



R E S T R I C T E D

(i)

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

STANDING ORDERS

RECORD OF AMENDMENTS

AMDT NO	EFF DATE	DETAIL	ENTERED BY	DATE ENTERED
# 1	31 Jan 57	2 POR/2001-7		27 Feb 57
				

R E S T R I C T E D

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

STANDING ORDERS

15 NOV 56

TABLE OF CONTENTS



GENERAL

1. This table of contents is set out by blocks of subjects in broad outline only. Familiarity with detail is the responsibility of those concerned. Broad reference only is made to the order page numbers, appendices and annexes in which subject matter is to be found. This order, its appendices and annexures each have their own set of page numbers, in addition each page; with exception of the record of amendments, this table of contents and Appendix E; has been allotted a folio page number for ease of reference. The folio page numbers are consecutive throughout the order with exception of those portions noted in the preceding paragraph and appear at the top right corner of the page, eg, "FP 1", "FP 21" etc. It should be noted that each Appendix and annexure has its own table of contents also.

2. References

When making reference to any part of these orders the appropriate order paragraph number, appendices and annexures and the paragraph numbers thereof should be quoted. The folio page number is for ease of reference from this table only.

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

STANDING ORDERS

2QOR/2001-4
15 Nov 56

Issued By

LT COL R F MacKAY MC CD

Commanding Officer

AIM

1. The aim of these standing orders is to make available in one reference the basic orders, routines, duties and customs which are of a constant nature and which enlarge upon orders contained in army references.

GENERAL

2. These orders will be read by all Officers, Warrant Officers and Senior NCOs in their entirety and applicable portions explained to all other men. In addition they will be placed on notice boards as indicated in the distribution list. Further, the applicable portions of these orders will be re-read and explained to all men by Company Commanders once per month.

PERSONAL EQUIPMENT AND DRESS

3. The details pertaining to personal equipment and dress are set forth in Appendix A, additional detail is to be found in:

(a) Provisional Dress Regulation, Canadian Army.

(b) Dress Regulation, The Queen's Own Rifles of Canada, published under QOR/17-3.

DUTIES

4. The duties of Officers, Warrant Officers and NCOs are contained in Appendix B, C, D and E. For further detail refer to QR(Army) and CAMT 1-34.

MECHANICAL TRANSPORT

5. Mechanical Transport Regulations are contained in detail in CAOs 4 and 286 and in S and T Instrs (Cda) Part D. Additional detail is set forth in Appendix B and D hereto.

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

CIVILIAN AND PRIVATELY OWNED MOTOR VEHICLES

6. Civilian or privately owned motor vehicles will be allowed in camp only when they are properly insured. For further detail refer to Appendix B and D.

SECURITY

7. Security of Information

This is set forth in CAO 265.1 the provisions of which will be known to all personnel who handle documents of a classified nature or who have access to classified information.

8. Security of Arms

All ranks must be familiar with CAO 255.7 which deals with security of arms.

9. Security of Stores

The security of stores is, generally, the responsibility of the Officer or Man who signs acceptance of them. General supervision of stores will be exercised by the Officer Commanding Headquarters Company.

10. Security Officer

The Second in Command will be Unit Security Officer assisted by the Intelligence Officer.

11. Security Grading - Individuals

The security grading of individuals will be handled by the Adjutant under the supervision of the Second in Command.

ROUTINE

12. Details of routine are contained in Appendix C.

ADMINISTRATION

13. Unit administration is covered in great detail in various publications which, in the main, are known to those concerned with the detail. Further detail as applicable to the unit is set forth in Appendix D.

FIRE ORDERS

14. Standing Fire Orders are published as Appendix E.

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

DISCIPLINE

15. Discipline is well covered in other publications, however, the following points of camp discipline are set forth for special emphasis:-

(a) Consuming Alcohol in Unauthorized Places

It is forbidden to take malt beverages or any other alcoholic liquor into living quarters or into any building which is NOT authorized for use as a Canteen or Mess, or to remove same from authorized messes and Canteen for consumption elsewhere.

(b) Entrance and Exit from Camp

Entry and exit to and from Camp will be made by the main gate.

(c) Proceeding Out of Camp - Duty Hours

Personnel below the rank of Warrant Officer Class 2 will NOT leave Camp during duty hours except on an authorized duty or on pass. In any event, a pass properly signed by an officer will be produced to the man on duty at the gate before personnel are allowed to proceed.

(d) Close Custody - Account In Writing

The provisions of QR(Army) Article 105.18 requires, in part, that anyone committing a person to close custody will deliver, at the time of committal or as soon as practicable and in any case within 24 hours thereafter to the officer or man into whose custody that person is committed, an account in writing, signed by himself, in which is stated the reason why the person so committed is to be held in custody. The account in writing referred to will be created in duplicate with copies being delivered, by the person ordering the committal personally, to;

(i) The Unit Guard Room.

(ii) The company on whose strength the person being committed is carried.

(e) Gambling

Gambling for cash stakes is forbidden within the Camp Area.

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

15. DISCIPLINE (Continued)

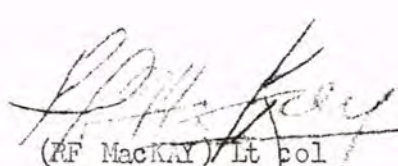
(f) Females in Camp

Females will not be permitted to enter the Camp Area except as guests of institutes as authorized from time to time or when employed as civil servants. In any event they will proceed by the most direct route to and from the camp entrance to the institute or place or work as applicable. Female guests of institutes must be sponsored by a member of the institute concerned who will be responsible that this order is carried out during the period of the visit.

RESPONSIBILITY FOR STANDING ORDERS

16. Copies of this order are issued NOT to individuals but to appointments, sub-units and institutes. They will be accounted for by the officers or men who are filling appointments, are in command of sub-units or are presidents of institutes, etc. They will be handed over as personnel change except in the case of the Battalion Orderly Officer and Battalion Orderly Sergeant in which cases they will be accounted for and kept up to date as follows:-

- | | | | |
|-----|------------------------|---|-----------------------------------|
| (a) | Orderly Officers Copy | - | by the Adjutant. |
| (b) | Orderly Sergeants Copy | - | by the Regimental Sergeant Major. |


(RF MacKAY) Lt Col
Commanding Officer
2 QOR of C

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

<u>Distribution</u>	<u>Copies</u>	<u>Remarks</u>
A Company	2 (1 with cover)	1 for Notice Board
B Company	2 (1 with cover)	1 for Notice Board
C Company	2 (1 with cover)	1 for Notice Board
D Company	2 (1 with cover)	1 for Notice Board
Support Company	2 (1 with cover)	1 for Notice Board
Headquarters Company	2 (1 with cover)	1 for Notice Board
Second in Command	1 (with cover)	
Adjutant	1 (with cover)	
Intelligence Officer	1 (with cover)	
Quartermaster Section	2 (1 with cover)	1 for Notice Board
Transport Section	2 (1 with cover)	1 for Notice Board
Signals Officer	1 (with cover)	
Medical Officer	2 (1 with cover)	1 for Notice Board
Pay Officer	2 (1 with cover)	
Regimental Police	2 (1 with cover)	1 for Notice Board
Accounts Office	1 (with cover)	
Battalion Orderly Officer	1 (with cover)	To be kept in Quarters
Battalion Orderly Sergeant	1 (with cover)	To be kept in Quarters
Battalion Orderly Room	1 (with cover)	
Officers Mess	1 (with cover)	
Sergeants Mess	1 (with cover)	

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Distribution (Continued)

<u>Distribution</u>	<u>Copies</u>	<u>Remarks</u>
Corporals Mess	1 (with cover)	
Mens Canteen	4 (without covers)	1 for Dry Canteen 1 for Wet Canteen 1 for Recreation Room 1 for Billiard Room
Mens Mess	3 (1 with cover)	1 for Catering Warrant Officer 1 for each Mess Hall
Spares	20 (with covers)	To be kept by Intelligence Section with complete sets of amendments.

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Appendix A to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

PERSONAL EQUIPMENT AND DRESS

GENERAL

1. The various orders of web equipment and dress to be worn under various conditions and circumstances are published herein.
2. It will be noted that these:-
 - (a) Orders of Web Equipment apply to all ranks.
 - (b) Orders of Dress apply only to men below the rank of Warrant Officer Class 1 with the exception of Training Dress which applies to all ranks.
3. Contents are to be found as follows:-
 - (a) Orders of Web Equipment - Annex 1.
 - (b) Orders of Dress - Annex 2.

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Annex 1 to Appendix 'A' to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

ORDERS OF WEB EQUIPMENTGENERAL

1. This annex sets forth the orders of web equipment to be worn under varying conditions and circumstances by all ranks.

2. The orders set forth hereunder are:-

(a)	Full Marching Order	Page/s	1 - 2
(b)	Battle Order	Page/s	4 - 5
(c)	Fighting Order	Page/s	5

FULL MARCHING ORDER - ARTICLES OF WEB EQUIPMENT

3. The articles of web equipment and the manner in which they are to be worn for Full Marching Order will be as follows:-

<u>Article</u>	<u>How Worn</u>
(a) Belt, Waist, '51 Pattern	
(b) Braces, Web Equipment	Left shoulder with loop.
(c) Pouches, Basic, Left and Right	Approximately covering breast pockets of clothing. Empty.
(d) Frog and Sword	Left side.
(e) Carrier Web and Water Bottle	Right side (filled).
(f) Entrenching Tool	Attached to left side of large pack.
(g) Carrier, Mess Tin	In small pack on mess tins.
(h) Haversack, Small (Small Pack)	Left side. Over sword.
(j) Haversack, Large (Large Pack)	On back.

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Annex 1 to Appendix A to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

	<u>Article</u>	<u>How Worn</u>
3.	(k) Straps, Haversack, Left and Right	Attached to Large Pack.
	(l) Straps, Supporting, Left and Right	Strap from lower right to upper left of large pack to cross over strap running from lower left to upper right.
	(m) Poncho, '51 Pattern	Folded width of and inside haversack. Edge to show, level with buckles of haversack.
	(n) Sling, Rifle	Bottom hook of sling opposite butt knuckle. Upper hook 5 inches from upper sling swivel.
	(o) Respirator, Anti Gas	In chest position.
	(p) Rifle	Carried.
	(q) Breech Cover	On rifle.
	(r) Equipment strap ends	Loose.
	(s) Kit bag	Carried.

FULL MARCHING ORDER - CONTENTS

4. Articles of clothing and regimental necessities will be disposed of as follows:-

(a) In Haversack Large (large pack)

Greatcoat	Button to neck, fold width of and place at bottom of pack.
State Blue Drab	Fold and roll, use to assist in squaring pack.
Socks, Woollen, prs 1	On top of shirt.

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Annex 1 to Appendix A to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

4. (a) In Haversack Large (Continued)

Boots, prs 1	Tops folded in. Place heel to toe on top of socks.
Housewife	Place to assist in squaring pack.
Brushes, Boot (2)	Place to assist in squaring pack.
Brushes, Button	Place to assist in squaring pack.
Sticks, Button	

(b) In Haversack, Small (small pack)

Mess Tins	Containing knife, fork, spoon if combination or short type, ration bag, one pair socks, cap comforter.
Ration Bag	In mess tins.
Sweater	Folded width of and placed at bottom of pack.
Towel	Folded width of and placed at bottom of pack, on sweater.
Carrier, Mess Tins	On mess tins.
Socks, prs 1	In mess tins.
Knife, Fork, Spoon	In mess tins if combination or short type.
Cap Comforter	In mess tins.
Holdall, containing:-	

Razor
Brush, shaving
Brush, tooth

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Annex 1 to Appendix A to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

4. (b) (Continued)

Holdall, containing-

Soap, shaving
Soap, face
Paste, tooth
Comb, hair
Laces, boot

FULL MARCHING ORDER - MODIFICATIONS - OFFICERS AND WOs 1

5. The detail set forth in paragraphs ³ and ⁴ above will apply to Officers and Warrant Officers Class 1 with the following modifications and/or exceptions:-

- | | | |
|-----|-----------------------------------|---|
| (a) | In lieu of Pouches, Basic | Attachment Brace, Left and Right. |
| (b) | Pistol, Browning 9mm FN with Case | Worn on right side on Belt, Waist, in lieu of rifle. |
| (c) | Pouches, Ammunition | One, to be worn on right side above pistol on Attachment, Brace. |
| (d) | Binoculars and Binocular Case | Worn on left side on Belt, Waist. |
| (e) | Compass and Compass Case | One, to be worn on left side, above binoculars, on Attachment, Brace. |

BATTLE ORDER

6. Battle Order will be as for Full Marching Order with the following modifications for all ranks:-

- (a) Haversack, Large (large pack)

This will NOT be worn. Refer to (c) below for disposal of Entrenching Tool.

- (b) Haversack, Small (small pack)

This will be worn on the back in lieu of Haversack, Large. Mess Tins and Poncho will be removed see (d) and (e) below. Attachments, Brace, from Haversack, Large.

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Annex 1 to Appendix A to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

BATTLE ORDER (Continued)

6. (c) Entrenching Tool

This will be worn on right side attached to Belt, Waist, immediately to rear of Pouches, Basic or Pistol as the case may be, and underneath the waterbottle.

(d) Mess Tins

These will be worn on left side, in place of Haversack, Small, over top of sword. Contents will remain as for Full Marching Order.

(e) Poncho

This will be rolled, 14 inches wide, and secured to rear of Belt, Waist, by means of boot laces.

(f) Respirator, Anti-Gas

Will be worn in slung position on left side.

(g) Helmet, Steel

Specific orders will be given when this is to be worn.

(h) Breech Cover

This will be removed and placed in Haversack, Small.

FIGHTING ORDER

7. Fighting Order will be as for Battle Order with the exception of the Haversack, Small, which will NOT be worn.

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Annex 2 to Appendix A to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

ORDERS OF DRESS

GENERAL

1. This Annex sets forth the orders of dress for men below the rank of Warrant Officer Class 1, as extracted from Regimental Dress Regulations. Training Dress is regulated by the battalion and will apply to all ranks. Officers and Warrant Officers Class 1 are directed to Dress Regulations, The Queen's Own Rifles of Canada published under QOR 17-3 by the Regimental Depct, for further detail.

2. The orders of Dress set forth hereunder are:-

(a)	No 2 Dress - Greens	Page/s	2 - 3
(b)	No 5 Dress - Summer Service Dress	Page/s	3
(c)	No 6 Dress - Battle Dress	Page/s	4 - 5
(d)	No 7 Dress - Field Summer Dress	Page/s	5
(e)	Training Dress	Page/s	5 - 6

TAKING INTO WEAR

2. Orders of Dress Numbers 5, 6 and 7 will be taken into, and out of, wear on dates as published in Part 1 Orders. Training Dress may be worn at any time of the year but only by personnel who are actually engaged in the following activities when specific orders to the contrary are NOT issued:-

- (a) Training
- (b) Vehicle Maintenance
- (c) Pioneer Work
- (d) Fatigue Duties

RESTRICTIONS - FIELD SUMMER DRESS AND TRAINING DRESS

3. Field Summer Dress and Training Dress may only be worn when outside of the camp area under the following conditions:-

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Annex 2 to Appendix A to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

3. (a) Field Summer Dress
- (i) On organized training
 - (ii) On a specific military duty
 - (iii) For the purpose of proceeding directly to and from quarters by POMC, motorcycle or public conveyance
- (b) Training Dress
- (i) On organized training
 - (ii) On a specific military duty which does NOT entail proceeding into a built up public area unless in a formed body.
 - (iii) For the purpose of proceeding directly to and from quarters by POMC, but NOT on public or privately owned conveyances of any other type.

