

CHAPTER 13

PROCEDURES FOR USE ON BOARD SHIP

GENERAL

1. These procedures may be altered to suit the circumstances on any particular ship, but shall be followed as closely as possible in order to ensure commonality throughout the fleet.
2. In order to maintain stability on board a floating vessel, foot drill will be performed by all service personnel in a straight-legged manner with a minimum of bending of the knees. Because of space limitations, distances between individuals and ranks may be reduced.

CEREMONIAL DIVISIONS

3. Ceremonial divisions follow the general procedures for a company parade and inspection described in chapters 7 and 9.
4. When ceremonial divisions are piped, the division chief petty officers or petty officers shall fall in their divisions at designated locations. Each division will fall in, in either two or three ranks according to the space available, facing inboard. Supernumerary petty officers shall fall in on the right flank of their respective divisions and the division petty officer will take his place one pace in front of the centre of his division, facing the division. If a division consists entirely of petty officers, they shall fall in as above, but in decreasing order of seniority from the right.
5. After falling in, each division shall be numbered, sized, open ordered and stood at ease. While being sized, the supernumerary petty officers shall stand fast, the remainder of the division sizing on their left. If space is limited, the movement during the open order drill may be restricted, i.e., ONE PACE OPEN ORDER – MARCH. Alternatively, the open order may be omitted and the procedure in paragraph 8 carried out. After ordering these movements, the division petty officer shall turn about, facing the front and stand at ease.
6. When the division officer approaches his division, the division petty officer shall come to attention and order his division to attention. As the division officer halts in front of the division petty officer, the division petty officer shall salute and, after the salute is acknowledged, report the division to the division officer.
7. As the division officers assume command of their divisions, supernumerary officers shall fall in. When divisions are held on a flight deck or in a ship's hangar, they shall fall in athwartships at the forward end of the deck (see Figure 13-1).
8. Accompanied by the division petty officer, each division officer shall inspect his division. If space has not permitted the division to be at the open order (see paragraph 4), each rank shall be marched one pace forward following the inspection of its front.
9. On completion of the inspection, each division petty officer shall fall in one pace to the right of the front rank or one pace centre rear of his division (as space allows), and each division officer shall fall in one pace front and centre of his division. If space has not allowed the division to be at the open order, the division officer shall then order DIVISION, ONE PACE STEP BACK – MARCH, or if the division is at the open order, DIVISION, CLOSE ORDER – MARCH.
10. Each division officer then shall report his division to the executive officer and, when ordered to fall in, shall return to his position in front of his division and stand his division at ease. The executive officer shall take up a central forward position or a position on the flank from which the commanding officer will approach the divisions.
11. On the arrival of the commanding officer, the executive officer shall call the ship's company to attention and report the divisions to the commanding officer. Each division then may be inspected by the commanding officer and/or the executive officer.

