



Maritime and Coastguard Agency

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## KEEPING A SAFE NAVIGATIONAL WATCH ON MERCHANT VESSELS

### Notice to Owners, Operators, Managers, Masters and Officers of Merchant Vessels

*This notice should be read in conjunction with MGN 137 (M+F) and MGN 202 (M+F)*

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#### Summary

This Merchant Guidance Notice (MGN) gives guidance on the application of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended (**STCW 95**)<sup>1</sup> regarding the keeping of a safe navigational watch.

#### Key Points

This notice gives information and guidance on the keeping and maintaining of a safe navigational watch in accordance with the requirements of STCW 95 and its associated code (**STCW Code**).

The areas that this notice covers are:

- General application for Masters and officers in charge of a navigational watch;
- Fitness for duty;
- Performing the navigational watch;
- Watch arrangements, handing over the watch and taking over the watch;
- Maintaining a safe look-out and relationship with the look-out;
- Restricted visibility, safe speed, stopping distance and vessel at anchor;
- Certification.

### 1.0 Introduction

- 1.1 This notice contains guidance for officers in charge of a navigational watch, which Masters are expected to supplement as they consider appropriate. It is essential that officers of the watch (**OOW**) appreciate that the proper performance of their duties is necessary in the interests of the safety of life and property at sea and the prevention of pollution to the marine environment.

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<sup>1</sup> Available from the Publications Department, International Maritime Organisation, 4 Albert Embankment, London SE1 7SR

- 1.2 It is the responsibility of Masters, and companies owning or operating UK registered seagoing vessels, to ensure that the principles applying to the keeping of a safe watch, as detailed in STCW 95 are followed.
- 1.3 The Master shall not be constrained by the shipowner, charterer or any other person from taking any decision which, in the Master's professional judgment, is necessary for safe navigation. It is the duty of the Master of every vessel to ensure that watchkeeping arrangements are adequate for maintaining a safe navigational watch at all times.
- 1.4 The International Chamber of Shipping (**ICS**) Bridge Procedures Guide is established as the principle guide to best watchkeeping practice and includes additional guidance on bridge resource management and the conduct of the bridge team including the use of passage planning, integrated electronic navigation systems and the use of GMDSS.
- 1.5 This notice, which should be read in conjunction with STCW 95 and ICS Bridge Procedures Guide, highlights the Maritime and Coastguard Agency (**MCA**) concerns and interpretations with respect to what constitutes the 'Keeping of a Safe Navigational Watch' in the light of recent maritime accidents and incidents.
- 1.6 The Annex to this notice lists relevant publications.

## **2.0 General**

- 2.1 The OOW is the Master's representative and is primarily responsible at all times for the safe navigation of the vessel and for complying with the International Regulations for Preventing Collisions At Sea (**ColRegs**).
- 2.2 It is of special importance that the OOW ensures that at all times an efficient look-out is maintained and that ColRegs are complied with.
- 2.3 Officers and Masters are reminded that the vessel must at all times proceed at a safe speed.
- 2.4 The vessel's engines are at the disposal of the OOW and there should be no hesitation in using them in case of need. Where possible, timely notice of intended variations of engine speed should be given to the duty engineer. The OOW should know the handling characteristics of the vessel, including the stopping distance, and should appreciate that other vessels may have different handling characteristics.
- 2.5 Officers in charge of a navigational watch are responsible for navigating the vessel safely during their periods of duty with particular concerns for avoiding collision and stranding. The OOW shall also be aware of the serious effects of operational or accidental pollution of the marine environment and shall take all possible precautions to prevent such pollution.
- 2.6 Masters, owners and operators are reminded that the MCA considers it dangerous and irresponsible for the OOW to act as sole look-out during periods of darkness or restricted visibility.
- 2.7 The factors to be considered before the dedicated bridge look-out can be dispensed with are detailed in paragraph 8.3. It is implicit in STCW 95 that at all times when a ship is underway a separate dedicated look-out must be kept in addition to the OOW.

## **3.0 Fitness for Duty**

- 3.1 The Merchant Shipping (Hours of Work) Regulations 2002 (**the Regulations**) apply to all seafarers employed or engaged in any capacity on board a seagoing vessel and includes officers and ratings assigned to bridge watchkeeping duties.
- 3.2 In summary, and unless covered by an exception, the Regulations provide for a minimum of 10 hours rest in any 24 hour period and 77 hours in any seven day period.

