CHAPTER 2

WEAPON ENGINEERING DEPARTMENT STANDING ORDERS

ADMINISTRATION

CONTENTS

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ADMINISTRATION

0201. Combat System Checks

Combat System Checks are conducted to validate the availability and expected performance of equipment. They comprise Maintenance Checks, TACs performance assessments, Standard Operator Checks (SOCs) and Mini-SOCs[1] and are to be achieved through the following procedures:

a. **Maintenance Checks**. UMMS checklist items are to be in date at all times. If conduct of the checks requires the equipment to go outside its current operational notice then permission should be sought through the DSE (if on duty) or the WO(s). On completion of daily checks any defects found are to be entered in the WE Defect Book and brought to the attention of the WO(s) and DWEO.

b. **Standard Operator Checks (SOCs)**. SOCs are a Warfare Department serial to check that the functions and control of equipment forming the sensor and weapon systems are operating correctly. The checks are to be carried out as required by the Operations Officer and agreed by WEO, at a frequency dictated by the Operational tempo.

(1) All UMMS checklist items are to be in date and equipment brought to immediate operational notice **30 minutes before the start of SOCs**, subject to any overriding operational or EMCON restrictions.

(2) The WE equipment availability chit is to be annotated and signed for by the WE Section Heads highlighting any outstanding maintenance or current defects/ OPDEFs.

(3) The DSE is to brief the PWO on the status of WE equipment prior to the commencement of SOCs utilising the WE equipment availability chit.

(4) Maximum support is to be given to the operators during the conduct of SOCs; maintainers are to be available to give advice or repair defects as required under the leadership of the DSE in the Ops Room.

(5) All defects identified during SOCs are to be entered in the WE Defect Book and the appropriate maintainer informed, with repair priority inserted by the PWO.

(6) On completion of SOCs a joint report on the status of the Combat System is to be compiled and agreed by the PWO and DSE before being presented to the Commanding Officer. The WEO, or DWEO in his/her absence, is to be briefed immediately afterwards by the DSE.

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1. BRd 300 Chapter 4

0202. Defect and OPDEF Procedure

a. **WE Defect Book**. All WE equipment defects are to be reported[2 3 4 5] and entered into the WE Defect Book without exception. Prompt repair action is to be initiated and the WEO/DWEO (DWESR/DWETR & OOD out of working hours) informed of any defect where equipment cannot achieve the performance required within the Operational Notice assigned. The WE Defect Book is to be retained in the Ops Room at sea and in the SCC in harbour. It is to be transferred to the WSB at State 1. The Defect Book should be sighted by all members of the WE Management Team at least once daily and twice daily by Heads of Group/Section Senior Ratings iaw BRd 300(1).

b. **OPDEF Log.** A hard copy log of all outstanding OPDEFs is to be maintained in the CTO. This is to include all relevant information required for the writing of OPDEFs including current FOMO guidance and an up to date OPDEF summary.

c. **Further Action**. Work Requisition Form action is to be carried out for defect repair as and when appropriate. These forms are to be completed to the highest standard and iaw current instructions on UMMS. S2022 action is to be completed iaw BRd 1313.

0203. STOROB Procedure

a. The STOROB process[6] is controlled by Fleet Operations Northwood and is the procedure used to transfer stores from a donor unit's stock or the robbery of items fitted to the donor unit. STOROB is a last resort method of stores supply which is implemented only when all other sources have been exhausted[7].

b. The STOROB process is typically only activated when all of the following criteria have been met:

(1) The ship has a requirement for material (usually OPDEF related but not exclusively) and has submitted a high priority demand.

(2) The stores required are not available and the MOD supply authority has investigated all other practical means of satisfying the demand.

(3) The MOD supply authority has advised the demanding unit of the non-availability of the stores and that there is no alternative source of supply.

(4) The demanding unit's operational capability is likely to be compromised as a result of the non-availability of the demanded stores.

c. On receipt of a STOROB enquiry or signal, WEO/DWEO is to be informed. On no account is an item of stores to be removed from an operational equipment or Built In Spares without the Commanding Officer and WEO being informed. No item of stores is to leave the ship unless a hard copy STOROB signal is held in the MCO. A record of all STOROBs is to be maintained under the control of the DWEO within the OPDEF Log.