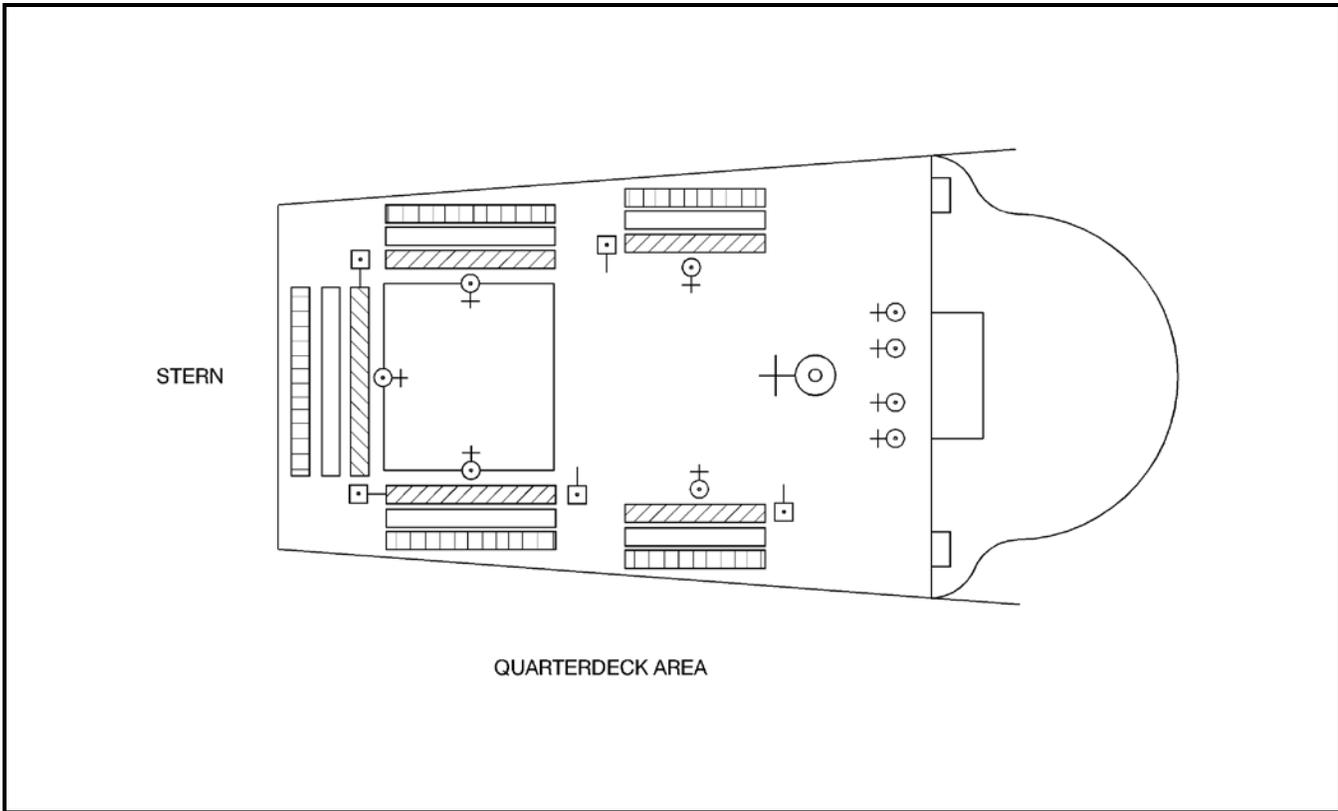


Figure 13-1 Divisions

12. After the completion of the inspection, awards and presentations shall be made and a prayer service may be conducted by either a chaplain, the commanding officer or a selected officer.

13. Following the prayer service, the executive officer shall call the ship's company to attention and report to the commanding officer. If the commanding officer does not desire to address the ship's company, divisions shall remain at attention until the commanding officer has departed. If the commanding officer does desire to address the ship's company, the executive officer shall order SHIP'S COMPANY, STAND AT – EASE; and STAND – EASY. Following the address, the executive officer shall order SHIP'S COMPANY, ATTEN – TION. After the departure of the commanding officer, the executive officer shall fall out the officers. The executive officer then shall dismiss the petty officers, following which he shall turn over to the coxswain to dismiss the remainder of the ship's company.

DAILY DIVISIONS

14. The procedure for daily divisions is the same as for ceremonial divisions, except there is no commanding officer's inspection.

EVENING QUARTERS

15. The procedure for evening quarters is the same as for daily divisions.

PROCEDURE FOR ENTERING AND LEAVING HARBOUR

16. Depending on the space and number of personnel available, divisions shall be formed in one, two or three ranks. All parties of officers and non-commissioned members are to be sized as follows:

- a. on the forecastle – tallest forward;
- b. on the quarterdeck – tallest aft; and