DRILL STICKS

4. Warrant Officers Class 2 and Snr NCOs will carry the Regimental Drill Stick with all orders of dress except when carrying weapons.

NO 2 DRESS - GREENS

5. (a) Jacket Rifle Green material - 26 ligne regimental buttons throughout. NO buttons on sleeve.
- (b) Trousers Rifle green slacks. Material as for jacket. 3/8" red welt on side seam
- (c) Collar Badges White metal as now authorized, worn centred 1 1/2 inches from collar opening.
- (d) Belt Black web '37 pattern with regimental buckle.
- (e) Rank Badges As for No. 6 Dress. (See para 7)

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Annex 2 to Appendix A to
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dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

- . (f) Headdress
 - (i) Coloured forage Cap - walking out.
 - (ii) Coloured FS Cap - Ceremonial parades.
- . (g) Foot Wear
 - (i) Low Shoes, black, walking out.
 - (ii) Boots, Puttees - ceremonial parades.
- . (h) Gloves
 - Black, issue.
- . (j) Cross Belts
 - WOs and Senior NCOs only will wear cross belt.

NO 5 DRESS - SUMMER SERVICE DRESS

- 6. (a) Jacket and Trousers
 - As authorized in Orders and Instructions for Dress of the Canadian Army Article 201.28(8).
- 7. (b) Buttons
 - 26 ligne regimental buttons throughout.
- 8. (c) Collar Badges
 - White metal worn above the collar notch.
- . (d) Badges of Rank
 - As for No 6 Dress. (See para 7)
- 9. (e) Titles
 - Dark ~~gun~~ metal "QOR"
- (f) Headdress
 - Coloured ~~Forage~~ Cap.
- (g) Tie
 - Black, Issue.
- (h) Whistle cord
 - As for No 6 Dress. (See para 7)
- (j) Footwear
 - Black shoes and black socks.
- (k) Belt
 - As authorized in Orders and Instructions for Dress of the Canadian Army Article 101.02(5).
- (l) Cross Belt
 - Warrant Officers and Sr NCOs only will wear.

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Annex 2 to Appendix A to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

NO 6 DRESS - BATTLE DRESS

7. (a) Battle Dress Issue pattern.
- (b) Headdress (i) Rifle Green beret - field training.
Cap badge $\frac{1}{4}$ " above band.
(ii) Coloured Forage Cap - for parade and walking out.
- (c) Titles Issue pattern - Worsted. Sewn along shoulder seam.
- (d) Rank Badges Black embroidered worsted on red backing, chevrons to be $\frac{5}{8}$ " in width, $\frac{1}{8}$ " red backing to show beyond chevrons. Full Corporals will wear an embroidered horn just above and inside the point of the chevron. The horn, figure "2" and crown to be black on red backing. Lance Corporals and Corporals paid as Lance Corporals will wear two chevrons without the horn.
- (e) Tie Black, Issue.
- (f) Whistle Cord Black single cord 22" long with $\frac{1}{2}$ " loop at one end and a white metal swivel at the other. Worn on left shoulder with swivel snap fixed on extreme right edge of left breast pocket. To be worn by Riflemen 1st Class and above only.
- (g) Footwear Boots, black, leather, ankle.
- (h) Puttees Black issue. Wound from the bottom up, five boot eyelets to show, three puttee edges to show.
- (j) Belts Black, '37 Pattern with regimental buckle. Back buckles to be removed, metal keepers to be chrome plated.

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Annex 2 to Appendix A to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

7. (k) Greatcoats Issue pattern. Buttons and titles. Rank badges as on jacket. Worsted "Queen's Own Rifles" sewn along shoulder seams as for jacket. 30 ligne buttons down front and on belt. 26 ligne buttons on shoulder.
- (l) Gloves Black, issue. When ordered.
- (m) Cross Belts WOs and Sr NCOs only. Same pattern as officers but with flat pouch on back. NOT worn during field training.

NO 7 - FIELD SUMMER DRESS

8. (a) Jacket and Trousers Issue pattern.
- (b) Boots As for No 6 Dress. (See para 7)
- (c) Puttees As for No 6 Dress. (See para 7)
- (d) Whistle Cord As for No 6 Dress. (See para 7)
- (e) Armlet - Badges of Rank - Unit Title Armlet, olive drab, issue with worsted "Queen's Own Rifles" shoulder title. Badges of rank as for No 6 Dress. (See para 7)
- (f) Belt Black '37 Pattern with regimental buckles.
- (g) Headdress Beret, Green.

TRAINING DRESS

9. (a) Trousers As for No 7 Dress. (See para 8)
- (b) Boots Black, issue.
- (c) Puttees As for No 6 Dress. (See para 7)
- (d) Armlet, Badges of Rank, Unit Title As for No 7 Dress. Officers will wear appropriate black embroidered worsted rank badges on black slip-ons, see (k) below.

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Annex 2 to Appendix A to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

- | | | | |
|----|-----|--------------------|---------------------------------|
| 9. | (e) | Headdress | As for No 7 Dress. (See para 8) |
| | (f) | Belt | As for No 7 Dress. (See para 8) |
| | (g) | Shirt, 'live Drab | Issue |
| | (h) | Sweaters High Neck | When ordered. |
| | (j) | Gloves | Black Issue - when ordered. |
| | (k) | Shoulder Straps | Will be worn by officers only. |

(i)

Appendix B to
Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

DUTIESGENERAL

1. The attached Annexes detail portions of the duties and instructions applicable to various appointments within the battalion.

APPLICATION

2. These orders are issued as a direct order and must be treated as such. However, no order of this nature can be complete in itself and it can NOT be followed blindly as the only part of the duty to be performed, hence these orders are the bare essentials of the appointment and the rest of the duties comprise the many decisions and procedures that the individual must seek out for himself to perform his job in a soldierly manner.

PUBLICATION

3. The applicable annexes will be posted where required for continued use in order that those using them have them readily available.

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Appendix B to
Battalion Standing Orders
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

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DUTIES AND ORDERS

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Annex 1 to Appendix B
to Standing Orders
dated 15 Nov 56.

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

DUTIES OF THE DUTY FIELD OFFICER

1. Tour of duty will be from 0800 hours each Monday until 0800 hours the following Monday.
2. The duty roster will be maintained by the Adjutant under the supervision of the **Second** in Command.
3. The Duty Field Officer will be available by telephone during off duty hours and will notify the orderly officer of his location and telephone number.
4. Detailed duties are as follows:
 - (a) Be responsible to the Commanding Officer for the general discipline of the Battalion during off duty hours.
 - (b) Be prepared to make decisions on matters beyond the scope of the Orderly Officer and to report to the scene of a unit accident or fire immediately and to assume command of the situation.
 - (c) To notify the Commanding Officer of emergencies or to request decisions on matters he considers beyond his scope.
 - (d) He will not exchange his duty without permission from the Commanding Officer.
 - (e) He will visit the Guard Room once per day, hear any complaints and sign the Field Officers Book.
 - (f) He will attend at least one breakfast, lunch and supper at the Men's Mess during his tour of duty.

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Annex 2 to Appendix B to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

DUTIES OF THE ADJUTANT

GENERAL

1. The Adjutant is the personal Staff Officer of the Commanding Officer and is directly responsible to him for the performance of his duties. His duties and responsibilities will include those set forth hereunder.

DUTIES

2. Organization and control of the Battalion Orderly Room Staff including Central Registry.
3. The efficient functioning of the Battalion Orderly Room and Central Registry.
4. The maintenance of, and amendments to, all books of reference, and the distribution of amendments to all concerned.
5. Maintaining an Officers Memo Book in his office and for ensuring that all officers make reference thereto as required from time to time.
6. Keeping the Officers Leave Book.
7. Keeping the Officers Duty Roster and supervising any other duty rosters which exist.
8. Receipt, filing and distribution of all correspondence and for the issue of the "A" portion administrative orders.
9. All battalion parades, dress of officers and inspection of guards and picquets.
10. Control of the Regimental Police Section and any battalion personnel attached thereto.
11. Security of information as outlined in CAO 265.1 and that this information is made known to all ranks who handle classified documents or who have access to classified information.
12. Security grading of all personnel according to the nature of their duties under supervision of the Second in Command.

(1)

Annex 3 to Appendix B to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

UNIT QUARTERMASTER

DUTIES AND RESPONSIBILITIES

GENERAL

1. The Unit Quartermaster is responsible to the Commanding Officer for general policy in respect of which he will report direct. For local administration and day to day functions he will be responsible to the Officer Commanding Headquarters Company. He will command the Administration Platoon complete and will, in addition, command:-

- (a) Tailor Shop
- (b) Shoemaker Shop
- (c) Armourers Shop
- (d) Ration Stores.

2. During operations and training exercises including Summer Concentrations, he will command B Echelon.

RESPONSIBILITIES AND DUTIES

3. The Quartermaster will pay particular attention to the instructions set forth in the detail below.

4. Accounting

He will be responsible for the correctness of all returns submitted by him on behalf of the Commanding Officer and for:-

(a) Accurate accounting for and filing of all vouchers, duplicate indents and other letters using a numerical system which can be readily checked against ledgers.

(b) Maintaining all Clothing and Stores Accounts in accordance with current RCOC Instructions, QMG Instructions and any other pertinent regulations.

(c) Advice to sub-units as to accounting procedure and training of Company Quartermaster Sergeants.

(2)

Annex 3 to Appendix B to
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

5. Security

The Quartermaster will be responsible for the safeguarding of stores and equipment in the buildings or area under his direct charge. In particular:-

- (a) Under static conditions he will ensure that all windows are barred and that all doors giving access from outside are fitted with locks.
- (b) Authorized persons only will have access to his stores. These will include:-
 - (i) His own staff each in the degree necessary
 - (ii) The Commanding Officer
 - (iii) Second In Command
- (c) One man is to sleep on the premises at night.

6. Stocktaking

The Quartermaster will, each month;

- (a) Organize and control a check of all stores and equipment on charge to sub-units on C/FC 628 and submit resulting lists of shortages and/or overages which may arise from this check.
- (b) Take stock of all arms, clothing and equipment and submit the resulting list of shortages, if any, to the Commanding Officer for assessment and/or Write-off.

7. Provisioning

The Quartermaster is responsible for the timely provisioning of all stores, clothing and equipment and printing and stationery items and publications in accordance with existing scales and that adequate stocks are maintained to meet wastage.

8. Barrack Accommodation And Stores

The Quartermaster will:-

- (a) Take over all barracks from outgoing units and ensure the accuracy of Marching Out States.

(3)

Annex 3 to Appendix B to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

8. Barrack Accommodations And Stores (Continued)

(b) Take over all barracks on moves to a new station and ensure the accuracy of Marching In States.

(c) Issue and control all barrack stores and control the monthly check thereof reference paragraph 6(a) above.

(d) Arrange for an inspection of barracks accommodation each month for barrack damages. Reference Annex 6 to Appendix D for further detail.

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9. Reporting

If he finds it impossible to comply with these instructions the Quartermaster must report the facts to the Officer Commanding Headquarters Company within twenty-four hours of the occurrence.

10. Other Duties

For additional duties and responsibilities refer to Appendices C, D and E.

(1)

Annex 4 to Appendix B to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

UNIT TRANSPORT OFFICER

DUTIES AND RESPONSIBILITIES

GENERAL

1. The Unit Transport Officer is responsible to the Commanding Officer for general policy in respect of which he will report direct to the Commanding Officer. For local administration and day to day functions he will be responsible to the Officer Commanding Headquarters Company through the Quartermaster.

DUTIES AND RESPONSIBILITIES

2. The Transport Officer will pay particular attention to the instructions set forth below.

3. Personnel And Vehicles

The Transport Officer will be responsible for:-

- (a) The command of the Transport Section and for the RCEME Vehicle Mechanics.
- (b) The maintenance of vehicles.
- (c) The training of all unit drivers.

4. Regulations and Records

The Transport Officer will:-

- (a) Be thoroughly familiar with and adhere without exception to Mechanical Transport Regulations contained in S and T Instructions - Part D, and that all drivers are aware of these instructions and their content.
- (b) Ensure that Log Books are maintained up to date and in good condition.
- (c) Control all Work Tickets.
- (d) Issue qualified drivers with a driving permit; where provided he will use "Regulations For Military Operated Vehicles" for this purpose.
- (e) Arrange for civilian licenses where necessary.

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Annex 4 to Appendix B to
Battalion Standing Orders
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

5. Stores and Maintenance

The Transport Officer will take over all stores, including those used by the RCEME Vehicle Mechanics, for the repair and preventive maintenances of vehicles. He will be assisted by the Quartermaster in this, and will:-

- (a) Set up storage bins suitably labelled for easy access and reference.
- (b) Set up stock control cards to correspond with the stores on hand, ensure that issues are reflected on the stock cards and that stock is checked monthly.
- (c) Check stock monthly and submit a report reflecting any shortages found as a result of this check for assessment and/or write-off.
- (d) Establish controls to ensure that all vehicles are properly maintained daily and weekly.
- (e) Establish a repair control to reflect which vehicles or articles of equipment are in for unit or workshop repair and which vehicles are for repair.
- (f) Ensure that all vehicles and the transport buildings and area are clean and tidy at all times.

6. Transport Control

(a) Pooling of Vehicles

All vehicles will be pooled under the Transport Officer who will arrange for the following vehicles to be available, on demand if necessary:-

- (i) Ambulances.
- (ii) Cars 5 cwt for Commanding Officer, Second in Command and Company Commanders for training purposes.

(b) Administration and Training Vehicles

Vehicles required for training purposes, other than those set forth in paragraph 6(a)(ii) above, and for administrative purposes must be requested twenty-four hours in advance on a standard requisition form.

(c) Vehicles will be parked in an orderly manner and readily available in emergency.

(d) Carriers, when parked in the open, will be fitted with tarpaulins and will have easily removable accessories removed and stored in a safe place.

(3)

Annex 4 to Appendix B to
Battalion Standing Orders
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

7. Security

The Transport Officer will arrange for the security measures as follows:-

(a) Immobilization

All vehicles, when not in use, in the compound or otherwise, will be immobilized by:-

- (i) Removal of keys or
- (ii) Mechanical immobilization, but preferably by,
- (iii) Chain and padlock, in groups, with the keys held centrally under supervision.

(b) Compounding

All vehicles will be kept in the compound when not in use. The compound to be locked and all vehicles checked in and out of the compound by the Regimental Policeman on duty who will ensure that Work Tickets are properly authorized.

