

## **STANDING ORDERS**

Revision date: 01 November 2002

### **Introduction**

The National Sea Rescue Institute (NSRI) is a voluntary organisation and as such every attempt is made to avoid unnecessary regimentation. However, for an NSRI unit to operate effectively and to protect the safety of its crews and equipment and to create a desirable public image of the Institute, certain regulations are essential and shall be adhered to by all members.

### **1. Purpose**

The purpose of the NSRI is:

**TO SAVE LIVES AT SEA AND ON INLAND WATERS.**

### **2. ASR Unit's Task**

The Air/Sea Rescue Unit – Cape Town (ASR Unit) is tasked to assist 22 Squadron S.A.A.F. in its role of providing such assistance as the squadron is called upon to supply to the South African Search and Rescue Organisation in maritime emergencies.

### **3. ASR Unit Commander**

- 3.1 The Unit Commander is in overall charge of the ASR Unit.
- 3.2 The Unit Commander is equivalent in status to the Station Commander of a NSRI station tasked with providing a waterborne sea rescue service. In these Standing Orders the abbreviation “Statcom” is used to designate the unit commander.
- 3.2 The Statcom is responsible to the NSRI Chief Executive Officer for the efficient and effective operation of the unit at all times.
- 3.3 The Statcom will ensure that the NSRI’s purpose: the saving of lives at sea and on inland waters, always remains the unit’s primary concern. On request he may make the resources of the unit available to other organisations to maintain the positive image of the NSRI.

### **4. Deputy Unit Commander**

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- 4.1 In the absence of the Statcom, the Deputy Unit Commander (Depstatcom) will assume the responsibilities of the Statcom.

### **5. Unit Committee**

- 5.1 The Unit Committee is responsible for assisting the Statcom in the management of the ASR Unit.
- 5.2 The ASR Unit committee will comprise of but not be limited to the following persons:
- 5.2.1 Statcom
  - 5.2.2 Depstatcom
  - 5.2.3 Team Leaders
  - 5.2.4 Training Officer
  - 5.2.5 Any other co-opted members, as may be required, on a temporary or permanent basis.
- 5.3 The Unit Committee will meet monthly to discuss all operational matters as well as any other matters pertaining to training, equipment, maintenance, special events and the like. Minutes will be kept.

### **6. Membership of ASR Unit**

- 6.1. Members of the ASR Unit will be drawn from active sea-going crew of NSRI stations in Region-1 and Region-2.
- 6.2. Sea duty with their parent stations remains ASR Unit's members' first priority. The parent station will have first call on an ASR Unit member's time if a clash of needs should occur.
- 6.3. If an ASR Unit member logs less than 15 hours sea time per annum, that person will cease to be a member of the unit.
- 6.4 A crewman's tour of duty with the ASR Unit is two years. The member may apply to continue with the unit thereafter. Granting or refusing such a request will be the prerogative of the Unit Committee.

### **7. Duty Crew**

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- 7.1 The ASR Unit comprises three teams.
- 7.2 Each team will perform standby duties for one week at a time starting on a Friday at 18h00. During its period of duty, the team concerned will be known as the Duty Crew.
- 7.3 At the discretion of the Statcom the out-going duty crew and the in-coming duty crew will meet at 22 Squadron, SAAF Air Force Base, Ysterplaat, to hand-over/take-over pagers and radios and to discuss any other relevant information.
- 7.4 The in-coming duty crew will satisfy themselves as to the unit's readiness to respond to call-outs, by checking thoroughly every aspect of the unit's equipment.
- 7.5 Any crew member/s not able to perform their duty **must** find their own stand-ins from one of the other teams and communicate this to the Duty Team Leader. The stand-in crew member/s will attend all training that was programmed for the duty crew and any Work Party which may have been scheduled. The same rule applies to the Duty Team Leader, who will inform the Statcom.
- 7.6 Duty crew members are expected to arrange their affairs so as to be able to report to SAAF Air Force Base, Ysterplaat within 1 hour of a service call-out.
- 7.7 Duty crew members can be called out at any time and they must ensure that they are in a fit state to perform their duties.
- 7.8 Members responding to call-outs must adhere to traffic regulations and laws.