- c. amidships – normal sizing.
17. Officers, petty officers, signalmen and part ship hands shall fall in as follows (Figure 13-2):
- a. The foc'sle part ship hands shall fall in, standing fore and aft, facing the designated side. The foc'sle officer stands facing forward in the eyes of the ship. The foc'sle petty officer and the signalman shall stand athwartships aft of the part ship hands, facing forward.
 - b. The top part ship hands shall fall in, standing fore and aft, facing outboard on the designated side. The top part ship officer shall stand forward of and in line with the top part ship hands. The top petty officer and the signalman shall position themselves between and in line with the officers and the hands.
 - c. The quarterdeck part ship hands shall fall in, standing fore and aft, facing outboard on the designated side. The quarterdeck officer shall be foremost followed by the quarterdeck petty officer and signalman, followed by part ship hands.
 - d. When the ship is proceeding astern, the foc'sle officer and the quarterdeck officer shall face aft.
18. The guard and band shall fall in where designated.
19. When the "Alert" is sounded on the bugle or the "Still" is piped on the boatswain's pipe, divisions are to be brought to attention by their division petty officer and are to be stood at ease when the "Carry On" is sounded. The executive officer only shall salute when the "Alert" or "Still" is sounded.
20. On special occasions when other members of the ship's company wish to fall in on entering or leaving harbour, they shall fall in a designated area, under command of the senior non-commissioned member present, and shall conform with the instructions as detailed in paragraphs 17 to 19 above.

MANNING AND CHEERING SHIP

21. On the command FALL IN FOR MANNING – SHIP, the ship's company shall fall in as for divisions. The chief boatswain's mate shall then designate to each division petty officer an area which his division shall man, ensuring as closely as possible that an equal number of personnel are being designated to either side of the ship. Upon arriving at the designated area, the division petty officer shall position his division so that each member is at attention, facing outboard, one pace clear of the guard rail.
22. On the command DRESSING FORWARD, RIGHT AND LEFT – DRESS given by the executive officer, using the upper deck broadcast system, personnel on either side of the ship shall dress forward. The interval in dressing shall be as space permits, appropriate changes being made in the word of command.
23. On the command MAN – SHIP, each man takes one pace forward and grasps the guard rail with both hands, crossing hands with the man forward of him, when doing so.
24. The executive officer shall then order STAND BY TO CHEER, SHIP'S COMPANY, ATTEN – TION.
25. On the commands REMOVE HEAD – DRESS; THREE CHEERS FOR ____; and HIP HIP – HURRAY, the headdress is held in the right hand with the right arm fully extended in front of the body and parallel to the deck, the headdress being circled clockwise during the HURRAY, with crown outboard.
26. On completion of the three cheers the executive officer shall order REPLACE – HEADDRESS.
27. The ship's company then may be ordered to dismiss by one of the following methods:
- a. the "Disperse" being sounded on the bugle;
 - b. the "Carry On" being piped; or
 - c. the command DIS – MISS given by the executive officer.