8. Unfit Vehicles

The Transport Officer will ensure that unfit vehicles are grounded and so marked and will take adequate precautions to ensure that such vehicles are not used for any purpose until repaired.

9. Vehicle Loads

The Transport Officer will take all possible steps to ensure that vehicles are NOT overloaded either with personnel or cargo or a combination of both.

10. Petrol, Oil, Lubricants

The Transport Officer is responsible for:-

(a) Drawing, storing, issuing and accounting for all petrol, oil lubricants anti-freeze and containers for these.

(b) Ensuring that vehicles are prepared for winter or summer conditions and that they remain in the appropriate state for the duration of the season whichever it may be.

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Annex 4 to Appendix B to
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11. Accident Prevention

The Transport Officer is appointed Unit Safety Officer and in this capacity will convene and preside over the business of the Unit Safety Committee each week. In addition he will:-

- (a) Ensure that drivers testing is properly conducted and recorded.
- (b) Maintain a record of accidents and injuries of all types and render a monthly report to the Commanding Officer through the Officer Commanding Headquarters Company.
- (c) Promote and maintain interest in safety by the use of films, posters etc.
- (d) Ensure that CAFC 795, Accident Report Forms, are carried in all vehicles and that all drivers know how to use them.
- (e) Carry out a programme of training to teach drivers accident prevention and to correct common faults.

12. Reporting

If he finds it impossible to comply with any of these instructions the Transport Officer must report the facts in writing to the Officer Commanding Headquarters Company within twenty-fours of the occurrence.

13. Other Duties

For additional duties refer to Appendices C, D and E.

(1)

Annex 5 to Appendix B to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

DUTIES AND RESPONSIBILITIES

BATTALION ORDERLY OFFICER

GENERAL

1. The Battalion Orderly Officer will be appointed through Part 1 Orders from a duty roster maintained personally by the Adjutant. His duties and responsibilities will include those set forth in succeeding paragraphs below.

2. Tour of Duty

The tour of duty will commence at 0800 hours on the day of appointment for twenty-four hours ending at 0800 hours the next day.

3. Dress

Dress will be in accordance with dress for the day to include the Sam Browne Belt when not actually on training or when in the Orderly Officers Room.

4. Quarters

The Orderly Officer will sleep in the quarter designated as the Orderly Officers Room.

5. Alcoholic Beverages

The Orderly Officer is forbidden the comfort of alcoholic beverages during his tour of duty.

DUTIES AND RESPONSIBILITIES

6. The Orderly Officer will:-

(a) Inspect all dining rooms, kitchens and guard rooms.

(b) Attend all meal parades at the Mens Mess where he will:-

(i) Receive reports of arrival of companies and authorize companies to proceed into the Mess Hall,

(2)

Annex 5 to Appendix B to
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

DUTIES AND RESPONSIBILITIES (Continued)

6. (b) (ii) Note cleanliness and dress of personnel, ordering those below standard off parade to get cleaned up and properly dressed before allowing them to enter the Mess Hall.
- (iii) Solicit comments informally, from at least twelve men, concerning the food during the meal.
- (iv) Initial the Diet Sheet and note any changes.
- (c) Take lunch or dinner in the Mens Mess.
- (d) Visit the Canteen, Billiard Room and Recreational Room, during the evening prior to 2100 hours when he will:-
- (i) Ensure that Junior NCOs are NOT using these facilities except for the Billiard Room.
- (ii) Ensure that the canteen card system is being adhered to by the stewards and men in the Wet Canteen, refer to Annex 7 to Appendix C to these Standing Orders.
- (iii) Initial the Orderly Officers Book.
- (e) Attend Staff Parades, conduct an inspection of personnel and brief them on their duties. For further details refer to Appendix C to these Standing Orders.
- (f) Check, during the evening, on the performance of duties by:-
- (i) Fire/Security Picquet
- (ii) Defaulters
- (iii) Detainees
- (iv) Regimental Policeman on Duty.
- (g) Visit the Unit Guard Room once by day and once by night where he will:-
- (i) Inspect personnel and quarters for cleanliness
- (ii) Hear complaints and take action as may be appropriate
- (iii) Sign the Orderly Officers Book.

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Annex 5 to Appendix B to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

DUTIES AND RESPONSIBILITIES (Continued)

6. (h) Visit the patients in the Unit Sick Bay at the Medical Inspection Room once daily and sign the Orderly Officer's Book held there.

(j) Be accompanied by the Battalion Orderly Sergeant during performance of duties outlined in sub-paragraphs 6(a) to 6(h) above and 6(t)(i) to (iv), (vi) and (vii) below and, in addition, at any other time when he considers it necessary.

(k) Report the following to the Field Officer:-

(i) Serious accidents

(ii) Fires

(iii) Points upon which major decisions are required which he feels are beyond his scope and/or powers.

(l) Read all priority messages which arrive during off duty hours, provided they are NOT classified beyond his personal security grading, and take any action required. Any priority messages which are beyond his scope and/or powers, or which are classified beyond his personal security grading, will be referred to the Duty Field Officer.

(m) NOT leave Camp during his tour of duty unless so ordered or permitted by the Adjutant.

(n) NOT exchange his duties with another officer unless so authorized by the Adjutant.

(o) Ensure that either he or the Battalion Orderly Sergeant are present in the Battalion Orderly Room at all times off duty hours unless duties require them both to be away at the same time, in any event he will keep the switchboard operator advised as to his whereabouts at all times.

(p) Visit the Transport Office once by day and once by night, subsequent to 2230 hours, to ensure that night duty personnel are alert. He will sign the Orderly Officers Book held there.

(q) In the event of fire during off duty hours, notify the Duty Field Officer, refer to sub-paragraph 6(k)(ii) above, and the Unit Fire Marshal and proceed to the scene of the fire to direct operations, refer to Appendix E, until such time as the Duty Field Officer and/or the Unit Fire Marshal arrive.

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Annex 5 to Appendix B to
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

DUTIES AND RESPONSIBILITIES (Continued)

6. (r) In the event of fire during duty hours proceed to the scene of the fire at once.

(s) Obtain a list, from the Battalion Orderly Room, of unit personnel in Military Hospital on Wednesday, and will visit such personnel between 1400 and 1600 hours on that day during which time he will make a free issue of cigarettes, chocolate bars, etc, which he will previously have picked up from the appropriate institutes.

(t) Visit all institutes at closing time for the purpose of picking up cash, reference paragraphs 7, 8 and 9 below, and ensuring that institutes close on time. He will personally up-end all cushions in all upholstered furniture except in the Sergeants Mess, ensuring that burning cigarette butts have not been left therein. The order in which institutes will be visited is:-

(i)	Dry Canteen	-	2200 hours
(ii)	Wet Canteen	-	2230 hours
(iii)	Corporals Mess	-	2240 hours
(iv)	Sergeants Mess	-	2300 hours
(v)	Officers Mess	-	2315 hours
(vi)	Billiard Room	-	2330 hours (Security check only)
(vii)	Recreation Room	-	0030 hours

(u) Collect any canteen cards left with the steward in the Wet Canteen at closing time and hand them over to the Adjutant along with his Report, see sub-paragraph 6(w) below, together with any explanation of the circumstances, should the cards have been held for disciplinary reasons.

(v) Take Staff Parade at 1800 and 2200 hours at which times the under-mentioned will be on parade. Reference also Appendix C to these Standing Orders:-

- (i) Battalion Orderly Sergeant
- (ii) Battalion Orderly Corporal
- (iii) Duty Bugler
- (iv) Fire/Security Picquet

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Annex 5 to Appendix B to
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

DUTIES AND RESPONSIBILITIES (Continued)

6. (v) (v) Detainees (at 1800 hours only)
- (vi) Soldiers in Close Custody (at 1800 hours only)
- (vii) Defaulters.

(w) Submit the Orderly Officers Report to the Adjutant by NOT later than 0900 hours on the day upon which his tour of duty ends. He will make full use of the reverse side of this Report to record details which cannot be adequately covered on the obverse side.

COLLECTION OF CASH FROM INSTITUTES

7. Daily Routine

The Orderly Officer will:-

- (a) Collect cash from all institutes at closing time.
- (b) Give the NCO or man in charge, as the case may be, a receipt for the money collected.
- (c) Leave the change fund as authorized for the institutes as appropriate except at the Officers Mess, where he will;
- (d) Give the steward a receipt for the change fund and return the change fund to the steward prior to first parade in the morning.
- (e) Place the cash, together with **duplicate** copies of receipts, less the change fund from the Officers Mess, in a separate bag for each institute and lock the bag.
- (f) Place all bags in the safe in the Orderly Officers Room and lock the safe.
- (g) Accompany the Paymaster to the Orderly Officers Room before 0830 hours in the morning when the Paymaster, who alone has the combination of the safe, will open the safe in his presence. The Paymaster will give him a receipt for the cash and attend to the banking thereof.
- (h) Return the cash bags, and locks thereto, to the Adjutant.

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8. Fridays and Night Before Holiday Routine

For Friday nights and night of the day before a holiday begins the Orderly Officer will look up the cash as set forth in para 7 above but will hand over to the Paymaster on the first next working day.

9. Saturday and Sunday or Holiday Routine

For Saturdays, Sundays and holidays the Orderly Officer will retain the locked bags under his own arrangements and hand it over to the Paymaster on the first next working day.

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

DUTIES AND RESPONSIBILITIES

BATTALION ORDERLY SERGEANT

GENERAL

1. The Battalion Orderly Sergeant will be appointed through Part 1 Orders from a duty roster maintained personally by the Regimental Sergeant Major. His duties and responsibilities will include those set forth in succeeding paragraphs below.

2. Tour of Duty

The tour of duty will commence at 0800 hours on the day of appointment for twenty-four hours ending at 0800 hours the following day.

3. Dress and Deportment

The Orderly Sergeant will at all times when outside of his quarters be a model of dress and deportment so as to set the example for all men of the battalion. He will wear the order of the day plus sidearms and Cross Belt when outside of his quarters.

4. Quarters

The quarters designated as the Battalion Orderly Sergeants Room which is in the Battalion Orderly Room building will be used as sleeping accommodation during the tour of duty.

5. Place of Duty

Either the Battalion Orderly Officer or the Battalion Orderly Sergeant will be present in the Battalion Orderly Room during off duty hours unless their duties require them to be elsewhere. In any event the Battalion Orderly Sergeant will keep the switchboard operator informed as to his whereabouts at all times.

6. Alcoholic Beverages

The Battalion Orderly Sergeant will NOT partake of alcoholic beverages, including beer and liquor, during his tour of duty.

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DUTIES AND RESPONSIBILITIES

7. The Battalion Orderly Sergeant will:-

(a) Accompany the Battalion Orderly Officer during his tour of duty as set forth in Annex 5 to Appendix **B** to these Standing Orders. am 1
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(b) Parade and inspect personnel for Staff Parade as set forth in Appendix C to these Orders, insisting on a high standard of dress.

(c) Carry out duties in connection with Defaulters as set forth in Appendix C to these Standing Orders.

(d) Raise and lower the flag at Reveille and Retreat as applicable, and will deposit it for safekeeping in the Unit Guard Room after Retreat.

(e) Report any matter which needs immediate attention, and which is beyond his scope and/or powers, to the Battalion Orderly Officer without delay.

(f) Report to the Battalion Orderly Officer on the parade square in the event of fire.

(g) Visit the Mens Canteen at irregular times, in addition to those visits made with the Battalion Orderly Officer, and will ensure that discipline is being maintained, that the Canteen Card system is in effect in the Wet Canteen and that NCOs are not using the facilities of the Wet or Dry Canteen with the exception that Junior NCOs may have been authorized to use the Dry Canteen for purchase of necessities.

(h) Check Sick Parade to ensure that personnel have their small packs containing necessities and are properly dressed.

(j) NOT leave the Camp Area unless so ordered by the Adjutant, nor will he exchange his duties without obtaining authority so to do from the Adjutant.

(k) After having accompanied the Battalion Orderly Officer to the Mens Wet Canteen, leave him for the purpose of proceeding to the Corporals Mess where he will ensure that all members are clear of the premises. He will wait at the Corporals Mess for the Orderly Officer to arrive.

(l) Will take charge of the Fire/Security Picquet between 0630 and 1200 hours in the event of fire, during which period the Fire/Security Picquet Commander is sleeping.

(m) Personally up-end all cushions on upholstered furniture in the Sergeants Mess at closing time, ensuring that burning cigarette butts have not been left therein.

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DUTIES AND RESPONSIBILITIES (Continued)

7. (n) Report to the Regimental Sergeant Major at 1630 hours on the day before his duties commence for instructions and will report thereafter at any time during duty hours if he needs clarification on any part of these Orders.

(o) Submit the Battalion Orderly Sergeants Report to the Regimental Sergeant Major by NOT later than 0800 hours on the day his tour of duty ends if this is a workday, otherwise he will submit his report on the next working day.

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

ORDERS AND DUTIES

REGIMENTAL POLICE - DETAINEES - SOLDIERS

IN CLOSE CUSTODY

GENERAL

1. Regimental Police will be under direct control of RSM who in turn will be responsible to the Adjutant.

DRESS

2. All Regimental Police will be dressed in accordance with Dress Regulations 2 QOR of C and will at all times when on duty be above reproach in this respect to set an example for all ranks.

DUTIES

3. The duties contained in this order will be carried out in a conscientious manner as befitting Regimental Police.

DETAINEES

4. Regimental Police will be responsible for all detainees.
5. Personnel being detained in the Unit Guard Room will only be released on authority from the Commanding Officer, Duty Field Officer or the Adjutant.
6. Regimental Police will ensure that all detainees are under close supervision at all times.

SECURITY

7. The security of the Guard Room, QM Compound and area surrounding main entrance is the responsibility of Regimental Police.

DND VEHICLES

8. (a) All DND vehicle work tickets will be checked to ensure that number of men to a vehicle are entered on a work ticket by the officer authorizing the trip.
(b) All DND vehicles will be checked to ensure that stores, equipment, etc, are not leaving camp illegally.

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POMC

9. (a) Cars will be searched on leaving camp in numbers as will be detailed daily by the RSM. The search must be thorough and anyone found with DND stores or equipment will be detained for questioning. All reports will be submitted to the RSM.

(b) No car without a unit sticker will be allowed in the camp. Tradesmen carrying supplies etc., for various institutes will be allowed in the camp but will be checked on leaving camp. Applications for stickers will be referred to the Adjutant.

VISITORS

10. Military visitors, on identification, will be allowed into camp. Civilians other than those employed in camp or otherwise carrying a pass, will be escorted to the Intelligence section where they will fill out an information form card and then be escorted where they wish to go.

POMC PARKING

11. (a) Regimental Police will ensure that all cars parked in the camp have authorized unit stickers and are parked in the approved parking areas only.

(b) Cars which are parked improperly will be given a parking ticket, one copy to be affixed to windshield and one copy to be sent to the RSM.

DEPARTMENT AND DRESS

12. Regimental Police will ensure that other ranks entering or leaving the camp are smartly turned out and dressed in accordance with Dress Regulations, 2 QOR of C.