## **8. Team Leader's Authority**

- 8.1 The team leader will always be in charge of and responsible for his/her team.
- 8.2 Authority on board
  - 8.2.1 The aircraft commander's authority on board a 22 Squadron aircraft **is absolute**. His/her orders shall be obeyed instantly and without question.
  - 8.2.2 The Team Leader will appoint a Rescue Organiser (**RO**) for the duration of the exercise/mission. The RO will be responsible for co-ordination between the aircrew and ASR members and for ensuring that training/missions are conducted according to SOP.

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- 8.2.3 The team leader's orders shall also be obeyed instantly and without question.
- 8.2.4 Failure to obey the aircraft commander's or team leader's commands whilst operating with 22 Squadron will result in strict disciplinary action. Any crew member found guilty of the offence will be asked to leave the unit immediately.

### **9. Discipline**

- 9.1 All matters relating to discipline should be referred to the appropriate Team Leader at a time **other than** during a service call-out.
- 9.2 Whilst operating with 22 Squadron members will abide by SAAF rules and regulations.
- 9.3 All disciplinary matters are to be referred to the Statcom by Team Leaders without delay, for action by the Unit Committee.
- 9.4 Should a unit member be brought up on a disciplinary charge, he/she shall appear before the Unit Committee, chaired by the Statcom. The committee shall decide on the course of action required to restore the good name of the NSRI.

### **10. No obligation to fly**

- 10.1 No crew member can be ordered into the air against his/her wishes. However, should the crew member agree to fly, such crew member shall obey the aircraft commander's and team leader's orders without question.
- 10.2 A crew member who feels that he/she is not competent to carry out a task allocated to him/her must say so immediately. It is of fundamental importance for a safe and successful rescue operation that every crew member can depend absolutely on every other member of the crew to do his/her job properly.

### **11. Non Crew Members on Service Call-Outs and Training**

- 11.1. Only members of the NSRI ASR Unit who are qualified and competent may be used on a service call-out. In the event that a member of the public or Emergency

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Service who has special skills or competence is needed to assist during a service call-out, the Team Leader, in consultation with the aircraft commander 22 Squadron, shall authorise the utilisation of such a person.

- 11.2. Members of other Emergency Service participating in service call-outs or training must be authorized by the Team Leader in consultation with the aircraft commander, 22 Squadron.
- 11.3. Only members of the NSRI ASR Unit are permitted to attend and participate in training. Justification for visitors to participate in training sessions or as observers must be approved by the Statcom.

## **12. Training**

- 12.1 Trained and competent crew members are essential for the ASR Unit to fulfil its function. The unit's task requires that crew members acquire and maintain skills beyond the range of expertise of sea-going crew.
- 12.2 Regular attendance at training sessions **is a requirement** for all teams and trainees. Missing more than 10% of the total time designated for training during any three month period will result in disciplinary action and may lead to the member being discharged from the ASR Unit.
- 12.3 Logbooks will be kept by all members to record training and operational hours performed.
- 12.4 Training will take place during the week or weekend as required to meet 22 Squadron's requirements and/or the availability of other facilities and organizations.
- 12.5 Any crew member **not demonstrating** the required skills needed to perform his/her duty will be requested to do refresher training and may be suspended from operational duties until such training is completed.

## **13. Work Parties**

- 13.1 The maintenance of the unit's equipment is the primary responsibility of the unit. All crew members are expected to participate in work parties for this purpose.

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- 13.2 Failure to attend a work party will be seen as a lack of commitment and will be viewed in a serious light.

### **14. Operation of Equipment**

- 14.1 No person may operate an asset of the NSRI unless qualified and authorised to do so by the Statcom.
- 14.2 No crew member may operate any equipment unless instructed to do so by a team leader.
- 14.3 Reckless or negligent handling of equipment will be viewed in a very serious light.

### **15. Monthly Meetings**

- 15.1 The Unit Committee will meet on the first Monday of each month from 18h00.
- 15.2 A meeting of the whole unit will be held on the second Monday of each month.
- 15.3 All crew members are expected to attend the monthly meetings. If a crew member cannot be present apologies must be tendered.
- 15.4 Should a crew member miss three (3) concurrent meetings without apologies tendered for good and sufficient reasons for his/her absence, it will lead to the individual's suspension.