2. BRd 3001 Chapter 3
3. BRd 300(1) Chapter 4
4. BRd 1313 Chapter 5
5. RNCP 5
6. BRd 3001 Chapter 3
7. JSP 886 Vol 3 Part 14 Chapter 4

0204. Engineering Standards

a. The importance of high Engineering Standards in the achievement and maintenance of operational effectiveness, as well as safety, has long been recognised within the Engineering Branches. Continual assessment of Engineering Standards is important to set the highest possible baseline to achieve optimum Operational Capability.

b. The WEO is to ensure that a robust routine and culture is in place for the maintenance of Engineering Standards utilising a 65 point check list[8], rounds and closed loop management oversight.

c. Conduct of 65 Point Checks. The 65 point check list forms the basis of regular checks of Engineering Standards in every WE compartment. This list is not exhaustive but serves as a comprehensive guide when addressing Engineering Standards. By breaking down these checks by periodicity rather than subject area should make them easier to conduct and keep up to date. The nominated compartment custodian is responsible for conducting the checks at the periodicities shown which are to be placed in every WE compartment.

d. **Continual Assurance.** Leading Hands, Section Senior Ratings, Group Heads and Duty personnel are to ensure that 65 point check lists are being conducted to the highest possible standard on a continual basis.

e. **Management Team Rounds.** WEO, DWEO and the WO(s) are to conduct regular, informal rounds of their sub-departments, highlighting any Engineering Standards shortfalls to the Group Head/Section Senior Rate immediately and annotating the WE defect book as required.

f. **Section Audits.** Formal Engineering Standards checks will be conducted by the Management Team as part of periodic Section Audits and will be promulgated in a WEDTM. The standards achieved during these checks will be seen as a direct reflection of the Group Head/Section Senior Rate's professional standards.

g. **Recording of Defects.** Any pick-ups identified during Engineering Standards checks are to be recorded in the WE defect book, if applicable, or the After Action Log[9] in all other cases. In this way it can be ensured that all pick-ups are addressed in a timely manner and prioritised as necessary.

h. **Training.** To ensure that the whole of the Department understand what Engineering Standards is about, all personnel are to conduct continuation training in the form of lectures, practical demonstrations and making use of the TRaining In Engineering Standards (TRIES) application. TRIES is especially relevant to the more junior members of the WE Department eg Engineering Technicians and YOs. All methods should be included as part of the WE training programme.

i. **Non WE Compartments**. Numerous WE equipment is fitted in non WE compartments (eg Ops Room, Bridge, MCO and Machinery Spaces). It is equally important that the highest Engineering Standards are applied to these equipments as well as those fitted in WE compartments. Equipment maintainers are responsible for the maintenance of Engineering Standards for WE equipment not fitted in WE compartments.

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8. FOST FORM A-1-24
9. A hard or soft copy After Action Log is considered best practice for the management of Assurance activity

j. **Upperdeck Areas**. The upper deck areas present a unique challenge, being continuously exposed to the rigors of the weather and often unable to be accessed freely to allow regular maintenance to be carried out. It is thus of paramount importance that optimum use is made of opportunities to ensure Engineering Standards on the upper deck are promoted and maintained. Heads of Groups are to be particularly proactive and monitor progress in the area that their Groups are responsible for, advising DWEO and the WO(s) monthly. They are to update the Wholeship Husbandry Plan in consultation with the Departmental Ships Husbandry Representative and the CBM.

0205. Unit Maintenance Management System (UMMS)

The Unit Maintenance Management System (UMMS) is to be used[10]. Any queries regarding the use of UMMS are to be directed to the UMMSMAN.

0206. Ratings Joining and Leaving

a. The Departmental Co-ordinator is to ensure that a joining letter is forwarded to all WE Department ratings on receipt of an Assignment Order[11]. The joining letter is to be raised by the respective DO and despatched via the Ship's Office, with a copy being retained by the DEPCO.

b. All WE Department ratings are to see WEO on joining and leaving, for interview.

c. The proforma in the WE Department training log is to be completed for all WE ratings joining or leaving and the Supersession Certificate sheet[12] are to be used by the WO(s), Group Heads and Section Senior Ratings during handover.

d. Completed Supersession Certificates are to be placed in a file within the Ship's Equipment Files (SEF) and the records in the WE training log amended accordingly.

0207. Use of WE Spaces

a. No item of private gear is to be stowed in a WE space without WEO's prior approval. WE spaces are not to be used to dry articles of clothing.

b. **Austere Accommodation**. The following WE spaces may be used as austere accommodation by visiting staff subject to prior approval by the WEO and a suitable and sufficient risk assessment being conducted by a qualified member of the Ships company and should form part of the Platform Safety Case. Additionally, appropriate security considerations should be afforded prior to accommodating personnel in Protected compartments. The Commanding Officer should provide the final authorisation to use the compartments based on the risk assessments.