ROUTINE AND CONDUCT - SERVICE DETAINEES

13. Service Detainees will be under the charge of the Regimental Police who will be responsible for ensuring the observance of instructions set forth in Annex 5 to Appendix C (Routine).

DISCHARGE FROM CLOSE CUSTODY

14. QR(Army) Article 105.19 provides that where the provisions of QR(Army) 105.18 have not been complied with the officer or man into whose custody another person has been delivered shall discharge that person from custody as soon as practical after the expiration of the time set forth. Refer also to Battalion Standing Orders paragraph 15(d).

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Annex 8 to Appendix B to
Battalion Standing Orders
dated 15 Nov 56

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DUTIES - WET CANTEEN DUTY CORPORAL

GENERAL

1. The Canteen Duty Corporal will be appointed through Part 1 Orders from a roster maintained by the Regimental Sergeant Major.

2. Tour Of Duty

His tour of duty will be as under on the day of appointment;

(a) Weekdays

From 1800 to 2230 hours.

(b) Saturdays, Sunday, Holidays

From 1400 to 1615 hours and from 1800 to 2230 hours.

DUTIES AND RESPONSIBILITIES

3. The Canteen Duty Corporal will:-

(a) Report to the Regimental Sergeant Major at 1600 hours if his duty is on a workday or at 1600 hours on the last workday before a Saturday, Sunday or holiday if his duty falls on one of these days.

(b) Be properly dressed at all times during his tour of duty.

(c) NOT drink alcoholic beverages during the period 0800 hours to 2300 hours on his day of duty.

(d) Be responsible for discipline and good behaviour in the Wet Canteen.

(e) Remain in the Wet Canteen throughout his tour of duty.

(f) Be responsible that furniture and equipment is NOT abused taking action as necessary to prevent this.

(g) Ensure that the Steward on Duty is not interfered with in the discharge of his duties.

(h) Ensure that the Canteen Member Card system is adhered to reference Annex 7 to Appendix C.

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DUTIES AND RESPONSIBILITIES (Continued)

3. (j) Ensure that Defaulters do NOT have access to the Canteen.
- (k) Ensure that NCOs do not have access to the Canteen.
- (l) Ensure that beer is NOT taken from the Canteen by any means.
- (m) Ensure that civilians do NOT enter the Canteen except as the guests of serving soldiers who are in possession of Canteen Members Cards in which case he will take the particulars of the soldier and his guest and submit these particulars to the Regimental Sergeant Major when he makes his report.
- (n) Permit other civilians to enter the Canteen only if they are properly authorized and in possession of a Canteen Card signed by the President, Mens Canteen.
- (o) Report any irregularity or unusual occurrence to the Battalion Orderly Sergeant or Orderly Officer at once.
- (p) NOT exchange his duties except as may be authorized by the Regimental Sergeant Major.
- (q) Ensure that the Canteen is cleared of all personnel by NOT later than fifteen minutes after the closing time as published in Part 1 Orders.
- (r) Await the visit of the Orderly Officer at closing time at night.
- (s) Report to the Regimental Sergeant Major for clarification of these orders if in doubt on any point.
- (t) Submit a report in writing to the Regimental Sergeant Major by NOT later than 0800 hours on the day after his duty ends or on the first workday after a Saturday, Sunday or holiday if his duty falls on these days.

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Annex 9 to Appendix B to
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DUTIES - DUTY BILLIARD ROOM CORPORAL

GENERAL

1. The Duty Billiard Room Corporal will be appointed through Part 1 Orders from a roster maintained by the Regimental Sergeant Major.

2. Tour of Duty

His tour of duty will be from 1800 to 2300 hours on date of appointment.

DUTIES AND RESPONSIBILITIES

3. The Duty Billiard Room Corporal will:-

(a) NOT drink alcoholic beverages between 0800 and 2315 hours on day of appointment.

(b) Ensure that the billiard tables, furniture and equipment are NOT mis-used.

(c) Be responsible for good behaviour in the Billiard Room.

(d) NOT leave the Billiard Room during his tour of duty.

(e) Clear and lock the Billiard Room at 2300 hours after ensuring that billiard balls, cues, ping-pong equipment, etc, has been put away properly in the locker provided and that the lights are turned off.

(f) Hand the key of the Billiard Room to the Battalion Orderly Sergeant after locking up.

(g) Report to the Regimental Sergeant Major at 1600 hours on his day of duty or at 1600 hours on the day before Saturday, Sunday or holidays.

(h) Submit a written report to the Regimental Sergeant Major on the day following his duty or on the next working day if his duty falls on a Saturday, Sunday or holiday.

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Annex 10 to Appendix B to
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DUTIES OF THE MESSING OFFICER

AIM

1. To set forth the duties and responsibilities of the Unit Messing Officer.

GENERAL

2. The Unit Messing Officer will be appointed in Part 1 Orders. Messing will be his responsibility, assisted by the Catering Warrant Officer, and will include:-

- (a) Indenting for rations and accounting for the Extra Messing Cash Allowance.
- (b) Ensuring that rations are NOT overdrawn or allowances over-spent, but will NOT allow the standard of messing to drop by over-insurance in this respect.
- (c) Publication of Diet Sheets.
- (d) Organization of cooks duties in each kitchen and rotation of these duties.
- (e) Holding weekly meetings of the Mens Messing Committee for the purpose of gathering suggestions and complaints and for forwarding the minutes of these meetings to the Commanding Officer through the Officer Commanding Headquarters Company within 24 hours of each meeting.
- (f) Inspecting and reporting upon the condition of rations received.
- (g) Checking purchases from Extra Messing Cash Allowance against the invoices upon receipt of same.
- (h) Supervision, and maintenance of, hygiene storage and handling of rations.
- (j) Inspection of all kitchens and mess halls daily.
- (k) Arranging for inspection of food handlers as required by regulations.

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Annex 11 to Appendix B to
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DUTIES AND RESPONSIBILITIES

FIRE/SECURITY PICQUET COMMANDER

GENERAL

1. The Fire/Security Picquet Commander will be a Corporal, or if necessary, a Lance Corporal, appointed through Part 1 Orders from a duty roster maintained by the Regimental Sergeant Major.

2. Tour of Duty

His tour of duty will be from 1630 hours on the date of appointment for twenty-four hours ending at 1630 hours the next day.

3. Quarters

He will remain in the Unit Guard Room between 1630 hours on the date of appointment until 0630 hours the following day, except when his duties require him to make his rounds, attend Staff Parades or for the purpose of having his evening meal.

DUTIES AND RESPONSIBILITIES

4. The Fire/Security Picquet Commander will:-

(a) Report to the Regimental Sergeant Major at 1600 hours on the day of his appointment or at 1600 hours on the last duty day before his appointment if his appointment falls on a Saturday, Sunday or a holiday.

(b) Parade the Fire Picquet at the Fire Hall at 1640 hours, call the roll, ensure that all members are present, read out Fire/Security Picquet Orders ref Annex 6 to Appendix E, and hand them over for instruction in fire fighting to the senior fireman on duty.

(c) Parade the Fire/Security Picquet for Staff Parade as set forth in Annex 3 to Appendix C to these Standing Orders.

(d) Ensure that the Fire/Security Picquet moves into the quarters in the Unit Guard Room by 1745 hours.

(e) Draw up a duty roster, detailing each man by name to shifts and duties.

(f) Make relief of shifts on time.

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DUTIES AND RESPONSIBILITIES (Continued)

4. (g) Remain awake and on duty at the telephone in the Unit Guard Room unless his duties require him to be elsewhere in which case he will advise the Regimental Policeman as to his whereabouts and the time by which he will return.
- (h) Keep the Battalion Orderly Sergeant and switchboard operator informed of his whereabouts at all times.
- (j) Ensure that members of the Fire/Security Picquet do not loiter in the Unit Guard Room and that they do remain in the quarters assigned to them between 1745 hours on date of appointment to 0630 hours the following day, except as duties require.
- (k) Ensure that the quarters assigned to the Fire/Security Picquet are clean and tidy at all times, that interior economy is completed by 0630 hours and that the quarters are vacated by the latter time.
- (l) Report barrack damages in the quarters to the Regimental Sergeant Major by 1330 hours on the day his duty ends.
- (m) Ensure that Defaulters turned over to him by Battalion Orderly Sergeant are bedded down in the picquet quarters and that they do remain in camp by checking periodically throughout the night.
- (n) Submit a written report to the Regimental Sergeant Major by 1630 hours on the date his duty ends, or if this is on a Saturday, Sunday or holiday, by 0830 hours on the next duty day.

SLEEP PERIOD

5. The Fire/Security Picquet Commander is permitted to sleep from 0630 to 1200 hours on day appointment ends during which time the Battalion Orderly Sergeant will take charge of the Fire/Security Picquet in event of fire.

NORMAL DUTIES

6. The Fire/Security Picquet Commander will carry on with normal duties during the period from 1200 to 1630 hours on the day his duty ends in addition to his appointment duties.

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DUTIES

BATTALION ORDERLY CORPORAL

GENERAL

1. The Battalion Orderly Corporal will be appointed through Part 1 Orders from a duty Roster maintained personally by the Regimental Sergeant Major. His duties and responsibilities will include those set forth in succeeding paragraphs.

2. Tour of Duty

The tour of duty will commence at 1745 hours on the day of appointment if a workday or at 0800 hours if a holiday, ending at 0800 hours the following day.

3. Dress and Deportment

The Battalion Orderly Corporal will at all times be a model of dress and deportment so as to set an example to all men of the battalion.

4. Quarters and Place of Duty

The Battalion Orderly Corporal will either remain in camp or be permitted to leave camp by the Orderly Officer depending upon the circumstances as follows:-

(a) On Normal Workdays

He may be permitted to leave camp after Staff Parade at 2200 hours.

(b) On Saturdays, Sundays And Holidays

He will report to the Orderly Officer at 0800 hours, in person, and may be permitted to leave camp at the discretion of the Orderly Officer.

5. Quarters

The Battalion Orderly Corporal will at all times keep the switchboard operator advised as to his whereabouts.

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DUTIES AND RESPONSIBILITIES

6. The Battalion Orderly Corporal will:-
- (a) Report to the Regimental Sergeant Major at:-
 - (i) 1615 hours on the day duty commences if this is a workday, or at
 - (ii) 1615 hours the day before holidays commence if his duties fall on a holiday.
 - (b) NOT leave the Camp Area during his tour of duty except on training or as ordered or permitted by the Battalion Orderly Officer.
 - (c) NOT exchange his duties except when authorized to do so by the Regimental Sergeant Major.
 - (d) Carry out any duties which may be assigned to him by the Battalion Orderly Officer or Orderly Sergeant.
 - (e) Attend Staff Parade reference Appendix C to these Orders except as may be authorized on Saturday, Sunday and Holidays by the Orderly Officer.
 - (f) NOT consume alcoholic beverages during his tour of duty.

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INSTRUCTIONS FOR UNIT AUDIT BOARD

GENERAL

1. Two unit audit boards will be appointed, each to consist of one Major or Captain and two junior officers. They will be numbered 1 and 2 with responsibilities for institute audits as follows:-

- (a) Audit Board No 1 - Mens Canteen
- (b) Audit Board No 2 - All institutes less Mens Canteen.

2. The boards are appointed monthly. The intention is that each member will serve for three consecutive months and, in order to maintain continuity one member will be changed monthly when possible.

3. The appointment of the audit boards will be made through Part 1 Orders and will read:-

"Audit Boards constituted as shown below will assemble at the Accounts Office as arranged by the President to audit the accounts of institutes for the period ending _____ in accordance with article 2.56(2) of Canadian Army Manual of Rules for the Administration of Institutes. Reports in triplicate, together with the audit statements, will be submitted to the Officer Commanding, Headquarters Company by NOT later than 10 _____.

(a) Audit Board No 1 (Mens Canteen)

President:
Member:
Member:

(b) Audit Board No 2 (Other Institutes)

President:
Member:
Member:

4. The 2IC will appoint these boards and will be responsible for the changing of one officer each month, when possible.

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BATTALION ROUTINE

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BATTALION ROUTINE

AIM

1. To set forth normal battalion routine.

PARADES

2. Commanding Officers Parade

This parade will be held each Wednesday morning preceding the Commanding Officers inspection of quarters and buildings. For detail refer to Annex 1.

3. Company Commanders Parade

This parade will be held once daily at least, other than on Wednesdays. Companies will be taken over by Company Commanders at 0800 hrs.

4. Pay Parades - Mid and End Month

Will be notified in Part 1 Orders. The following will apply:-

(a) Companies will be paraded by the Company Sergeant Major to arrive at the appointed place 5 minutes prior to the appointed time.

(b) Personnel will be formed up in alphabetical order.

(c) A Company Officer will be present while the company is being paid.

5. Pay Parades - Casual

Casual pay parade will be held at 1400 hours daily except normal pay days. The following will be observed:-

(a) Requests for casual pay will be made to the Paymaster through Company Orderly Rooms on the form attached as Annex 2.

(b) The casual pay request must be signed by an officer, the Company Commander if possible, and be in the hands of the Paymaster 24 hours in advance.

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5. Pay Parades - Casual (Continued)

(c) Personnel will NOT go direct to the Paymaster but will go through their own Company Orderly Room.

6. Pay Parades - Enquiries and Assignments

The Pay Office will be open from 0900 to 1000 hours daily, except paydays and the days before and after paydays, for the purpose of accepting enquiries and completing assignments. Personnel will proceed to the Pay Office for these purposes only when given permission by their Company Commanders.

7. Commanding Officers Orders Parade

This parade will be held daily at 1100 hrs if required. The following detail will apply:-

(a) Disciplinary orders will be followed by request orders and interviews.

(b) All charge reports in duplicate, documentary evidence, names of personnel for request orders, and any other pertinent information is to be forwarded to the RSM by 0900 hours daily on the day on which a man is to appear.

8. Training Parades

These will be detailed in Part 1 Orders from time to time.

9. Meal Parades - Normal

The times for meal parades will be published in Part 1 Orders from time to time. The following will apply:-

(a) Companies will be paraded to the mess hall from their quarters by a Company NCO.

(b) On arrival at the mess hall the NCO in charge will report the company's presence to the Battalion Orderly Officer or the Battalion Orderly Sergeant and upon receiving permission to march the company into the mess hall, will march them in in single file after detailing,

(i) One NCO to lead in.

(ii) One NCO to bring up the rear.

(iii) The remaining NCOs to position themselves at intervals in the single file formation.

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9. Meal Parades - Normal (Continued)

(c) Personnel arriving late will be referred to the Battalion Orderly Officer or Battalion Orderly Sergeant.

(d) The NCO in charge of the company, assisted by the remaining NCOs in the company, is responsible for maintaining discipline in the mess. He will therefore remain in the mess hall until the company has cleared it completely.

(e) Dress

Dress will be as follows only:-

(i) Normal training days - Normal working dress but NOT coveralls.

(ii) Sunday and Holidays - Uniform or civilian dress.

(f) Sweatshirts, blue jeans, windbreakers, gym shoes are NOT acceptable civilian clothing and will NOT be worn into mess halls. This applies equally to sports clothing.