### **16. Dress**

- 16.1 Crew uniform shall consist of:
- 16.1.1 Navy blue shirt (SA Navy design)
  - 16.1.2 Navy blue jeans/pleated shorts
  - 16.1.3 Boat shoes or other shoes with non-slip soles

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- 16.1.4 Parent Station or ASR Unit cap.
- 16.2 Other clothing provided by the NSRI such as lifejackets, harnesses, foul weather gear and wetsuits must be maintained in good order and may not be removed from the unit without the authorisation of the Statcom.
- 16.3 Uniform shall only be worn off the station when on official NSRI business.
- 16.4 In public, crew members are expected to project a seamanlike and professional appearance.

### **17. Unit Representation**

Only the Statcom and in his absence the Depstatcom is authorised to give interviews to the media or to make any statement to anyone on NSRI matters. In the absence of both the Statcom and Depstatcom, the Duty Team Leader may assume this function.

### **18. Traffic Regulations**

- 18.1 There are **no** circumstances that absolve a crew member from obeying traffic regulations or any law of the land or a properly issued regulation or a lawfully constituted authority.
- 18.2 The misuse of a “Sea Rescue” identification board is a cause for immediate suspension.

### **19. Equipment**

- 19.1 Unit equipment may not be removed without the prior approval of the Statcom or Depstatcom.
- 19.2 The use of unit equipment for demonstrations, exercises, special events or non operational calls, shall **first** have the Statcom’s approval.

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- 19.3 Only the Statcom or in his absence the Depstatcom may authorise the purchase or repair of equipment. Normal procedures as determined by Head Office will be followed.
- 19.4 Any defective or missing equipment must be reported to the Duty Team Leader for appropriate action.
- 19.5 On returning from a call out or training exercises, all equipment must be properly cleaned and repacked neatly in its correct place.
- 19.6 The weekly checklist will be completed by the oncoming duty crew each week.

## **20. Behaviour**

- 20.1 Drinking will **not** be permitted at any time whilst in uniform, unless at an official function to which the crew member has been invited as a representative of the NSRI.
- 20.2 The 12 hour rule of no drinking before flying applies. Should a duty crew member be in violation of this rule, the member shall (in the interest of safety) advise the Team Leader and a stand-in shall be used.
- 20.2 The absolute requirement for remaining within the legal alcohol limit for drivers must be constantly borne in mind.
- 20.3 Duty crew members when dealing with the public must remain courteous at all times and maintain the positive image of the NSRI. Bad behaviour, foul language, drinking or rowdiness in public could tarnish the image of the NSRI as a responsible, competent and professional body.

## **21. Smoking**

- 21.1 Smoking is not permitted in any place where it is prohibited by law or where it may offend someone else.
- 21.2 Members must be particularly vigilant to observe S.A.A.F. regulations regarding smoking.

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### **Conclusion**

These Unit Standing Orders are intended to safeguard ASR Unit members and equipment and to promote the NSRI as a responsible and professional organization. They shall be adhered to by all members of the ASR Unit.

**B Bodmer**

**Unit Commander: NSRI Air/Sea Rescue Unit-Cape Town**

**01 November 2002**



**STANDING ORDERS**

**Agreement**

**Crew Member:** \_\_\_\_\_

The National Sea Rescue Institute (NSRI) is a voluntary organisation and as such every attempt is made to avoid unnecessary regimentation. However, for the ASR unit to operate effectively and to protect the safety of its crews and equipment and to create a desirable public image of the Institute, certain regulations are essential and shall be adhered to by all members.

- 1. I hereby agree to comply with the regulations and code of conduct as described in the Standing Orders of the ASR Unit as amended from time to time.**
- 2 My serving Station Commander approves of my involvement in the ASR unit for the forthcoming 12 Months.**

**Signed:** \_\_\_\_\_ ASR Crew Member

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

**Signed:** \_\_\_\_\_ Serving Station Commander

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