(1) OPS Room Annex: maximum of 4 persons.

(2) Fwd SIS: maximum of 2 persons.

(3) Fwd Tracker Office: maximum of 2 persons.

(4) GWS 60 Power Room: maximum of 1 person.

(5) EW Office: maximum of 1 person.

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10. BRd 1313 Chapter 5
11. BRd 3 Part 5 Chapter 21
12. BRd 300(1) Chapter 6

(6) Radar Office: maximum of 1 person.

(7) Aft SIS: maximum of 1 person.

0208. Requestmen

a. Routine requests are to be handed to the Departmental Coordinator, via the Heads of Group, by 0900 daily. Requests requiring urgent action outside of normal working hours are to be handled by the DWESR/DWETR and passed immediately to DWEO/WEO/OOD as available.

b. The DEPCO is to record all requests in the Departmental Request Log.

0209. WE Defaulters and Minor Administrative Actions

a. All WE defaulters will be handled in accordance with the current policies[13] [14] [15].

b. WEO is to be informed immediately when any member of the Department is placed in custody or accused of a serious offence.

c. Minor Administrative Action (MAA) is to be iaw Captain's Standing Orders/ Commanding Officer Temporary Memorandum and the current policies.

d. A Departmental MAA Log (or inserted as part of a Whole Ship MAA Log) should be held and is to be presented monthly to the WEO[16] and at least quarterly to the Commanding Officer.

e. The records of MAA should be retained for at least 2 years and be available for inspection by higher authority at any time.

0210. Leave

a. The WE Department will conform to SGOs and the Ship's arrangements for leave however, it is appropriate to operate special leave arrangements from time to time as approved by WEO. Personnel are encouraged to make any particular leave requests known early, including during scheduled periods of sea time, so that they can be properly considered against operational risks and requirements. All leave is to be recorded in the WE Department Leave Plan. It must be approved by the Head of Group and DEPCO. Senior Ratings should clear their leave with the DEPCO who will liaise with WEO for approval. All leave requests must then be recorded on JPA by the individuals, **prior to their planned absence**.

b. **Permission to Proceed Ashore**. All Junior Ratings and Section Senior Ratings are to obtain the permission of their Head of Group before proceeding ashore on duty. Heads of Group are to inform their WO(s) before proceeding ashore on duty.

c. When specialist work is being carried out in their section or a major defect/OPDEF is outstanding on their equipment, key personnel are not to proceed ashore without the WEO's express permission.

d. As a courtesy Heads of Group should inform the WO(s) before proceeding on night leave and WEO or DWEO before proceeding on weekend and main leave.

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13. JSP 833
14. BRd 9600 (SGOs) Chapter 3
15. BRd 3 Part 5 Chapter 20
16. BRd 9600 Chapter 4

e. The WO(s) is/are to inform the WEO before proceeding ashore when the Ship is at less than 4 hours Notice for Sea. As a courtesy the WO(s) should inform the WEO before proceeding on night or weekend leave.

0211. Signals

a. The WO(s) are to maintain the following signal logs which are to be kept in the CTO:

(1) OPDEF (including Air dept when Flight not borne)/DEFREP (as required including Guaranteed Defects). The OPDEF Log contains a record of all OPDEF related signals, associated MATDEMS and STOROB signals.

(2) General (Daily Reading File) - RESTRICTED/UNCLASSIFIED[17].

(3) General - SECRET.

b. Logs are to be afforded the security protection appropriate to the highest protective marking they are subject to and are to be weeded regularly by the WO(s). Signal logs are to be weeded monthly and signals that may be useful in the future are to be inserted into the appropriate SEF.

c. STAFF signals are to be kept in a separate log and held by DWEO.

d. Individual signal message queues are to be cleared at least twice daily and appropriate action taken. WO(s) are responsible for disseminating signal traffic to their sections and for ensuring that the necessary SEF action takes place.

e. ROUTINE signals normally warrant a response within 24 hours. PRIORITY or above signals should be brought to the immediate attention of WEO and/or DWEO.

0212. Correspondence

a. All incoming and outgoing Departmental correspondence is to be recorded by TOW in a database, filed and distributed in the relevant SEF[18].

b. All outgoing Departmental correspondence is normally to be signed or approved by WEO or DWEO in WEO's absence.

c. Authority for signature may be delegated by WEO to the action Senior Rating for correspondence of a routine nature, but drafts are always to be approved by WEO prior to release.