10. Meal Parades - Early and Late

Early and late meal parades will be provided for personnel who are NOT able due to the exigencies of the service, to be present on normal meal parades. Times early and late meal parades will be published in Part 1 Orders. The following will apply:-

(a) Personnel must be in possession of a chit, authorizing them to have early or late meal, signed by one of the undermentioned:-

- (i) Commanding Officer
- (ii) Second in Command
- (iii) Adjutant
- (iv) Assistant Adjutant
- (v) Duty Field Officer
- (vi) Battalion Orderly Officer.

11. Meal Parades - Miscellaneous

Meals required at times other than those set forth above will be made the subject of a special request between Company Commanders and the Catering Warrant Officer.

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12. Quartermaster's Parade

Each company will have one Quartermaster Parade per month at least, the date to be published in Part 1 Orders. The purpose of this parade is to allow an opportunity for personnel to bring their clothing, equipment and regimental necessities up to scale and/or to replace worn items. The following procedure will apply:-

(a) Prior to Parade

Companies will consolidate the requirements of the company and submit a list reflecting the requirements to the Quartermaster at least 24 hours in advance. The Quartermaster will advise the Company of any items which he cannot supply in order that the company does NOT parade personnel who cannot be accommodated.

(b) During Parade

Companies will detail the CQMS to be on hand with the Company Storeman to assist the Quartermaster Staff. One duty NCO will be detailed to take charge of the Company.

13. Staff Parade

Staff parade will be held at 1800 and 2200 hours daily under command of the Battalion Orderly Officer; for detail refer to Annex 3. The parade will be attended by:-

- (a) Battalion Fire/Security Picquet
- (b) Defaulters
- (c) Service Detainees at 1800 hours only
- (d) Soldiers In Close Custody at 1800 hours only
- (e) Regimental Police on duty (less gate and telephone men)
- (f) Duty Bugler
- (g) Battalion Orderly Sergeant
- (h) Battalion Orderly Corporal

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14. Sick Parade

(a) Daily

The time and place of sick parade will be published in Part 1 Orders. Personnel who intend to report sick will first report to their Company Orderly Room and will be provided with a sick report. Personnel will take with them their small pack containing regimental necessities in case they are admitted to hospital. They will also leave the remainder of their kit in the barrack room with kit bags and/or barrack boxes locked to provide security and to facilitate collecting of kit by the Company Quartermaster Sergeant or a member of his staff.

(b) Special

In cases of emergency only personnel may parade sick at times other than above. However, the routine set forth in paragraph 14(a) will continue to apply.

QUARTERMASTER ROUTINE

15. The following routine will apply as concerns demands upon and issues from the Quartermaster Stores:-

(a) Boots and Shoes for Repair

Will be turned in on Monday afternoons and picked up on the afternoon of the next Tuesday afternoon but one. Each pair will be tied together and tagged to reflect

- (i) Number
- (ii) Rank
- (iii) Name
- (iv) Company
- (v) Repairs required

(b) Laundry (linen)

Will be turned in to Blanket Stores each Tuesday morning and collected on Thursday afternoons.

(c) Cleaning Materials

May be drawn each Thursday afternoon.

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QUARTERMASTER ROUTINE (Continued)

15. (d) Stationery

Requests may be submitted each Friday and collected each Monday following.

(e) Training Aids

Requests for training aids will be submitted to Technical Stores in writing at least 24 hours in advance of the time they are required for use. The request must be signed by an officer. Issues will be made between 0800 and 0900 hours daily from Monday to Friday both inclusive less Wednesday on which day issues will be made between 1000 and 1100 hours.

(f) Ammunition

Requests for ammunition will be made to the Quartermaster through the Second in Command in writing. The Second in Command will approve or disapprove, as the situation dictates, and advise all concerned.

16. Special Cases

Issues made at times other than above will be made only in the event of emergency and upon authority of the Officer Commanding Headquarters Company with the exception of Training Aids or Ammunition in which case the authority must come from the Second in Command.

DEFAULTERS

17. Defaulters are soldiers who, having been found guilty of an offence under the National Defence Act, have been awarded a punishment causing them to be Confined to Barracks, or Camp. A defaulter will NOT be permitted to leave barracks or camp except on duty.

18. Defaulters who are receiving Allowances in lieu of Rations and Quarters will be accommodated overnight in the Unit Guard Room. They will move their bedding in by 1915 hours on the day their sentence commences and will remove it by 0630 hours on the day the sentence ends.

19. Daily routine for defaulters is to be found at Annex 4. Anyone desiring the services of defaulters will request accordingly through the Adjutant.

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DETAINEES AND SOLDIERS IN CLOSE CUSTODY

20. (a) Service Detainee means a person who is under a sentence that involves a punishment of detention imposed under the Code of Service Discipline QR (Army) Article 1.02(lxv).

(b) Arrest relates to the apprehension of an alleged offender and also to his custody from the time of apprehension until he has been discharged from custody or until his case has been disposed of. Close Custody includes confinement QR(Army) Article 105.01.

21. Personnel coming under paragraph 20(a) and (b) will be held in the Unit Guard Room, to the extent permitted by regulations, and will observe the routine set forth at Annex 5.

COMMANDING OFFICERS INSPECTION

22. All quarters, offices, stores, institute buildings and messes, etc, will be prepared for inspection by the Commanding Officer by 0800 hours each Wednesday.

ABSENTEES AND SICK IN HOSPITAL

23. Upon a soldier being reported Absent Without Leave the Company concerned will:-

(a) Place his name on the Absentee Report.

(b) Collect his personal kit and equipment and create an inventory thereof. The kit and equipment to be held in Company Stores until the man has been absent for twenty full days or has returned from his absence.

(c) Create CAFB 483 for onward transmission by the Battalion Orderly Room.

24. Upon a soldier's twenty first day of absence, the Company concerned will turn his kit and equipment, together with a copy of the inventory, in to Quartermaster Stores for disposal.

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26. Personnel Sick

Upon a soldier being admitted to hospital, or unit sick bay, the company will collect his kit, create an inventory thereof, and hold it in Company Stores until his discharge to duty.

KIT LAYOUT AND SECURITY

27. The Standard barrack room kit layout is set forth at Annex 6 for:-

- (a) Daily layout and,
- (b) Wednesday morning layout.

28. Each man is responsible for providing himself with a lock for each kit bag and barrack box and for keeping these locked at all times when absent from his bed-space.

CANTEEN CARDS

29. The Mens Canteen will employ Canteen Members Cards as set forth in Annex 7 to this Appendix.

IDENTIFICATION - STORES AND EQUIPMENT

30. The instructions for marking and identification of stores and equipment are set forth at Annex 8 hereto.

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Annex 1 to Appendix C to
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COMMANDING OFFICERS PARADE

AIM

1. To set forth routine and detail which will apply for Commanding Officers Parade.

GENERAL

2. This routine will apply unless otherwise specified in Part 1 Orders.

DRESS

3. No 6 Dress; with rifles for all ranks below Warrant Officer Class 1.

ROUTINE PRIOR TO TAKEOVER BY CO

4. (a) 0740 hours

The Battalion Orderly Sergeant will cause parade square **flags** to be set out. Companies parade under their own CSMs but NOT before this time.

- (b) 0750 hours

- (i) Company Markers report to RSM with strength states.
- (ii) RSM commences placing markers out for battalion in column, with companies in line.

- (c) 0755 hours

- (i) Companies march onto markers organized by platoons. Platoon Sergeants will take up position as Supernumeraries.
- (ii) Officers commence promenading on right flank of the battalion.

- (d) 0800 hours

- (i) Adjutant takes parade from RSM and turns it over to the Second in Command. Officers take up position on right flank of own companies and stand at ease as Adjutant takes over.

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ROUTINE PRIOR TO TAKEOVER BY CO (Continued)

4. (d) (ii) Upon taking over the parade the Second in Command will order the Duty Bugler to sound Officers Call or, in the absence of the bugler will give the order "Officers Fall-in". In either case the officers move directly to their companies and take over.
- (iii) Company Commanders will take over from Company Sergeants Major. Platoon Commanders march directly to front centre of own platoons and turn to face the front.
- (iv) Companies will be ordered to "Stand at - Ease" by Company Commanders in succession from the front.
- (v) Upon the last company being ordered to stand at ease all Company Commanders turn about to face the front.
- (e) 0805 hours
- (i) The Second in Command hands the battalion over to the Commanding Officer.

ROUTINE AFTER TAKEOVER BY CO

5. Upon taking the parade over the Commanding Officer inspects a company or companies as he may designate. He will be accompanied on his inspection by,

- (a) Second in Command
- (b) Company Commander concerned
- (c) Adjutant
- (d) Quartermaster
- (e) Regimental Sergeant Major

6. While the Commanding Officer is carrying out his inspection of the company or companies designated the remainder of the companies will be inspected by their own Company Commanders.

ROUTINE AFTER INSPECTION COMPLETED

7. When the inspection has been completed the Commanding Officer will either carry out battalion drill or give permission for companies to move off in preparation for barrack room inspection.

R E S T R I C T E D

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(1)

Annex 2 to Appendix C
to Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Date

Paymaster
2 QOR of C

REQUEST FOR CASUAL PAY

REGT NO _____ RANK _____ NAME _____

1. May the above soldier be granted a casual pay under the authority of Para 44 (2) P&A Regs 1946 for the following reasons:

PROCEEDING ON LEAVE FROM _____

MISSED REGULAR PAY PARADE _____

PROCEEDING ON SPECIAL DUTY TO _____ FOR THE PERIOD

_____ TO _____

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

NOTE: Advances for other than the above reasons require the authority of the Adjt General as mentioned in Para 44 (2) P&A Regs 1946.

Personnel proceeding on posting will be paid on the authority of a clearance form when presented to the Pay Office.

R E S T R I C T E D

(1)

Annex 3 to Appendix C to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

STAFF PARADE

AIM

1. To set forth the routine and detail which will apply to Staff Parades daily.

GENERAL

2. The following will parade for Staff Parade at 1800 and 2200 hours daily under the Battalion Orderly Officer:-

- (a) Battalion Fire/Security Picquet
- (b) Defaulters
- (c) Service Detainees at 1800 hours only.
- (d) Soldiers In Close Custody 1800 hours only
- (e) Regimental Police on duty (less gate guard and telephone man)
- (f) Duty Bugler
- (g) Battalion Orderly Sergeant
- (h) Battalion Orderly Corporal

ROUTINE

3. At 1755 and 2155 hours

Personnel, less the Battalion Orderly Officer, will report to the Battalion Orderly Sergeant as under:-

- (a) Battalion Fire/Security Picquet

Under the NCO in charge, who will have previously called the roll.

- (b) Service Detainees and Soldiers in Close Custody (at 1755 hours only)

Under the Senior Regimental Policeman on duty.

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Annex 3 to Appendix C to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

ROUTINE (Continued)

3. (c) Battalion Orderly Corporal, Duty Bugler and Defaulters

Will report personally directly to the Battalion Orderly Sergeant.

4. Forming Up

Staff parade will be formed up by the Battalion Orderly Sergeant in accordance with the following diagram by 1800 and 2200 hours daily at which time it will be handed over to the Battalion Orderly Officer:-

	X (Orderly Officer)		
	X (Bn Orderly Sgt)		X (Bn Orderly Cpl)
O O O O O X (IC)	O O O O O X (IC)	O O O O O X (IC)	X (Bugler)
O O O O O	O O O O O	O O O O O	
O O O O O	O O O O O	O O O O O	
DETAINÉES	DEFAULTERS	FIRE PICQUET	
(5 paces laterally between groups)			

5. Words of Command and Action

<u>Command</u>	<u>By</u>	<u>Action</u>
(a) "Markers"	BOS	Right marker as in Squad Drill BOC and Duty Bugler stand fast.
(b) "Duties - On Parade"	BOS	Squad Drill including BOC and Duty Bugler
(c) "Duties - Rifles"	BOS	Squad Drill
(d) "Open Order - March. Right Dress"	BOS	Squad Drill

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Annex 3 to Appendix C to
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

5. Words of Command and Action (Continued)

<u>Command</u>	<u>By</u>	<u>Action</u>
(e) "Eyes Front"	BOS	Squad Drill
(f) "Report Your Duties - Fire/Security Picquet - Detainees"	BOS	Squad Drill
(g) "Defaulters - Answer Your Names"	BOS	BOS calls roll of Defaulters. Upon completion will hand over to Battalion Orderly Officer.
(h) "Fire/Security Picquet - Stand Fast. Remainder - Stand at - Ease".	Orderly Officer	Squad Drill, until all elements have been inspected.
(j) "Duties - Close Order - March".	Orderly Officer	Squad Drill
(k) "Commanders - Take Post".	Orderly Officer	Attention, turn about, face paces forward, turn right, march to rear centre of group, face front.
(l) "To your Duties - March Off"	Orderly Officer	Each group moves independently giving "Eyes Right" or "Eyes Left" as they pass the Orderly Officer.
(m) "BOS - Dismiss the Remainder"	Orderly Officer	
(n) "Battalion Orderly Corporal, Duty Bugler, Dismiss".	BOS	Turn Right, Salute, march off as in Squad drill.

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

DRESS

6. The following orders of dress and equipment will be worn on Staff Parade:-

(a) Defaulters and Detainees

Training Dress and Full Marching Order.

(b) Remainder

No 6 or 7 Dress, as applicable, NO rifles.

7. Fatigue Clothing - Defaulters

Defaulters will leave coveralls at the Guard Room before Staff Parade and will pick them up after Staff Parade prior to proceeding on work details.

R E S T R I C T E D

(1)

Annex 4 to Appendix C to
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

DEFAULTERS ROUTINE

AIM

1. To set forth the daily routine to be observed by defaulters.

ROUTINE

2. Defaulters will report to the Battalion Orderly Sergeant or Orderly Officer on the road west of the Battalion Orderly Room whenever "Defaulters Call" is sounded and for Staff Parades at 1755 and 2155 hours daily. In addition they will observe the following routine:-

(a) Daily Except Saturday and Sunday

- (i) 0615 - 0645 hours - Drill by BOS
- (ii) 1800 - 1950 hours - Staff Parade, and Drill by BOS
- (iii) 2200 - 2230 hours - Staff Parade, and Drill by BOS

(b) Saturdays, Sundays, Holidays

- (i) 0830 - 1200 hours - Work under BOS as directed by Adjutant through the RSM
- (ii) 1400 - 1630 hours - Work under BOS as directed by Adjutant through the RSM
- (iii) 1800 - 2130 hours - Staff Parade and work under the BOS as directed by the Adjutant through the RSM
- (iv) 2200 - 2230 hours - Staff Parade and work under the BOS as directed by the Adjutant through the RSM.

(1)

Annex 5 to Appendix C to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

ROUTINE

DETAINEES AND SOLDIERS IN CLOSE CUSTODY

AIM

1. To set forth the routine to be observed by Detainees and Soldiers in Close Custody under the charge of the Regimental Police in the Unit Guard Room.