Hours of rest may be divided into no more than two periods, one of which should be at least six hours long, and the intervals in between should not exceed 14 hours.

- 3.3 The watch system shall be such that the efficiency of watchkeeping personnel is not impaired by fatigue. The Master shall take into account the quality and quantity of rest taken by the watchkeepers when determining fitness for duty.
- 3.4 It is the overall responsibility of the Master and the responsibility of every watchkeeping officer and rating to ensure that they are sufficiently rested prior to taking over a navigational watch. It is the responsibility of the owner or operator to ensure that the vessel is manned with a sufficient number of personnel so that a safe navigational watch can be maintained at all times by appropriately qualified and rested personnel in all foreseeable circumstances.
- 3.5 In circumstances where the Regulations cannot be met there should be established procedures and contingencies in place to ensure that the vessel is brought to or remains in a place of safety until a safe navigational watch can be established. In some circumstances this may require delay to a vessel's departure.
- 3.6 Watchkeepers should ensure they remain alert by moving around frequently and ensuring good ventilation. Marine Accident Investigation Branch (**MAIB**) reports have shown that it is all too easy to fall asleep, especially while sitting down in an enclosed wheelhouse.
- 3.7 The OOW shall be free from the effects of alcohol and any other substance, including prescription drugs or other medication that may have a detrimental effect on the officer's judgments.

#### **4.0 Performing the Navigational Watch**

4.1 The officer of the navigational watch shall:

- keep the watch on the bridge
- in no circumstances leave the bridge until properly relieved by an appropriate officer
- continue to be responsible for the safe navigation of the vessel despite the presence of the Master on the bridge until informed specifically that the Master has assumed the con and this is mutually understood
- notify the Master when in any doubt as to what action to take in the interests of safety
- continue to be responsible for the safe navigation of the vessel despite the presence of a pilot on board
- if in any doubt as to the pilot's actions or intentions, seek clarification from the pilot; if doubt still exists, they should notify the Master immediately and take whatever action is necessary until the Master arrives
- not undertake any other duties that would interfere or compromise the keeping of a safe navigational watch
- ensure there are no distractions caused by the use of domestic radios, cassettes, CD players, personal computers, television sets, mobile phones, etc
- have available at all times, the services of a qualified helmsman

- in areas of high traffic density, in conditions of restricted visibility and in all hazardous navigational situations ensure the vessel is in hand steering
- keep in mind that the perceptions of watchkeeping officers on different types and sizes of vessels may vary considerably when assessing a close quarter situation and the time in which avoiding action should be taken
- keep a proper record during the watch on the movement and activities relating to the navigation of the vessel
- station a person to steer the vessel and to put the steering into manual control in good time to allow any potentially hazardous situation to be dealt with in a safe manner. Officers are further reminded that when the vessel is in automatic steering it is highly dangerous to allow a situation to develop to the point where the OOW is without assistance and has to break the continuity of the look-out in order to take emergency action
- use the radar at all times in areas of high traffic density and whenever restricted visibility is encountered or expected and shall have due regard to its limitations. Radar should be available for use at all times to enable the officers to use the equipment in clear weather so as to fully appreciate the limitations of the equipment
- at sufficiently frequent intervals during the watch check the vessel's position, course and speed using all appropriate navigational aids and means necessary to ensure that the vessel follows the planned track
- take fixes at frequent intervals. These fixes shall be carried out by more than one method whenever circumstances allow. The largest scale chart on board, suitable for the area and corrected with the latest available information shall be used. This includes local navigation warnings, and temporary and preliminary notices to mariners

Mariners are also reminded of the requirement to use the latest editions of all supporting navigational publications such as charts, list of lights, list of radio signals, pilot books etc. Such publications should be fully corrected.

