



R.C.S.C.C. NELSON

Terms of Reference

Position Title: Quartermaster
Short Title: QM

Established Rank: PO1, PO2, MS
Date Revised: 29/10/09

Responsible To: Petty Officer of the Day

Subordinates: Cpl of the Gangway

Job Description

1. The Quartermaster is responsible for the operation of the Quarterdeck. The Quartermaster will rotate each change of period with the exception of the PO/MS that stands watch when the cadets come aboard, they will also stand watch when the cadets go ashore.

Primary Duties

1. Report to the POOD at 1800 to receive a briefing
2. Being completely familiar with proper Quarterdeck conduct as stated in the quarterdeck reference manual.
3. Ensuring the Corporal of the Gangway is briefed and has a Boatswain Call.
4. Making proper log entries into the ship's log book
5. Making the following pipes;
 - a. 1830 – "SHIP'S COMPANY, MUSTER, PARADE DECK,"
 - b. 1930 – "OUT PIPES,"
 - c. 2000 – "OUT PIPES,"
 - d. 2020 – "SECURE FROM STAND EASY, HANDS TO THIRD PERIOD CLASSES,"
 - e. 2055 – "SECURE THIRD PERIOD CLASSES, SHIP'S COMPANY, MUSTER, PARADE DECK,"

Note that all pipes will be made using the General Call. Any out of routine pipes are too made in accordance with the Quarterdeck manual.

8. Ensuring the Quarterdeck & Brow are kept secure & tidy at all times and that only duty personnel conducting rounds are on the Quarterdeck & Brow throughout the evening.
9. Ensuring everyone that comes aboard reports to the QM & all appropriate logs, pipes, phone calls are made.
10. Ensuring all hatches are secured after the cadets have come aboard/gone ashore.

Secondary Duties

1. Any other tasks assigned by the POOD, OOD, Ops O or higher authority.