weather and sea conditions
- Wind \_\_\_\_\_ Direction \_\_\_\_\_ Tides/Seas \_\_\_\_\_
- Emergency equipment and procedures
- Succession of Command
- All relevant nautical charts (as operations dictate)
- Personal Protective Equipment required for operations (safety glasses, exposure suits etc.)
- Completed ORM

**FLOAT PLAN**

Operator-in-Charge: \_\_\_\_\_

Date: \_\_\_\_\_

Purpose of voyage:

\_\_\_\_\_  
\_\_\_\_\_

Planned departure and arrival times during voyage:

\_\_\_\_\_  
\_\_\_\_\_

Proposed courses for voyage/area of operation and destination:

\_\_\_\_\_  
\_\_\_\_\_

Communications schedule

Cell Phone: \_\_\_\_\_

Frequency:

\_\_\_\_\_  
\_\_\_\_\_

Personnel aboard:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OOD Signature: \_\_\_\_\_

VOC Signature: \_\_\_\_\_

# APPENDIX B

## OMAO Boat Operator-In-Charge Qualifications Letter

Operator's Name: \_\_\_\_\_

NOAA Ship: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Operator Training/Certificates and Expiration Date if Applicable: \_\_\_\_\_

Boating Skills and Seamanship (or equivalent): Yes \_\_\_ No \_\_\_

Fast Rescue Boat or Equivalency Course Date: \_\_\_\_\_

NOAA Component Course Date: \_\_\_\_\_

CPR Certification Expiration Date: \_\_\_\_\_

First Aid Certification Expiration Date: \_\_\_\_\_

Other Medical Certificates and Expiration Dates:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The person named above possesses the appropriate certificates/licenses, and has demonstrated the skills necessary to operate or serve on NOAA small boats as following:

Boat Class	Approved by (CO)	Date
<b>Class A</b> (Less than 16')		
<b>Class I</b> (16' to less than 26' length overall)		
<b>Class II</b> (26' to less than 40' length overall)		
<b>Class III</b> (40' to 65' length overall)		
<b>Small Research Vessel (SRV)</b> (greater than 65' length overall but less than 300 gross tons)		

# APPENDIX C

## Required Criteria for Standards of Training, Certification, and Watchkeeping Fast Rescue Boat Course Equivalency

### Submission Requirements

The training vendor shall present a table of the Standards of Training, Certification, and Watchkeeping (STCW) Fast Rescue Boat (FRB) requirements against the proposed program for evaluation addressing the following components:

1. Statement of course objectives and desired learning outcomes
2. Instructor competencies/qualifications
3. STCW FRB required syllabus versus applicant course syllabus description
4. Criteria for successful course completion
5. Evaluation standards for assessments of competence

The above required documentation shall be submitted with cover memo:

TO:           RADM (*Name*), NOAA  
                  Director, Office of Marine and Aviation Operations

THROUGH: (*Name*)  
                  Chief, Safety and Environmental Compliance Division, OMAO

SUBJECT:   Standards of Training, Certification, and Watchkeeping Fast Rescue Boat

Send to:

8403 Colesville Rd.  
Suite 500  
Silver Spring, MD 20910

Application for renewal shall be submitted biennially or upon changes to the U.S. Coast Guard STCW regulations, modifications to the OMAO approved equivalency course, or addition of instructor(s).

# ***OMAO SUPPLEMENT TO THE NOAA SMALL BOAT STANDARDS AND PROCEDURES MANUAL***

Number: 1901-01  
Owner: Chief Fleet Standardization Office  
FAA: Rear Admiral Jonathan Bailey, NOAA

## **Release History**

Revision	Status	Released By	Released On
1.0	Current	Rear Admiral Jonathan Bailey, NOAA	5/10/2010 2:40:17 PM