GENERAL

2. This order conforms as far as possible to the regulations set forth in QR (Army) 105.24 and to QR(Army) Appendix XVI. All concerned will be familiar with the foregoing references.

DISCIPLINE

3. Detainees and Soldiers in Close Custody will :-

- (a) Answer "Staff" when addressed by any member of the Guard Room staff.
- (b) Come to attention when a member of the staff enters his presence.
- (c) Maintain silence except when permission to the contrary is given by a member of the staff.
- (d) NOT be permitted the use of tobacco. A Detainee may be permitted tobacco upon reaching the 2nd Stage of Detention.
- (e) Be properly dressed at all times.

COMPLAINTS

4. Detainees and Soldiers in Close Custody may make complaints, if any, to the Duty Field Officer and the Battalion Orderly Officer when these officers make their rounds.

ROUTINE

5. Daily Routine

The following daily routine will apply to Detainees, but will only apply to Soldiers in Custody where so indicated by the symbol SC in the remarks column. Soldiers in Close Custody may be used on work details only when they so volunteer. Training and Work Details will be directed by the Adjutant through the RSM.

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Annex 5 to Appendix C to
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

5. Daily Routine (Continued)

	<u>Hours</u>	<u>Routine</u>	<u>Remarks</u>
(a)	0600	Reveille	SC
(b)	0600 - 0730	Shave, scrub rooms and barracks generally, clean equipment and layout kits	SC
(c)	0730 - 0800	Breakfast	SC
(d)	0800 - 1150	Training or Work Details	
(e)	1200 - 1230	Wash-up	SC
(f)	1230 - 1300	Dinner	SC
(g)	1300 - 1620	Training or Work Details	
(h)	1630 - 1700	Supper	SC
(j)	1700 - 1755	Shower and prepare for Staff Parade	SC
(k)	1755 - 2015	Staff Parade, Wash clothes, scrub equipment, work details	SC on Staff Parade only.
(l)	2015 - 2045	Letter writing	SC
(m)	2045 - 2100	Make up beds	SC
(n)	2100	Lights Out	SC

6. Sunday Routine

The following routine will apply to Detainees on Sundays and on holidays designated as Sunday Routine. Application to Soldiers in Close Custody as for paragraph 5 :-

	<u>Hours</u>	<u>Routine</u>	<u>Remarks</u>
(a)	0630	Reveille	SC
(b)	0630 - 0700	Shave, scrub rooms, layout kit	SC

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

6. Sunday Routine (Continued)

	<u>Hours</u>	<u>Routine</u>	<u>Remarks</u>
(c)	0700 - 0730	Breakfast	SC
(d)	0730 - 1000	Divine Service as ordered	
(e)	1000 - 1100	Exercise	
(f)	1130 - 1200	Dinner	SC
(g)	1300 - 1530	Study, write letters, receive visitors	SC
(h)	1530 - 1600	Exercise	
(j)	1600 - 1630	Supper	SC
(k)	1630 - 1755	Privilege Period	
(l)	1755 - 2045	Staff Parade and Privilege Period	SC for Staff Parade
(m)	2045 - 2100	Make up beds	SC
(n)	2100	Lights Out	SC

RESTRICTED

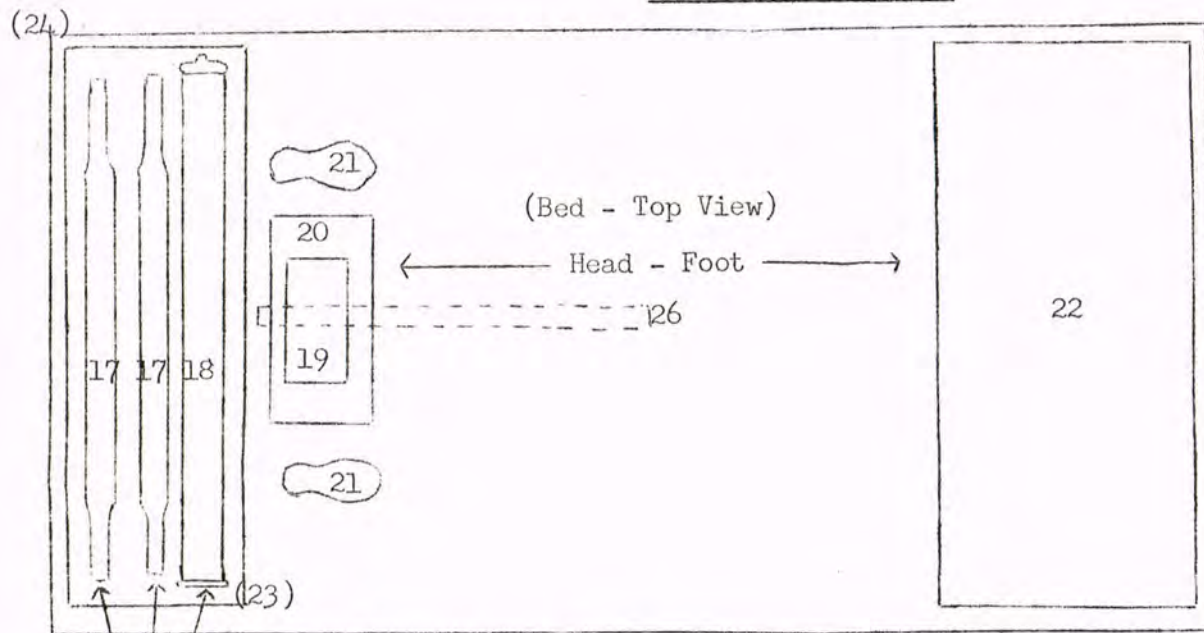
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

STANDARD KIT LAYOUT

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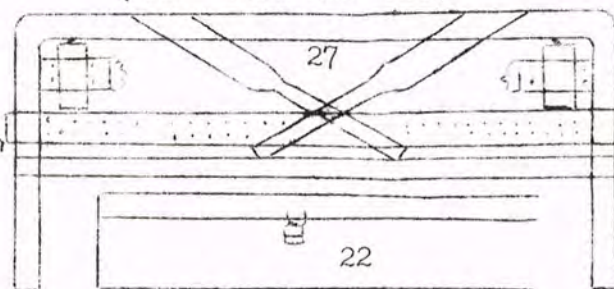
Annex 6 to Appendix C
to Battalion Standing C
Dated 15 Nov 56



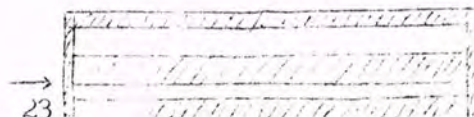
(Web Equipment On
CO's Inspn),

(Bed - Foot End View)

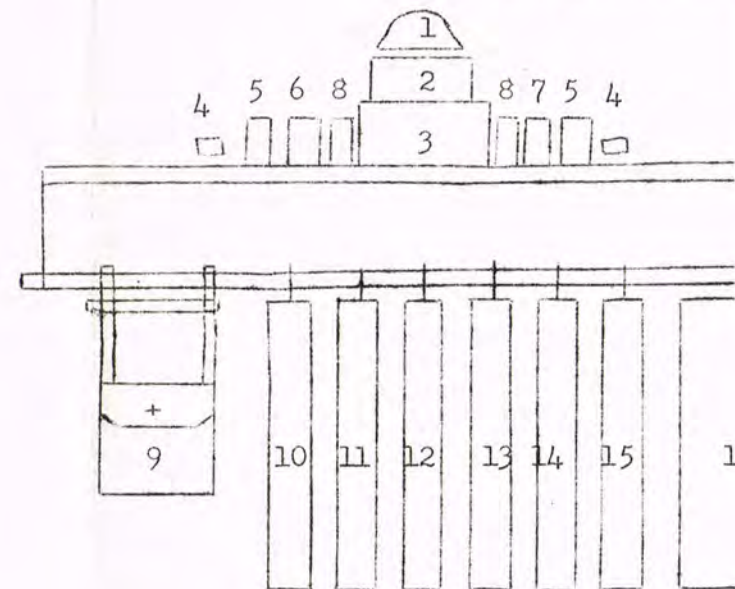
(Web Eqpt Daily)
(Except on CO's Inspn)



(Blankets/Sheets - Front
View).



(Width - 30")
(Depth - 15")
(Height - 5 to 6")



LEGEND

- | | |
|--|------------------------------|
| 1. Helmet Steel (Camouflage) | 14. FSOD |
| 2. Small Pack | 15. Poncho |
| 3. Large Pack | 16. Civilian Clothing B |
| 4. Shoes Leather Black | 17. Brace, Web) (For C |
| 5. Boots | 18. Belt Waist) |
| 6. Mess Tins | 19. Gym Shorts) |
| 7. Water Bottle | 20. Gym Shirt) (For C |
| 8. Pouches Basic (On Shelf for CO's Insp only) | 21. Gym Shoes) |
| 9. Respirator Anti-Gas | 22. Barrack Box (Locked when |
| 10. Greatcoat | 23. Blankets/Sheets - O |
| 11. Rain Coat | 24. Kit Bag (blocked) |
| 12. Battle Dress | 25. Mattress - NOT show |
| 13. TW | |
| | 26. Rifle - Trigger Up |
| | 27. Web - Daily Layout |

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Annex 7 to Appendix C to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

CANTEEN CARDS - ROUTINE

GENERAL

1. The Mens Canteen Committee will be responsible for maintaining stocks of Canteen Members Cards for issue to Companies who will in turn issue the cards as they join the unit.
2. Canteen Members Cards will be produced on demand to the Stewards in Charge of either the Mens Wet or Dry Canteens, to the Battalion Orderly Officer, Orderly Sergeant, Orderly Corporal or to anyone else in authority.

PROCEDURES FOR USE OF CARD

3. Procedure - Mens Wet Canteen

Am 1
31 Jan 57 CW

The following procedure will apply without exception in the Mens Wet Canteen

- (a) Upon entering the Canteen and making the first purchase of beer the steward will demand the purchaser's Canteen Card, which is to be surrendered to him. He will place the card in a box kept for the purpose.
- (b) The surrender of the Canteen Card will entitle the owner thereof to purchase two glasses of beer only. Subsequent to the first purchase the owner of the Canteen Card may purchase additional glasses of beer on the basis of one full glass for one empty glass but NOT in excess of two glasses at any one time.
- (c) At closing time, or when the individual departs from the Wet Canteen, he will return the empty glasses and receive in exchange his Canteen Card. In the event that the glasses have been broken or for any other reason cannot be returned the individual will pay the current cost of each glass before receiving his card.
- (d) In any event, the stewards are forbidden to sell more than two glasses to a purchaser and then only on surrender of the Canteen Card or upon the return of empty glasses.

4. Deprivation - Canteen Privileges

(a) In the event of misbehaviour in the Wet Canteen the steward will report the matter to:-

- (i) The Battalion Orderly Officer or
- (ii) The Battalion Orderly Sergeant or
- (iii) The Battalion Orderly Corporal or
- (iv) The Duty Canteen Corporal.

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Annex 7 to Appendix C to
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4. Deprivation - Canteen Privileges (Continued)

(b) Upon a report being received those mentioned in sub-paragraphs ~~3~~³ (a)(i) to (iv) will order the individual or individuals from the premises, take any other action as may be necessary, and will, regardless of any other action taken, order the steward to retain the Canteen Cards of individuals concerned for collection by the Orderly Officer at closing time.

(c) The Orderly Officer will collect the Canteen Cards at closing time and hand them over to the Adjutant the next morning together with a detailed report, attached to the Orderly Officer's Report, on each individual case.

(d) The Adjutant will return the Cards to the Company on whose strength owner is carried for action as may be necessary.

(e) Withdrawal of Card

Cards will be withdrawn by Companies from soldiers for the following reasons:-

- (i) Upon an award of a sentence of Confinement to Barracks or Detention.
- (ii) Upon a soldier being placed in Open or Close Custody.
- (iii) Upon a soldier proceeding on leave.
- (iv) Upon a soldier being posted to another unit or proceeding to the Personnel Depot for release.

5. Purpose of the Card

The Canteen Card is issued for the purpose of identifying soldiers entitled to the use of Mens Canteen facilities and to control the sale of beer in the the Wet Canteen and is NOT to be used as proof of entitlement to use civilian beverage room or cocktail bar facilities.

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3 Jan 57

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Annex 8 to Appendix C to
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

GENERAL

1. All sub-units will, when marking sub-unit and personal stores and equipment, adhere to the instructions set forth below.

STENCILS

2. Each sub-unit is to be issued with stencils of the approved pattern and will use these for marking except where, in the opinion of the sub-unit commander, the object to be marked is so small as to preclude the possibility of so doing in which case a single band of the company colour only, see below, will be used.

3. Stencils will be provided by the Quartermaster if possible, otherwise they will be provided through Regimental Funds on request being made to the Secretary of the Institute.

COLOURS

4. The following colour specifications are the only ones to be used and will be provided in the manner specified for stencils reference paragraph 3 above;

(a) Headquarters Company (including Battalion Headquarters)

Ramsays Shutter Green Number 43

(b) Support Company

Ramsays Gloss Black Number 59

(c) A Company

Ramsays Cardinal Red Number 44

(d) B Company

Ramsays Light Blue Number 96

(e) C Company

Ramsays Cuban Brown Number 39

(f) D Company

Ramsays Yellow Number 97

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

ADMINISTRATION

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<u>SUBJECT</u>	<u>PAGE</u>		<u>ANNEX</u>
Institutes	1	and	1,2,3,4 and 8.
Administration "A"	3	and	5
Administration "Q"	6	and	6
Duties and Fatigues	8	and	7

R E S T R I C T E D

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

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ADMINISTRATION

GENERAL

1. Under the direction of the Commanding Officer, the OC HQ Coy will provide general supervision of Unit Administration.

INSTITUTES

2. The Officer Commanding Headquarters Company will be President of the Regimental Funds Committee and will be President, Regimental Institutes. The Regimental Funds Committee will supervise the Sports Fund, Band Grants and General Fund. The Officers of this committee will be appointed from time to time in Part 1 Orders.
3. An Officers Mess, Sergeants Mess, Corporals Mess and Mens Canteen shall be set up. All officers or NCOs appointed or elected to office in these institutes will be named in the Part 1 Orders.
4. The President of the Officers Mess Committee shall report directly to the Commanding Officer. The Presidents of all other institutes shall report to the Commanding Officer through the Officer Commanding Headquarters Company, the Sergeants and Corporals Messes through their supervising officer.
5. The responsibilities and duties of officers and NCOs elected or appointed to office are set forth at Annex 1 hereto. Copies of these are maintained at the Accounts Office. Upon appointment or election to office in any of the institutes personnel concerned will report to the Accounts Office to sign acknowledgement of their duties and responsibilities, and to the OC HQ Coy to provide specimen signatures for bank signing purposes.
6. Ordering

The system of ordering of merchandise, etc, for unit institutes is set forth as Annex 2 hereto.
7. Daily Sales Reconciliation

Institutes will submit DSR to the Accounts Office by NOT later than 1000 daily. Those created on weekends or holidays will be submitted on the next working day. It is the responsibility of each institute to produce its own DSR pro-forma.