## **5.0 Watch Arrangements**

- 5.1 The composition of a navigational watch should comprise one (or more) qualified officers supported by appropriately qualified ratings. The actual number of officers and ratings on watch at a particular time will depend on the prevailing circumstances and conditions.
- 5.2 At no time shall the bridge be left unmanned without a qualified watchkeeping officer.
- 5.3 Factors to be taken into account when composing a bridge watch:
- fatigue
  - weather conditions and visibility
  - proximity of navigational hazards which may make it necessary for the officer in charge of the watch to carry out additional navigational duties
  - use and operational condition of navigational aids
  - whether the vessel is fitted with automatic steering
  - whether there are radio duties to be performed

- unmanned machinery space (**UMS**) alarms, controls and indicators provided on the bridge, procedures for their use and limitations
- any unusual demands on the navigational watch that may arise as a result of special operational circumstances

In circumstances where a single man bridge is considered permissible support personnel should be readily and immediately available should assistance be required. There should be an established and continuously available means of communications for the watchkeeper to summon such assistance at all times.

## **6.0 Handing Over the Watch**

6.1 The OOW shall:

- ensure that the members of the relieving watch are fully capable of performing their duties
- ensure that the vision of the relieving watch is fully adjusted to the light conditions
- ensure that all standing orders and the Master's night orders are fully understood

6.2 The OOW shall not hand over the watch:

- if there is reason to believe that the relieving officer is not capable of carrying out the watchkeeping duties effectively, in which case the Master should be notified
- when a manoeuvre is in progress until such action has been completed

## **7.0 Taking Over the Watch**

7.1 The relieving officer shall:

- prior to taking over the watch verify the vessel's estimated or true position
- confirm the vessel's intended track, course and speed
- note any dangers to navigation expected to be encountered during the watch
- be aware of prevailing and predicted tides, currents, weather, visibility and the effect of these factors upon course and speed
- note any errors in gyro and magnetic compasses
- note the status of all bridge equipment
- note the settings of bridge/engine controls and manning of engine room
- be aware of the presence and movement of vessels in sight or known to be in the vicinity
- give watchkeeping personnel all appropriate instructions and information which will ensure the keeping of a safe navigational watch, including maintenance of a proper look-out

## 8.0 Look-out

- 8.1 The ColRegs require that every vessel shall at all times maintain a proper look-out by sight and hearing as well as by all available means appropriate in the prevailing circumstances and conditions so as to make a full appraisal of the situation and of risk of collision.
- 8.2 The look-out must be able to give full attention to the keeping of a proper look-out and no other duties shall be undertaken that could interfere with that task. The duties of the look-out and helmsman are separate and the helmsman should not be considered to be a look-out except in small vessels where an un-obstructed all round view is provided at the steering position and there is no impairment of night vision or other impediment to the keeping of a proper look-out.
- 8.3 In certain circumstances of clear daylight conditions the Master may consider that the OOW may be the sole look-out. On each occasion the Master should ensure that:
- The prevailing situation has been carefully assessed and it has been established without a doubt that it is safe to do so;
  - Full account has been taken of all relevant factors including but not limited to:
    - state of the weather
    - visibility
    - traffic density
    - proximity of dangers to navigation
    - the attention necessary when navigating in or near traffic separation schemes
    - design and layout of the bridge
    - arcs of visibility
    - radar equipment fitted and their limitations with respect to navigation
    - other duties that the officer may have to engage in and which could be a distraction from the keeping of a proper look-out such as:
      - operation of GMDSS and other communications equipment such as cell phones and email systems
      - navigational maintenance such as completion of logs and other record keeping and correction of charts and publications
      - routine testing and maintenance of bridge equipment

In any event, an OOW acting as sole look-out should always be able to fully perform both the duties of a look-out and those of keeping a safe navigational watch. Assistance must be immediately available to be summoned to the bridge when any change in the situation so requires.

- 8.4 It is of special importance that at all times the officer in charge of the navigational watch ensures that a proper look-out is maintained. In vessels with a separate chartroom the officer in charge of the navigational watch may visit the chartroom, when essential, for a short period for the necessary performance of navigational duties, but shall first ensure that it is safe to do so and that a proper look-out is maintained.

## **9.0 Relationship Between the OOW and Look-out**

- 9.1 The OOW should consider the look-out as an integral part of the Bridge Team and utilise the look-out to the fullest extent.
- 9.2 As a way of fully engaging the look-out's attention consideration should be given to keeping the look-out apprised of the current navigational situation with regard to expected traffic, buoyage, weather, landfall, pilotage and any other circumstance relevant to good watchkeeping.