0213. Email

a. Email enables people to communicate in writing quickly and easily, irrespective of physical location. It can be used both for informal person-to-person messages, as well as for the transmission of important corporate information across a wide audience. It is fast (with transmission usually instantaneous when people are sharing the same network), and enables easy grouping of correspondence by date, by sender, by subject, etc.

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17. Government security classifications will change Apr 14. Changes will be reflected in the 2015 review of WEDSOs.
18. BRd 1313

b. Emails are fundamentally the same as any other official document, and thus they need to be managed in line with relevant legislation, departmental policy and current JSPs[19 20]. Particular consideration should be paid to Emails concerning sensitive material eg divisional, discipline, OPDEF etc.

c. Email correspondence relating to equipment issues, including defects, is to be printed and placed in the relevant Ship's Equipment File to ensure a full audit trail is maintained. Emails should not be used to replace more formal means of communication.

0214. Security

a. Certain compartments on board contain classified equipment and act as 'security containers' for this equipment. These compartments fall into one of two categories: Limited Access or Protected depending on the classification of material inside[21].

b. **Protected Compartments**. The following WE compartments are designated Protected Compartments:

(1) S2050 SIS

(2) GWS 60 Power Room

(3) EWO

(4) Fwd Tracker Office.

(5) Aft Tracker Office

(6) Combined Radar Office.

(7) Aft SIS. (If fitted with S2170).

(8) MCO/CCR (LP).

(9) Air EMR (If fitted with IAE(2)).[22]

(10) SIO.

(11) SDR.

(12) Ops Room Annex.

(13) Ops Room (When Alongside).

c. The above compartments are to have MoD Forms S279A affixed to each access with the non-applicable category "LIMITED ACCESS" blanked out. In addition, they are to have a list of all persons authorised to have entry prominently displayed on these accesses. This list is to be approved and signed by the Commanding Officer.

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19. JSP 101
20. JSP 747
21. JSP 440
22. Consideration should be given to removing the 'Protected' classification should the compartment be converted to accommodation. A review of the security arrangements of IAE(2) will be required to support this decision.

d. In harbour, Protected Compartments are to be locked when unoccupied and their keys treated as security keys. Exceptionally, they may be left open when unoccupied at sea to facilitate rounds access, but only with the Commanding Officer's approval.

e. No unauthorised member of the Ship's Company is permitted to visit a Protected Compartment without the prior approval of an officer. The officer is to ensure that the visitor has a valid reason to be in the compartment and is accompanied at all times where appropriate[23].

f. **Limited Access Compartments**. The following WE compartments are designated Limited Access Compartments:

(1) Ship's EMR.

(2) TV/SRE Compartment.

(3) CCR (HP).

(4) Telephone Exchange.

(5) 4.5" Mk 8 Power Room.

(6) Gyro Room.

(7) SCOT Office.

(8) Foremast.

(9) Towed Array Winch Control Room (If fitted).

(10) Towed Array Winch Compartment.(If fitted).

g. The above compartments are to have MoD Forms S279A affixed to each access with the non-applicable category "PROTECTED" blanked out.

h. Limited Access Compartments should normally be left locked when unoccupied and the keys held by the appropriate department. To facilitate rounds, Limited Access Compartments containing running/switched on equipment may be left unlocked and where practical, doors left open to assist observation. Such compartments will normally be unlocked at sea.

i. **Actions To Be Taken Before Locking Compartments**. In addition to the standard engineering safety checks, the person locking a compartment is to ensure that all classified material is correctly stowed and secured and that security containers are locked. The physical security of equipment housing classified software or firmware is to be proven before the compartment is vacated and locked. The DWESR/ DWETR is to conduct a thorough check of security during End of Work Rounds. The security check is to include a physical inspection of security containers, reporting to USO or OOD if any container is found to be open.

j. **Communication Compartments and Keys.** The following specific rules apply to the Communication Compartments:

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23. Where a protected compartment is used for austere accommodation the WEO will decide whether personnel require to be accompanied.

(1) A Visitors Book is to be maintained iaw AMSG 293.

(2) The MCO Key is to be worn on a lanyard around the waist of the RIC of the MCO at sea and by the Duty AB (CIS) in harbour. At the end of the working day the MCO door key is to be returned to HQ1 and signed in the WE key register to enable rounds to be carried out.