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Appendix D to
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8. Furniture and Equipment Records

These will be kept up to date at all times by each institute. Institutes are responsible for having these records readily available for inspection at any time and that one complete up to date copy is provided to the Accounts Office. Refer Annex 8.

9. Institute Insurance

Insurance covering all stock, furniture and equipment, and for the bonding of institute officers and staff will be arranged by the President, Regimental Institutes, with cost being assessed against the institutes proportionate to their coverage. The institutes will be responsible for advising the President, Regimental Institutes of any increase or decrease in value of stock, furniture and equipment and of any changes of institute officers or staff for bonding purposes.

10. Institute Information Pro-Forma

Institutes will provide the Accounts Office with a complete Institute Information Pro-Forma, reference Annex 3, and will re-submit whenever the information changes.

11. Audit Reports - Financial Statements

Audit Reports will be completed by Unit Audit Boards on the pro-forma attached as Annex 4 and submitted to the President, Regimental Institutes in triplicate together with five copies of each Financial Statement and one copy of the Institute Check List by the 10th day of each month. The President, Regimental Institutes will arrange for the Commanding Officers Direction to be typed into the Audit Report Form and the whole will be passed to the Commanding Officer for signature. Upon the signature of the Commanding Officer being affixed to the Audit Report Forms and the Financial Statements they will be returned to the President, Regimental Institutes and the following actions will be completed:-

(a) President, Regimental Institutes will pass the Financial Statements to the Accounts NCO, who will ensure proper distribution is made, and will pass the three copies of each Audit Report to the applicable institute.

(b) Institutes will complete the Audit Report Form as appropriate and will return two copies to the President, Regimental Institutes who will:-

(i) Pass one copy to the Accounts NCO for filing with the Institute Permanent Audit File

(ii) Pass the second copy to the Adjutant for the Commanding Officers information.

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dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

11. Audit Reports (Continued)

(c) The Adjutant will, when the Commanding Officer has seen the Report, reference sub-paragraph 11(b)(ii) above, forward it to Central Registry for filing with appropriate institute file.

12. Institute Accounts Staff

The NCO in charge of the Accounts Office will ensure that all books of account for all institutes are maintained up to date, to within three days of any given date at least, and that all financial statements are ready and available for the Unit Audit Boards by the 7th day of each month for the preceding accounting period. The Institute Accounts NCO is directly responsible to the President, Regimental Institutes.

ADMINISTRATION "A"

13. Administrative Detail - Personnel

Detailed administration and maintenance of records will be supervised by the Adjutant:

14. Battalion Headquarters Personnel

Will be carried on strength of and administered by Headquarters Company.

15. Company Responsibilities

Companies will be responsible for:-

(a) Administration of the individual with assistance from the Adjutant.

(b) Submitting Part 2 Order entries to the Battalion Orderly Room on the appropriate casualty form as they occur.

(c) Transcribing personnel data from Part 2 Orders into the following records as appropriate:-

(i) Individual Training Records (CAFB 1663).

(ii) Individual Record Card, (CAFB 1579) in duplicate.

(iii) Soldiers Record of Service Book, (CABK 2 (pt 1))

(iv) Conduct Sheets, (CAFB 1586)

(v) Any other Record or Documents held by companies.

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Appendix D to
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15. Company Responsibilities (Continued)

(d) Approving or concurring in inter-company postings on the appropriate inter company posting pro-forma. The posting will take effect only upon publication in Part 1 Orders at which time the following action will be taken:-

(i) The company despatching the man will arrange for the man to be escorted to the receiving company complete with personal kit and bedding less bed and mattress, and will send his documents to the receiving company by hand.

(ii) The receiving company will arrange for bed and mattress to be issued and will check and render a receipt for documents if they are complete.

(e) Maintaining a control chart, reference Annex 5. The object is to have information readily available.

(f) Holding a muster parade once per month to check accuracy of nominal rolls.

(g) Submitting Absentee Reports and Parade States to the RSM by NOT later than 0830 hours daily.

(h) Submitting CAFB 483 or CAFB 483A for personnel absent or returning from absence as the case may be. These will be attached to Absentee Reports.

16. Battalion Orderly Room

The Battalion Orderly Room will be responsible for maintaining:-

(a) Record of Service (follow sheets).

(b) Re-engagement Control.

(c) Upgrading for pay including basic to higher rates and increases for years in rank.

(d) Good Conduct Badge entitlement.

(e) Record of Service Card (CAFB 1579).

(f) Regimental Documents and Personal Files (less those for officers which will be kept by the Adjutant).

(g) Battalion Nominal Rolls.

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

16. Battalion Orderly Room (Continued)

- (h) Seniority Rolls of Warrant Officers and NCOs.
- (j) Acting Rank Control, to ensure that confirmation or otherwise is NOT overlooked.
- (k) Record of Trades and Specialty Qualifications.

17. Conduct Sheets

Conduct Sheets, (CAFB 1586) are the personal responsibility of the Company Commander. They will be kept in the leather issue case as provided, treated as a confidential document, and will be carried by the Company Commander on all unit changes of station. The manner in which entries are to be made is contained in QR (Army).

18. Direct Channel - Adjutant to Company Sergeants Major

The Adjutant may deal directly with Company Sergeants Major, usually through the Regimental Sergeant Major, on matters dealing with:-

- (a) Discipline.
- (b) Parade States.
- (c) Absentee Reports.

19. Administration Inspection

The Adjutant will hold an inspection of documents at least twice per year.

20. Civilian Vehicles

(a) Civilian or privately owned vehicles will be allowed into camp only when they are properly insured. Proof of adequate insurance coverage must be presented to the Adjutant who will register the vehicle and authorize the issue of an identification sticker. The Adjutant will maintain a register reflecting all pertinent data including the date upon which insurance coverage expires.

(b) Civilian or privately owned vehicles will NOT be used to transport personnel about the Camp but will proceed directly to approved parking areas where they will be parked at the owners risk.

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Appendix D to
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20. Civilian Vehicles (Continued)

(c) All civilian or other privately owned vehicles and Department of National Defence Transport are subject to a security check on entering or leaving Camp.

(d) Civilian or privately owned vehicles will NOT enter the Quartermaster Stores Compound or Transport Garage.

21. Release and Re-engagement

(a) Request for Release

Personnel who do not intend to re-engage for a further period of service will complete the appropriate pro-forma 90 days in advance of the date of termination of their present engagement. This pro-forma will be completed at the company office and forwarded to the Adjutant for necessary action.

(b) Re-engagement

Personnel desiring to re-engage for a further period of service may do so at any time notwithstanding any request for release made, reference paragraph 21 (a) above. Re-engagement forms are available through company offices. Where personnel have not indicated that they desire a release the Battalion Orderly Room will complete re-engagement forms and forward them to companies for signature of the soldier and witness. The form will be returned to the Adjutant for presentation to the Commanding Officer for his decision. Re-engagement will be dependent upon various factors including:-

- (i) Conduct to date
- (ii) Suitability for continuing service
- (iii) Acceptance of a lower rank if necessary

ADMINISTRATION "Q"

22. The Officer Commanding Headquarters Company will control the "Q" Administration of the unit under the direction of the Commanding Officer.

23. "Q" Duties - Companies

Company Commanders, while responsible for all "Q" Administration matters within the Company, will generally delegate control of these matters to the Company Second in Command. Company Seconds in Command will exercise this control through the Company Quartermaster Sergeant. The Quartermaster will be responsible for giving advice and assistance in this connection.

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Battalion Standing Orders
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

24. Responsibility - Buildings and Stores

The distribution of and responsibility for, buildings will be published as required in Part 1 Orders. Responsibility will include the buildings for barrack damages, cleanliness and for all stores distributed on CAF 628. Barrack damages in buildings used by more than one company, institute, etc, will be charged as the situation demands.

25. Barrack Damages

Payments for barrack damages will be made by the individuals responsible so far as possible, but where responsibility cannot be fixed payment will be made by the sub-unit or institute occupying buildings to which damage has been done. The procedure for assessing and affecting recovery for damages is attached as Annex 6.

26. Ration Accounting

Ration accounting will be the responsibility of the Quartermaster assisted by the Regimental Sergeant Major.

27. Messing

Messing will be the responsibility of the Messing Officer assisted by the Catering Warrant Officer. Refer to Appendix B Annex 10 for detail.

28. Mechanical Transport

(a) Condition of Vehicles and Drivers

The condition of vehicles and dress and deportment of drivers is a personal responsibility of the individual and will be closely checked by the Transport Officer. Vehicles and drivers must at all times present an appearance which will reflect credit to the unit.

(b) Accident Report Forms

Accident Report Forms and particular information as to who should be notified in the case of accident will be carried in all vehicles in a conspicuous place.

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Appendix D to
Battalion Standing Orders
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

28. Mechanical Transport (Continued)

(c) Work Tickets

Work tickets may be signed only by:-

- (i) The Commanding Officer
- (ii) Second In Command
- (iii) Adjutant
- (iv) Transport Officer
- (v) Duty Field Officer
- (vi) Battalion Orderly Officer
- (vii) Transport Sergeant - for trips of a routine administrative nature when the Transport Officer is NOT available.

(d) Requests for Transport

Requests for transport will be submitted to the Transport Office on the appropriate requisition form at least 24 hours in advance of the time required except in cases of emergency when the reasons will be given. They will be signed by an officer.

(e) Further Detail

For further detail refer to Annex 4 to Appendix B.

ESSENTIAL DUTIES AND FATIGUES - NON ESTABLISHMENT

29. Personnel required to carry out essential duties and fatigues of a more or less permanent nature not provided for in the Establishment of an Infantry Battalion will be provided, when possible, as shown in Annex 7.

30. Fatigues of a non-recurring or periodic nature urgently required to be done will be requested from the Regimental Sergeant Major who will try to provide the necessary personnel from the Duty Company. Fatigues which are NOT of an urgent nature will be detailed by the Regimental Sergeant Major from Defaulters and Detainees. Where possible, 24 hours notice is required by the Regimental Sergeant Major.

(1)

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Annex 1 to Appendix D
to Battalion Standing
Orders dated 15 Nov 56DUTIES AND RESPONSIBILITIES
OF

INSTITUTE COMMITTEE OFFICERS

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

President, Regimental Funds Committee
2 QOR of C

DUTIES AND RESPONSIBILITIES

1. As President, Regimental Funds Committee, 2 QOR of C, you are responsible directly to me for the efficient and correct handling of the collection and spending of these funds.
2. Your duties shall include the following:
 - (a) You will ensure that operations are conducted in accordance with QR(Army) 27.01-27-45 and "Manual of Rules for the Administration of Institutes".
 - (b) The Regimental Funds Committee shall consist of yourself, a secretary, a treasurer, the bugles officer, hobby shop officer and the sports officer.
 - (c) You will operate and control the recreation room and the facilities it controls including the barber shop.
 - (d) You will ensure that grants for sports and bugles are obtained on schedule and expended in accordance with regulations.
 - (e) You will raise funds for the general fund by assessing other institutes on the basis of an amount per member, the amount to be the same rate for all institutes and to cover operating expenses only.
 - (f) You will sign the minutes of each meeting of your committee and submit the book to me for signature.
 - (g) You will arrange, with me, a replacement if you are to be absent from the unit for more than three days.
3. You will acknowledge these instructions in the space provided and ensure that your successor does likewise.

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dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

DUTIES AND RESPONSIBILITIES (Continued)

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

ACKNOWLEDGED

DATE

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R E S T R I C T E D

FP 87

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Secretary, Regimental Funds Committee
2 QOR of C

DUTIES AND RESPONSIBILITIES

1. As Secretary, Regimental Funds Committee, 2 QOR of C you are responsible to the President of the Committee for the following:
 - (a) You will read and adhere to the instructions contained in QR(Army) 27.01-27-45 and "Manual of Rules for the Administration of Institutes".
 - (b) You are responsible for the conduct of all Regimental Funds correspondence.
 - (c) You will maintain and safeguard a "Minute Book" in which you will record the minutes of all meetings which must be signed by you and passed to the President for signature.
 - (d) You are responsible for the safekeeping and recording of all stock and F & E charged to Regimental Funds.
 - (e) You will supervise and control the recreation room and the uniform barber shop and handle the business for the hobby shop.
2. You will acknowledge these instructions in the space provided and ensure that your successor does likewise.

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

ACKNOWLEDGED

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R E S T R I C T E D

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Treasurer, Regimental Funds Committee
2 QOR of C

DUTIES AND RESPONSIBILITIES

1. As Treasurer, Regimental Funds Committee you are responsible to the President of the Committee for the following:
 - (a) You will read and adhere to the instructions contained in QR (Army) 27.01-27-45 and "Manual of Rules for the Administration of Institutes".
 - (b) You are responsible for the ordering, receiving, safekeeping and disposition of all merchandise and supplies and the maintenance of stock records.
 - (c) You are responsible for the collection of funds from the unit barber, and tailor shop.
 - (d) You will keep the Bugles officer and Sports officer aware of the status of their finances and ensure that their claims are forwarded promptly on the due dates.
 - (e) With the assistance of the unit bookkeeper you will be responsible for the accurate preparation of the monthly financial statement by the seventh day of following month.
2. You will acknowledge these instructions in the space provided and ensure that your successor does likewise.

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

ACKNOWLEDGED

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Annex 1 to Appendix D to
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

President, Officer's Mess
2 QOR of C

DUTIES AND RESPONSIBILITIES

1. As President, Officer's Mess Committee, 2 QOR of C you are responsible directly to me for the efficient operation of this institute in accordance with regulations. Your duties will include,
 - (a) That the mess is operated in accordance with QR(Army) 27.01-27-45 and with "Manual of Rules for the Administration of Institutes".
 - (b) You will check previous minutes of mess meetings and the constitution to ensure that the mess is being operated in accordance with the wishes of the members.
 - (c) You will ensure that the members of your committee and the mess staff are given detailed instructions of their duties in writing.
 - (d) You will sign the minute book after the minutes of each meeting have been recorded and forward them to me for signature through President, Regimental Institutes.
 - (e) You will take particular note and care that the committee or the mess as a whole do not exceed the powers of expenditure provided by regulations.
 - (f) You will arrange, with me, for a replacement if you leave the unit for a period of more than three days.
 - (g) You are responsible for the maintenance of discipline within the officer's mess.
2. You will acknowledge these instructions in the space provided and ensure that your successor does likewise.

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Secretary, Officer's Mess
2 QOR of C

DUTIES AND RESPONSIBILITIES

1. As Secretary, Officer's Mess Committee, 2 QOR of C you are responsible to the President of the Committee and to the members for the following duties,

- (a) You will read the regulations pertaining to the function of the mess contained in QR(Army) 27.01-27-45 and "Manual of Rules for the Administration of Institutes" as soon as you assume office and ensure that you obey these instructions.
- (b) You will record the proceedings of all meetings in the minute book which you will sign and present to the President after each meeting. You will carefully check over previous minutes and the mess constitution to ensure that the mess is operated in accordance with the members wishes and that no meeting amends these regulations without knowledge of the act.
- (c) You will conduct all mess correspondence.
- (d) You are responsible for the custody and accuracy of the F & E record subject to the assistance of a House Member if appointed.
- (e) You are responsible for messing as such, subject to the appointment of a "Dining In" member if appointed but you are responsible for co-ordination of all mess functions.
- (f) You are responsible for the ordering, receiving, safekeeping and disposition of merchandise and supplies and the maintenance of stock records.
- (g) You will ensure that insurance and fidelity bond coverage is adequate.