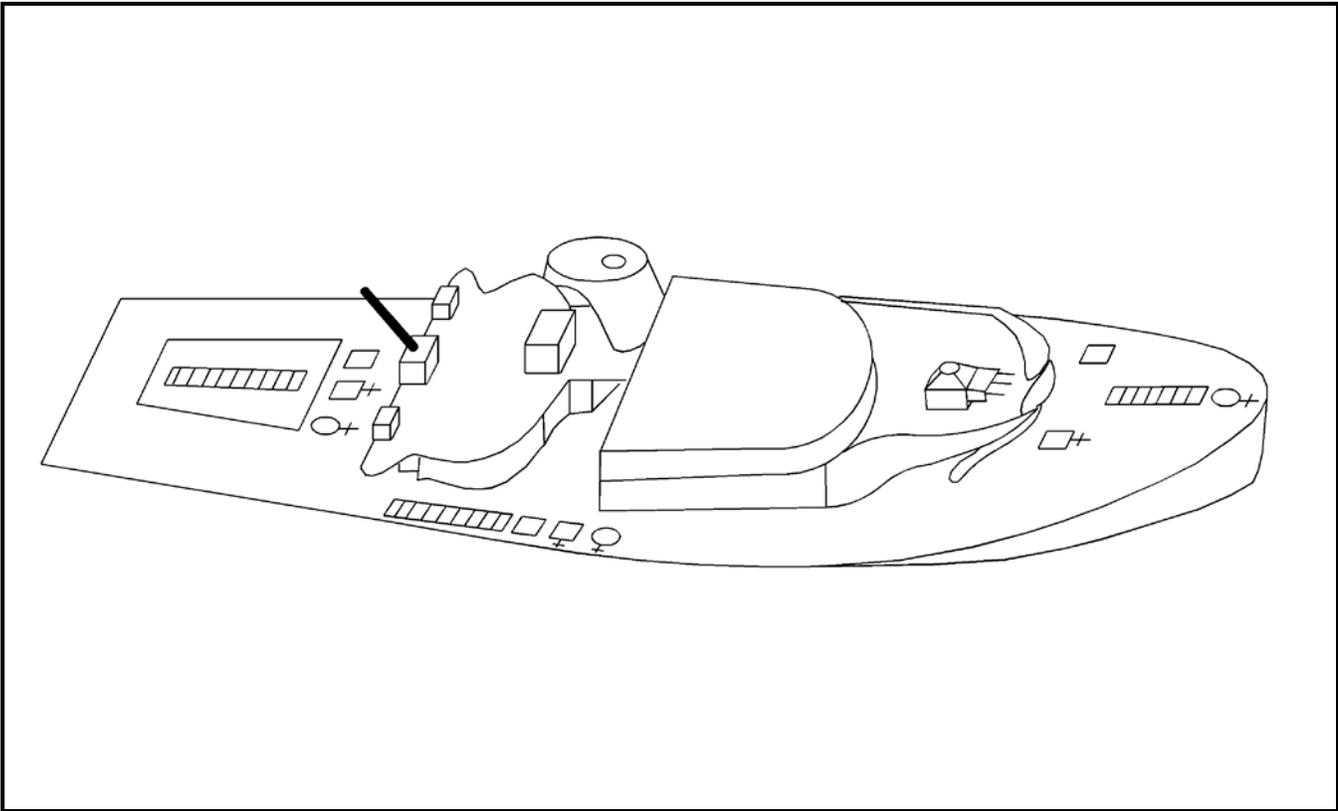


Figure 13-2 Hands to Station – Entering and Leaving Harbour

28. Upon being dismissed, the ship's company shall turn forward prior to moving off.

GUARDS

29. Because of the limitations imposed by space, guards detailed for Colours or to receive a dignitary aboard ship shall consist of the following personnel:

- a. one lieutenant (N) or sub-lieutenant (N);
- b. one petty officer; and
- c. 24 other non-commissioned members maximum, or 12 other non-commissioned members minimum.

COLOURS

30. Ships of destroyer size normally will not parade guards at Colours. However, if the occasion arises, the procedure detailed below will be followed.

31. The guard shall be assembled in a designated area with bayonets fixed and be fallen in facing aft in two ranks athwartships. The guard petty officer shall size and dress the guard at the open order in two ranks and then hand over the guard to the guard commander. After assuming command, the guard commander shall draw his sword and then order GUARD, STAND AT – EASE. The petty officer falls in on the right of the front rank. The bugler falls in on the right of the front rank, one pace clear.

32. The officer of the day or watch, or a designated officer, the leading seaman of the gangway and the ceremonial piping party shall be positioned in a designated area.

33. The preparative pennant shall be hoisted on the foremast five minutes prior to Colours. The signalman, positioned aft by the ensign staff and facing forward so that the preparative is in view, shall call FIVE MINUTES TO COLOURS, SIR.

34. At one minute before Colours, the signalman shall call ONE MINUTE TO COLOURS, SIR, and the guard commander shall then order GUARD, ATTENTION; and GUARD, SHOULDER – ARMS.

35. At Colours, the preparative pennant is lowered to the dip and the signalman shall call COLOURS, SIR. The bugler immediately sounds the “Alert”, or the “Still” is piped, and the guard commander orders GUARD, GENERAL SALUTE, PRESENT – ARMS.

