

6. The Officers are responsible for the good order of the buildings, &c., placed under their care—an immediate report of any defects being made in writing to the Storekeeper—and when the Yard closes they are to see that the buildings, &c., have been properly closed up, and are left secure from accident by fire or any other cause, and report the same on Form H 188.

7. In the winter the Yard laborers from all departments, are when necessary to be united under the Boatswain of the Yard or the Foreman of Shipwrights as the Storekeeper shall direct, to clear away the snow both inside the Yard and along the wall outside, and if requisite to prevent the necessity of employing extra labour, the Yard artificers are to be employed on this work.

8. Leave of absence will be granted to any person provided his services can be spared, to be obtained by submission to the Naval Storekeeper by the respective Officers in the "Leave Book" for that purpose; but no artificer or workman shall be suffered to go out of the Yard during Dockyard hours without a pass, signed by his immediate Officer and countersigned by the Naval Storekeeper.

9. One hour's leave will be granted to workmen in cases of urgent family affairs, or to attend a funeral of a member of their family, or that of a fellow workman. A pass being obtained as above directed.

10. In the absence of the Naval and Victualling Storekeeper and Accountant, the first Clerk of the establishment is hereby authorized to carry out all the duties connected with the Yard which appertain to that officer.

11. In the event of fire the Officers will be guided by the regulations which have been issued for that purpose, and which are to be found exhibited in the workshops and at the gate.

12. In addition to the foregoing the Officers will carry into effect, so far as in their power, the spirit of the general instructions which have been issued by the Lords Commissioners of the Admiralty for their guidance, for the maintenance of good and proper discipline, and the avoidance of everything which may tend to the prejudice of the public service.