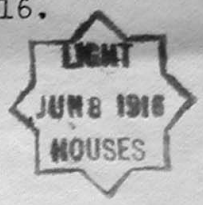
1636

Department of Commerce
Lighthouse Service

Office of Inspector, 5th L.H.District.
Baltimore, Md., June 7, 1916.



DISTRICT CIR. LETTER NO. 62.
Instructions for Watch Book.
Form 316.

SENT TO ALL LIGHT STATIONS HAVING TWO OR MORE KEEPERS.

You will paste this letter on the inside of the front cover of your present "Watch Book" if there are no similar printed instructions therein.

You will see that the following instructions are strictly observed and any disobedience of the above instructions shall be reported by letter to the Lighthouse Inspector by any employee of the Service:

1. This book shall be kept at stations having one or more assistant keepers. In this record shall be entered the working condition of the light and fog signal at the station at the time of starting and of stopping each of them and for any irregularity in the working of equipment or appliances during each watch. The time of going on and leaving watch must be entered and the book must be signed by the person standing the watch immediately upon coming off watch. The record shall be kept in ink. No erasures shall be made in the record. Any necessary corrections may be interlined.

2. At stations having one or more assistants, watches must be kept and so divided that an equal share of work and desirable hours shall fall to the keeper and to each assistant. Watches shall be stood in such place and manner as to give continuous and the best possible attention to the light and to the fog signal when in operation. Watches shall be arranged by the keeper, who will be held responsible for an equitable division of work, desirable hours, and shifts of watches.

3. Use more than one line in this book, if necessary, and sign opposite the last line used.

4. Where the light and the fog signal structures are a considerable distance apart, a separate watch book may be kept at the fog signal, if so directed by the inspector.

5. The statements made in this book must conform strictly to the facts. When book is filled, it shall be preserved at the station as a permanent record.

KING

Lighthouse Inspector.

1636

Department of Commerce
Lighthouse Service

Office of Inspector, 5th L.H.Dist.
Baltimore, Md., June 7, 1916.

LIGHT
JUN 8 1916
HOUSES

DISTRICT CIR.LETTER NO. 63.
Instructions for Journal of
Light Station. Form 306.

SENT TO ALL LIGHT STATIONS HAVING RESIDENT KEEPERS.

You will paste this letter on the inside of the front cover of your present "Journal of Light Station" if there are no similar printed instructions therein.

You will see that the following instructions are strictly observed and any disobedience of the above instructions shall be reported by letter to the Lighthouse Inspector by any employee of the Service:

1. This Journal shall be a complete record of the important events at the stations having resident keepers, including weather, work in progress, officials visiting the station, visibility of adjacent lights and gas buoys, absences of light keepers, and any irregularity in working of equipment or appliances at the station, or noticed in that of other stations. Use as much space on a page as is necessary to record the important events for each day.

2. Keepers shall make the required entries in the Journal at the close of each day for that day. Postponements of entries will not be permitted. This record shall be kept in ink. No entry in this book shall be erased. Necessary changes may be made by drawing line through certain words and interlining others.

3. This Journal shall be presented for examination at each inspection of the station, and on such occasions will receive the signature of the Inspecting Officer, together with any comments or instructions relevant to his visit.

4. In addition to noting shore liberty or annual leave in the body of the Journal, a record of such absences shall be kept in the back part of the Journal to be examined when the station is inspected.

5. This book must be correctly kept, and when filled shall be preserved as a permanent record at the station.

KING

Lighthouse Inspector.