1. **PURPOSE**

To provide a shipboard procedure for assigning berths onboard R/V KILO MOANA.

2. **SCOPE**

This procedure applies to all personnel embarked.

3. **RESPONSIBILITY**

The Master has the responsibility to ensure that all personnel are assigned an appropriate berth.

4. **PROCEDURE**

4.1 Berthing will be assigned using the KILO MOANA Berthing Assignment Form (MCQP-2.1-5-F1).

4.2 All ship’s personnel will be assigned berthing by the Master.

4.3 Science personnel will be assigned berthing by the Chief Scientist.

4.4 Every effort will be made to accommodate gender segregation, but at times this may be impossible to accomplish and will be dealt with on an individual basis.

4.5 Prior to departure on a cruise, the embarking Chief Scientist must provide the Master with a crew list. The Chief Scientist will fill out the KILO MOANA Berthing List Form (MCQP-2.1-5-F1) and post the form in the Computer Lab so that all hands may locate their respective berthing assignments as well as assigned life rafts. Emergency Information is located on the Bunk cards that are located on each individuals bunk.

4.6 A copy of the completed Berthing Form must also be located in the Vessel Response Plan (MCSP-2.3-1). This Manual is located on the Bridge.