

**HARBOUR AUTHORITY
OPERATIONS DIRECTIVE # 3
NOTEBOOKS**

I. POLICY

- A.** All harbour personnel must carry a notebook (supplied by the HA) or write in a journal or a daily agenda when on shift.
- B.** Notebooks/journals are to be used to record notes on all incidents or matters of relevance while in the field.
- C.** Any notes can be referred to in court to refresh one's memory of an incident should such measures be required.
- D.** Each notebook/journal must be marked with the harbour person's name written on the inside cover. The period of time from which the notes were taken must also be recorded in the book.

II. PROCEDURES

- A.** Every time an entry is made, record the date and time of day based on the 24 hour clock.
- B.** Notes written in the books should be used to assist in writing Incident / Occurrence Reports when applicable.
- C.** Once a notebook/journal is full, it is the harbour person's responsibility to turn it over to the Manager for future reference. The Manager will then provide a new notebook.

Harbour Authority

Date