## **10.0 In Restricted Visibility**

- 10.1 When restricted visibility is encountered or expected, the first responsibility of the OOW is to comply with the ColRegs with particular regard to the keeping of a look-out, sounding of fog signals, proceeding at a safe speed and having the engines ready for immediate manoeuvre.
- 10.2 In addition the OOW shall:
- inform the Master
  - ensure that a dedicated look-out is posted at all times
  - exhibit navigation lights
  - operate and use the radar
  - put the engines on standby

## **11.0 Safe Speed and Stopping Distance**

- 11.1 The ColRegs require that every vessel shall at all times proceed at a safe speed so that proper effective action can be taken to avoid collision and be stopped within a distance appropriate to the prevailing circumstances and conditions.
- 11.2 In cases of need, the OOW shall not hesitate to use the engines to reduce speed further and allow more time for consideration and assessment of a developing situation. However, timely notice of the intended variations of engine speed shall be given to the engineers where possible or effective use made of UMS engine controls.
- 11.3 Whatever the pressure on Masters to make a quick passage or to meet the wishes of owners, operators, charterers or port operators, it does not justify vessels and those on board them being unnecessarily put at risk. The MCA is concerned that proper standards be maintained and will take appropriate action against officers who jeopardize their vessels or the lives and property of others. Such action may lead to fines and/or the suspension or cancellation of their certificates.
- 11.4 In the well known case of THE LADY GWENDOLEN, the Court of Appeal stated that "excessive speed in fog is a grave breach of duty and vessel owners should use their influence to prevent it." Because of their failure to do so, it was held in that case that the owners could not limit their liability.

## **12.0 Vessel at Anchor**

- 12.1 The OOW shall:
- determine and plot the vessel's position on the appropriate chart as soon as practicable

- when circumstances permit, check at sufficiently frequent intervals whether the vessel is remaining securely at anchor by taking bearings of fixed navigation marks or readily identifiable shore objects. The use of carefully chosen transits can give an almost instant indication as to whether the vessel's position has changed
- ensure that a proper look-out is maintained
- ensure that inspection rounds are made periodically
- observe meteorological and tidal conditions and state of sea, notify the Master and undertake all necessary measures if the vessel drags anchor
- ensure the state of readiness of the main engines and other machinery complies with the Masters requirements
- ensure the vessel exhibits the appropriate lights and shapes and that appropriate ColRegs sound signals are made
- avoid placing reliance on guard zones when using radar in lieu of a look-out as this is not considered acceptable practice.

In all the above circumstances it remains the Master's responsibility to ensure that the anchor watch to be kept is appropriate to the prevailing conditions.

### **13.0 Certification**

- 13.1 The Regulations require that any officer in charge of a navigational watch shall be duly qualified in accordance with the requirements of STCW 95. It is the responsibility of the owner or operator, and Master to ensure that every navigational watchkeeping officer is appropriately qualified with respect to the size of the vessel and limitations in area of operation. Under no circumstances is it permitted for an un-qualified person to take charge of a navigational watch.
- 13.2 Similarly STCW 95 Section A-II/4 requires that every rating forming part of a navigational watch on a seagoing vessel of 500gt or more shall be required to demonstrate competence in the duties associated with the keeping of a safe navigational watch at the support level. This competence is evidenced by the issue of a Navigational Watch Rating Certificate. No rating should be assigned to navigational watchkeeping duties unless suitably qualified.
- 13.3 A qualification demonstrates that the holder has reached a minimum level of competence as defined in STCW 95. However, it does not imply that the holder has achieved all the necessary management or operational experience particular to a vessel, its operation or operational area. In considering an officer's or rating's qualifications due consideration should also be given to an individual's experience with respect to the vessel type and/or area of operation(s). In some circumstances it may be prudent to 'double-up' a watch or provide additional supervision to a qualified watchkeeper whilst particular operational experience is achieved.



## Further Information

Further information on the contents of this Notice can be obtained from:

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MCA Website Address: [www.mcga.gov.uk](http://www.mcga.gov.uk)

File Ref: MC 049/044/0010

Published: February 2006

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Printed on material containing minimum 75% post-consumer waste

*An executive agency of the  
Department for  
**Transport***

## **Annex**

Mariner's attention is drawn to the following publications relating to this notice:

- International Regulations for Preventing Collisions at Sea 1972 (ColRegs)
- STCW 95, Code Sections A-VIII/2 Part 3, 3-1,3-2 and A-II/4
- ICS Bridge Procedures Guide