(3) A log is to be provided in the MCO in which the WE duty rating carrying out rounds in the MCO will enter details of his entry and departure as show in the log.

(4) The two-man rule applies in the MCO in accordance with BRd 222 Vol. 1.

(5) The MCO must be manned by a CIS rating if maintenance is being carried out in this compartment.

(6) At the end of the working day the Crypto safe and SPH safe keys are to be handed to the OOD for safe custody. The contents of the safe are to have been mustered by the Duty AB(CIS) prior to returning the keys. These keys are to be signed for by the OOD in the Key Log.

(7) Where applicable, the photocopier is to be disabled and keys secured in the key tank in the MCO.

(8) In order to enforce the two-man rule the Crypto safe keys and the MCO Door Key are to be collected by different ratings.

(9) Keys of communications safes are to be kept in the MCO key safe when not in use. All such keys are to be mustered by the RIC on turnover of the watch or by the Duty AB1 (CIS) in harbour, on opening/closing the safes at the start and finish of the working day.

(10) All safe keys, equipment keys and crypto material must be mustered on taking over the watch.

(11) At the end of the working day in harbour the Scanner/MCO Xerox is to be immobilised and the key given to the OOD.

(12) After checking that all security cabinets are locked, cryptomaterial mustered and all safe combinations locked and scrambled, the door to the MCO is to be locked and the key returned to HQ1 where it is to be ‘signed in’ in the WE key register. The Crypto safe key and SPH safe key are to be returned to the OOD.

k. **Protectively Marked Material**. The following security measures are to be taken in order to safeguard PM material

(1) AMHS tapes are always to be treated as protected items, mustered, accounted for and safeguarded as SECRET, even if erased, unless they have a higher protective marking.

(2) Protected material is to be kept locked in its correct stowage when not in use. No publication is to be removed from the CIS department without the approval of the PO(CIS)s and a signed receipt obtained.

(3) Cryptomaterial is always to be in its safe stowage and crypto equipment covered whenever visitors are in the MCO. The operation of crypto devices under these circumstances is strictly forbidden.

(4) Care is to be taken that protected material and information is not observed by visitors to the MCO.

(5) Material, as listed on muster lists, to the outstations is to be carefully monitored. The CPO(AWT) and CPO(CIS)/PO(CIS)s respectively are responsible for the secure transfer of books and attractive stores from the MCO to their user positions.

(6) The CPO(AWT) and CPO(CIS)/PO(CIS) are to raise Forms S1325 for mustering purposes, and are to make adequate arrangements for daily mustering of protectively marked material in accordance with relevant orders and the handing over of these documents from one watch to another.

(7) In the event of an outbreak of fire in the MCO, all protected material is to be stowed and locked in the safes provided. However if publications have to be removed from the office to prevent their destruction, a security risk exists. Publications so removed are to be placed in a secure stowage as soon as possible.

(8) All protectively marked publications removed from the MCO must be signed for in a Temporary Loan Register (S1092). The same register should also be used for portable equipment.

(9) Data tapes used for backing up systems are to be individually numbered and clearly identified for which system they are to be used; the appropriate level of protection is to be given to each system.

l. **Musters**. It is important that PM material and publications are correctly accounted for. Therefore the following musters are to take place:

(1) All accountable material and publications held by the CIS department are to be listed on muster lists, which should be signed by the SCO. Separate muster lists are to be kept for each security container. The PO(CIS)s are responsible for the preparation of the muster lists.

(2) All Cryptographic Material and CIS/MCO keys annotated on muster lists are to be mustered by Ratings in Charge of watches and by the OOD in accordance with JSP 440 and SSOs. Other musters of protected material are to be carried out in accordance with JSP 440. The appropriate section of the form S1325 is to be signed on completion of each muster, and the time of the daily muster by the OOD is to be shown.

(3) At Sea, the daily musters of cryptomaterial are to be carried out at the Safes within the MCO.

(4) Books and cryptomaterial are to be mustered by Long and Short Title and Copy Numbers where appropriate. In the case of keying material, the segment/card in use, and the remainder of the canister/book is to be checked to ensure that segment/card numbers are continuous.

(5) If at a muster, or on any occasion, any anomalies found are to be reported to the PO(CIS)/SCO immediately (or the OOD if the SCO is not available). An immediate and thorough search should be carried out at the same time.

(6) Page-by-page musters are to be carried out in accordance with JSP 440.

m. **Emission Control Policy (EMCON)**. The EMCON Policy in force will be promulgated by the PWO.