36. On completion of the salute, the guard commander shall order GUARD, SHOULDER – ARMS. The preparative pennant then shall be lowered and, upon completion, the “Carry On” is sounded by the bugler or piped by the ceremonial side party. The guard then is ordered to order arms and unfix bayonets and is dismissed.

GUARDS OF HONOUR

37. Fifteen minutes before the arrival of the dignitary, the guard shall be called to fall in:

- a. by the bugler sounding, “Guard” and “Band” or “Buglers”; or
- b. by the boatswain’s pipe sounding “General Call” over the broadcast system and the verbal announcement “Guard fall in, ceremonial side party close up”.

38. The guard shall assemble near the gangway with bayonets fixed. Under command of the guard petty officer, they will fall in at the open order and in two ranks facing outboard. The guard shall be sized and dressed as space permits, then handed over to the guard commander. After assuming command, the guard commander shall draw his sword and order GUARD, STAND AT – EASE.

39. When the boat carrying the dignitary is two or three lengths away from the accommodation ladder, the “Alert” is sounded and the guard commander orders GUARD ATTENTION; and GUARD, SHOULDER – ARMS. Upon the completion of these movements, the ceremonial side party shall “Pipe the Side”, if the dignitary is so entitled. A second “Pipe the Side” shall be given once the dignitary has positioned himself on the platform of the accommodation ladder.

40. As soon as the dignitary steps on board and is properly positioned, the guard commander shall order GUARD, ROYAL (GENERAL) SALUTE, PRESENT – ARMS. Upon the completion of the appropriate musical salute, the guard commander orders GUARD, SHOULDER – ARMS; and GUARD, ORDER – ARMS, then reports to the dignitary, who may inspect the guard. Upon the completion of the inspection, the guard commander shall salute the dignitary, who then shall be escorted to the wardroom or other location by the commanding officer. The guard may then be fallen out until needed again for the departure.

41. The departure ceremony is similar to that for the dignitary’s arrival. As the dignitary approaches the top of the gangway, the “Alert” is sounded. The guard commander orders GUARD, ATTENTION; and GUARD, SHOULDER – ARMS. As the dignitary assumes his position, the guard commander orders GUARD, ROYAL (GENERAL) SALUTE, PRESENT – ARMS. Upon completion of the sounding of the appropriate salute, the guard commander orders GUARD, SHOULDER – ARMS. As the dignitary steps onto the upper platform of the accommodation ladder, the ceremonial side party shall “Pipe the Side”. As the boat leaves the accommodation ladder, the ceremonial side party shall again “Pipe the Side”.

42. The guard then shall be ordered to order arms and unfix bayonets before being dismissed.

SALUTING ON BOARD

43. All officers and non-commissioned members shall salute when coming on board or leaving a commissioned warship.

44. Non-commissioned members shall salute when addressing, or being addressed by, an officer, and again on withdrawing.

45. Officers and non-commissioned members shall face in the required direction and, if wearing headdress, salute:

- a. whenever the National Anthem or any foreign national anthem is played;
- b. when Colours are hoisted; and
- c. when Colours are lowered at sunset.

46. For the occasions noted in paragraph 45, parties of non-commissioned members fallen in are to be called to attention, the officer or non-commissioned member in charge saluting.

PIPING THE SIDE

47. Between Colours and sunset, the side shall be piped to the following, coming on board or leaving one of Her Majesty's ships:

- a. the Queen;
- b. the Governor General;
- c. Lieutenants-Governor within the limits of their jurisdiction;
- d. members of the Royal Family of the rank of captain (N) and above when in naval uniform;
- e. the Naval Board when in uniform;
- f. all Canadian admirals, general officers and commodores in uniform, and Commonwealth commodores and above in uniform;
- g. all officers in uniform holding an appointment in command of a ship or formation of ships;
- h. members of a court-martial attending or leaving the court;
- i. officer of the guard when flying a pennant; and
- j. when a corpse is brought on board/ashore and when the body is committed to the sea.

48. All naval officers in command of a ship or formation of ships, of other than Commonwealth navies, when in uniform should be piped at all hours.