(1) It is the responsibility of the RIC of the watch for the minute-to-minute control of emissions within the Communications Sub Department. He/she is to ensure that all state boards are kept up-to-date.

(2) All operators should know the various Radiation Status Indicators (RSIs) that may be in force, and how they might affect them in carrying out their duties.

(3) When a PWO is not closed up, EMCON is controlled by the OOW/OOD. The normal state is silence. Permission to radiate is to be obtained from the PWO or OOW/OOD. The relevant RSI for the equipment taken from the EMCON plan in force is to be adhered to.

n. **Protectively Marked Waste.**

(1) All waste paper (including carbons, copying materials etc) from the MCO/CER 6 and remote positions is to be treated as being protectively marked and is to be disposed of in accordance with the instructions contained in JSP 440 and SGOs.

(2) Two methods for destroying waste are available onboard ships:

(a) **Incineration.** Where available this is the primary method and is to be used if an incinerator is fitted. The incinerator is to be examined afterwards to ensure that no protected waste remains undestroyed.

(b) **Shredding.** When an incinerator is not available all protected waste, except carbons, are to be destroyed by shredding. Shredded waste constitutes a dangerous fire hazard and should be burnt in the incinerator as soon as practicable, or ditched over the side, circumstances permitting.

(3) At all times ratings are to be on their guard to ensure that no protected material is accidentally destroyed.

o. **Amendments to Protectively Marked Publications**. Every endeavour is to be taken to ensure that departmental publications are kept up to date and in good repair in accordance with JSP 440.

p. **Emergency Destruction**. The rules for Emergency Destruction are contained in SGOs.

q. **Special Handling and Secret Signal Traffic**. Special Handling (SPH) Signal Traffic as defined in RNCPd 9 Chapter 3 Part C may only be handled by personnel detailed in the current Captain's Temporary Memorandum. SPH crypto keying material is to be kept in the SPH safe, held by the nominated CPO(CIS)/PO(CIS).

r. All copies of signals marked Secret or above are to be sequentially numbered and recorded in the Protected Document register (MoD Form 102). Once signed for, the signal is to be recorded by the recipient in a local Mod Form 102, and when no longer required destroyed in accordance with JSP 440.

s. **Use of Photocopiers.**

(1) *General.* The photocopier(s) fitted in the MCO/scanner in CER 6 FWD is to be subject to strict control to prevent unauthorised reproduction of protectively marked documents.

(2) *The Two Man Rule.* See BRd 222.

(3) *Signals.* Signal messages may be reproduced using a Standard Distribution List (SDL) based on the Subject Indicator Code (SIC) within the MCO without MOD Form 72 authorisation (see JSP 440).

(4) *Documents other than Signals.* The MCO photocopier(s)/Scanner are not normally to be used for copying anything other than signals. In exceptional circumstances this rule may be waived, but only on the direct authority of the Commanding Officer or the Executive Officer. Written waiver authority should be on MoD Form 72, and is to include exact details of the work to be undertaken. A completed MoD Form 72 is required for each non-signal reprographic job undertaken. A separate log is to be kept for all such transactions. The accounting of documents marked Confidential and above is to be the responsibility of the department requiring the work.

(5) *Spoilt Copies.* Spoilt copies are to be retained for destruction by a responsible person who is to verify the number of spoiled copies.

(6) *Registers.* Reprographics registers may be destroyed six months after the final entry on the authority of the Unit Security Officer (USO). MoD Form 72 and 102 may be destroyed after 5 years.

(7) *Spot Checks.* The register is to be made subject to frequent spot-checking. A record of spot checks is to be maintained. The record is to be presented to the SCO for inspection as a weekly book.

(8) *Security of Machine.* Machines are to be immobilised at the end of the working day by disconnecting power supplies and covering the power outlet with an approved pattern cover secured by an approved lock.

(9) *Meter Readings.* A meter reading is to be taken whenever the machine is shut down at the end of the working day (in harbour). The RIC is to enter the last meter reading in the watch turnover log and is to sign and date stamp the entry. This reading will be verified before work recommences, and if meter readings do not match an immediate enquiry into the discrepancy is to be made.

(10) *Keys.* Machine keys are never to be placed on the same key ring as the MCO door key.

0215. Periodic Books

WE administration logs and books should be presented for inspection and signature periodically[24] as recorded in a WEDTM detailing when all logs/books are to be presented. Co-ordination should be completed by the TOW.

24. BRd 300(1)