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

- (h) You are responsible for the accuracy of the monthly inventory of merchandise.

2. You will acknowledge these instructions in the space provided and ensure that your successor does likewise.

(RP MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

ACKNOWLEDGED

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Treasurer, Officer's Mess
2 QOR of C

DUTIES AND RESPONSIBILITIES

1. As Treasurer, Officer's Mess Committee, 2 QOR of C you are responsible to the President of the Committee and to the members for the following duties,
 - (a) You will read carefully and adhere to the instructions contained in QR(Army) 27.01-27-45 and "Manual of Rules for the Administration of Institutes".
 - (b) You are responsible for the accuracy of the "Daily Sales Reconciliation" (DSR's) and will ensure that they are passed to the unit bookkeeper daily.
 - (c) With the assistance of the unit bookkeeper you are responsible for the accurate preparation of the monthly financial statement by the seventh day of the following month. This statement must be posted on the mess notice board as soon as it is approved.
 - (d) You will accept, safeguard and deposit all money received from the payment of monthly mess bills and you will submit to the President by the seventh day of the following month, a list of all unpaid mess bills.
 - (e) You will maintain an "Accounts Receivable" ledger which, together with the Minute Book must be presented to the Unit Audit Board at the end of each month.
2. You will acknowledge these instructions in the space provided and ensure that your successor does likewise.

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

ACKNOWLEDGED

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

President, Sergeant's Mess
2 QOR of C

DUTIES AND RESPONSIBILITIES

1. As President, Sergeant's Mess, 2 QOR of C you are responsible for the efficient operation of that institute in accordance with regulations. Your duties will include,

- (a) That the mess is operated in accordance with QR(Army) 27.01-27-45 and with "Manual of Rules for the Administration of Institutes". This reference material you must study within one week of taking office.
- (b) You will check previous minutes of mess meetings and your constitution to ensure that the mess is being operated in accordance with the wishes of the members.
- (c) You will ensure that your committee members and staff are advised of their detailed duties in writing.
- (d) You will sign the minute book after the minutes of each meeting have been recorded and present them to the supervising officer to obtain my signature.
- (e) You will advise your supervising officer of the times of all meetings to permit him to attend and you will deal with him for all decisions and guidance.
- (f) You will arrange with the Regimental Sergeant Major for a relief if you are to be absent from the unit for more than three days.
- (g) You are responsible for the maintenance of discipline within the sergeant's mess.

2. You will acknowledge these instructions in the space provided and ensure that your successor does likewise.

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Treasurer, Sergeants Mess
2 QOR of C

DUTIES AND RESPONSIBILITIES

1. As Treasurer, Sergeant's Mess, 2 QOR of C, you are responsible to the President of the mess and to the members for the following,

- (a) You will read and adhere to the instructions contained in QR(Army) 27.01-27-45 and "Manual of Rules for the Administration of Institutes".
- (b) You are responsible for the ordering, receiving, safekeeping and disposition of merchandise and supplies and the maintenance of stock records. When ordering you will ensure that you do not spend in excess of the authority you have or the members have granted.
- (c) You are responsible for the accuracy of the "Daily Sales Reconciliation" (DSR's) and you will ensure that they are passed to the unit bookkeeper daily.
- (d) You are responsible for the safekeeping of all vouchers, chits and account books.
- (e) With the assistance of the unit bookkeeper you are responsible for the accurate preparation of the monthly financial statement and inventory by the seventh day of the following month. This statement must be posted in the mess after it has been approved.
- (f) You will accept, safeguard and deposit all money received from the payment of mess bills and you will submit to the President, by the seventh day of the following month, a list of unpaid bills.
- (g) You will maintain an "Accounts Receivable" ledger which, together with the minute book will be made available for the unit Audit Board at the end of each month.

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Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

(h) You will ensure that insurance and fidelity bond
coverage are adequate.

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

ACKNOWLEDGED

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dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Secretary, Sergeant's Mess
2 QOR of C

DUTIES AND RESPONSIBILITIES

1. As Secretary, Sergeant's Mess, 2 QOR of C you are responsible to the President of the Committee and to the members for the following duties,
 - (a) You will read and adhere to the instructions contained in QR(Army) 27.01-27-45 and with "Manual of Rules for Administration of Institutes".
 - (b) You will record the proceedings of all meetings in the minute book you will maintain and safeguard and present it to the President for signature after each meeting. You will check over previous minutes and the constitution to ensure that they are adhered to.
 - (c) You will conduct all mess correspondence.
 - (d) You are responsible for the custody and accuracy of the F & E records.
 - (e) You are responsible for all messing as such.
 - (f) You will co-ordinate all mess functions.
2. You will acknowledge these instructions in the space provided and ensure that your successor does likewise.

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

ACKNOWLEDGED

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dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

President, Corporal's Mess
2 QOR of C

DUTIES AND RESPONSIBILITIES

1. As President, Corporal's Mess, 2 QOR of C you are responsible for the efficient operation of that ~~institute~~ in accordance with regulations. Your duties will include,
 - (a) That the mess is operated in accordance with QR(Army) 27.01-27-45 and with "Manual of Rules for the Administration of Institutes". This reference material you must study within one week of taking office.
 - (b) You will check previous minutes of mess meetings and your constitution to ensure that the mess is being operated in accordance with the wishes of the members.
 - (c) You will ensure that your committee members and staff are advised of their detailed duties in writing.
 - (d) You will sign the minute book : after the minutes of each meeting have been recorded and present them to the supervising officer to obtain my signature.
 - (e) You will advise your supervising officer of the times of all meetings to permit him to attend and you will deal with him for all decisions and guidance.
 - (f) You will ~~arrange~~ with the Regimental Sergeant Major for a relief if you are to be absent from the unit for more than three days.
 - (g) You are responsible for the maintenance of discipline within the corporal's mess.
2. You will acknowledge these instructions in the space provided and ensure that your successor does likewise.

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Annex 1 to Appendix 'D' to
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

ACKNOWLEDGED

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Secretary, Corporal's Mess
2 QOR of C

DUTIES AND RESPONSIBILITIES

1. As Secretary, Corporal's Mess, 2 QOR of C you are responsible to the President of the Committee and to the members for the following duties,

- (a) You will read and adhere to the instructions contained in QR(Army) 27.01-27-45 and with "Manual of Rules for Administration of Institutes".
- (b) You will record the proceedings of all meetings in the minute book. You will maintain and safeguard it and present it to the President for signature after each meeting. You will check over previous minutes and the constitution to ensure that they are adhered to.
- (c) You will conduct all mess correspondence.
- (d) You are responsible for the custody and accuracy of the F & E records.
- (e) You will co-ordinate all mess functions.

2. You will acknowledge these instructions in the space provided and ensure that your successor does likewise.

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

ACKNOWLEDGED

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Treasurer, Corporal's Mess
2 QOR of

DUTIES AND RESPONSIBILITIES

1. As Treasurer, Corporal's Mess, 2 QOR of C you are responsible to the President of the mess and to the members for the following,
 - (a) You will read and adhere to the instructions contained in QR(Army) 27.01-27-45 and "Manual of Rules for the Administration of Institutes".
 - (b) You are responsible for the ordering, receiving, safe-keeping and disposition of merchandise and supplies and the maintenance of stock records. When ordering you will ensure that you do not spend in excess of the authority you have or the members have granted.
 - (c) You are responsible for the accuracy of the "Daily Sales Reconciliation" (DSR's) and you will ensure that they are passed to the unit bookkeeper daily.
 - (d) You are responsible for the safekeeping of all vouchers, chits and account books.
 - (e) With the assistance of the unit bookkeeper you are responsible for the accurate preparation of the monthly financial statement and inventory by the seventh day of the following month. This statement must be posted in the mess after it has been approved.
 - (f) You will accept, safeguard and deposit all money received from the payment of mess bills and you will submit to the President, by the seventh day of the following month, a list of unpaid bills.
 - (g) You will maintain an "Accounts Receivable" ledger, which, together with the minute book will be made available for the unit Audit Board at the end of each month.

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

1. (h) You will ensure that insurance and fidelity bond
coverage are adequate.

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

ACKNOWLEDGED

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

President, Canteen Committee
2 QOR of C

DUTIES AND RESPONSIBILITIES

1. As President, Canteen Committee, 2 QOR of C, you are responsible for the following,
 - (a) You will read and adhere to the instructions contained in QR(Army) 27.01-27-45 and "Manual of Rules for the Administration of Institutes".
 - (b) You will ensure that the members of your committee and the staff are given their detailed duties in writing.
 - (c) You will ensure that you hold committee meetings, with a representative from each coy at least once per month.
 - (d) You will sign the minute book after the minutes of each meeting are recorded and submit them, through the President, Regimental Institutes, for my signature.
 - (e) You will arrange with me for a replacement if you are to be absent from the unit for more than three days.
2. You will acknowledge these instructions in the space provided and ensure that your successor does likewise.

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

ACKNOWLEDGED

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Secretary, Canteen Committee
2 QOR of C

DUTIES AND RESPONSIBILITIES

1. As Secretary, Canteen Committee, 2 QOR of C, you are responsible to the President of the Committee for the following duties,
 - (a) You will read and adhere to the instructions contained in QR(Army) 27.01-27-45 and "Manual of Rules for the Administration of Institutes".
 - (b) You are responsible for the conduct of all canteen correspondence and will ensure that a simple filing system is set up.
 - (c) You will maintain and safeguard a minute book in which you will enter and sign the minutes of all meetings and submit them to the President of the Committee for approval.
 - (d) You are responsible for the marking, recording and checking of all F & E.
2. You will acknowledge these instructions in the space provided and ensure that your successor does likewise.

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

ACKNOWLEDGED

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Treasurer, Canteen Committee
2 QOR of C

DUTIES AND RESPONSIBILITIES

1. As Treasurer, Canteen Committee, 2 QOR of C, you are responsible to the President of the Committee for the following,
 - (a) You will read and adhere to the instructions contained in QR (Army) 27,01-27-45 and "Manual of Rules for the Administration of Institutes".
 - (b) You are responsible for the ordering, receiving, safe-keeping and disposition of merchandise and supplies and the maintenance of stock records.
 - (c) You are responsible for the accuracy of the "Daily Sales Reconciliation" (DSR's) and will ensure that they are passed to the unit bookkeeper daily.
 - (d) With the assistance of the unit bookkeeper you are responsible for the accurate preparation of the monthly financial statement by the seventh day of the following month. This statement must be posted in the Dry Canteen for three days when it has been approved.
 - (e) You will ensure that insurance and fidelity bond coverage is adequate.
 - (f) You are responsible for the accuracy of the monthly inventory.
2. You will acknowledge these instructions in the space provided and ensure that your successor does likewise.

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

JLM/bm

ACKNOWLEDGED

DATE

.../21.5.57

Original (Signed) Accounts _____ Duplicate (Unsigned) _____ Appropriate File

(24)

Annex 1 to Appendix D to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Paymaster
2 QOR of C

INSTITUTE RESPONSIBILITIES

1. By authority of BC 4001-603/2Q1(A) you are appointed as Assistant Treasurer of all Unit Institutes with the following duties,
 - (a) You will maintain the combination of the office safe in the orderly officer's room where the cash is deposited in accordance with "Duties of the Orderly Officer", Annex 5 to Appendix B to these Standing Orders.
 - (b) You will check the daily cash revenue from the institutes against the receipt slips for each institute. This check will take place before 0830 hours daily in the presence of the Orderly Officer to whom you will give a receipt.
 - (c) You will bank the receipts in the applicable institute account and return the deposit slips to the Accounts Office.
 - (d) You will record all receipts and deposits on a daily basis in a CAB 89 using two columns for each institute. This record is to be available for the Area Paymaster's inspection.
 - (e) Non public funds will be kept separately from public funds.
 - (f) You will accept NO institute duties other than those listed above.

(RF MacKAY) Lt col
Commanding Officer .
2 QOR of C

JLM/bm

ACKNOWLEDGED

DATE

Original (Signed) Accounts Office
Duplicate (Unsigned) Appropriate Institute File

(1)

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Annex 2 to Appendix 'D
to Battalion Standing
Orders dated 15 Nov 56

ORDERING - UNIT INSTITUTES

1. A complete list of merchants with whom institutes are authorized to deal is maintained in the Accounts Office.
2. This list of merchants is the only one approved, therefore, institutes which wish to conduct business with any other firm must obtain permission in advance from the Commanding Officer through the President, Regimental Funds. The President, Regimental Funds, will determine the suitability of the merchant and will advise him of institute accounting procedure by letter. Attached as Addendum 1 hereto is a copy of the letter which is to be sent.
3. Placing of Orders

The procedure for ~~placing~~ orders for merchandise is set forth below.

 - (a) Order forms will be completed for each order for each merchant;
 - (b) Order forms will be completed to show:
 - (i) Order Number
 - (ii) Date
 - (iii) Name of institute
 - (iv) Name of merchant
 - (v) Items to be purchased
 - (vi) Signature of appropriate signing authority of institute committee.
 - (c) Purchase of minor items, which are not stock items or of a recurring purchase nature and which do NOT exceed \$5.00 may be made from petty cash by the treasure of the institute concerned who will account for money spent in this manner.
 - (d) Orders place without an authority in the form of an order form will be billed against the individual placing the order.
 - (e) The unit audit boards will check invoices against order forms and will observe on the discrepancies found.

(1)

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Addendum 1 to Annex 2 to Appendix
D to Battalion Standing Orders
dated 15 Nov 56

Dear Sirs:

The various institutes of this unit have requested permission to conduct business with your firm.

To ensure that all accounts are handled as efficiently as possible it is requested that you comply with the following procedures:-

- (a) NO order can be accepted as a charge against one of our institutes unless it is submitted by means of an order form signed by an officer of the committee of the institute concerned.
- (b) The order form must:
 - (i) State the exact requirement of the order.
 - (ii) Bear a number.
 - (iii) Bear a date.
 - (iv) Reflect the name of the institute.
- (c) Invoices to be addressed to the institute direct and not to the Commanding Officer. Each invoice must reflect the order form number or numbers.
- (d) The following are the only institutes authorized for this unit and purchases made by any other than these are a private matter and do not come within the scope of this letter.
 - (i) Regimental Funds
 - (ii) Officers Mess
 - (iii) Sergeants Mess
 - (iv) Corporals Mess
 - (v) Mens Canteen
- (e) Invoices **submitted** during any given calendar month will be paid by cheque the month following, eg, if goods are delivered in March and the invoice is received here on 2 April then payment will be made in May.

R E S T R I C T E DAddendum 1 to Annex 2 to
Appendix D to Battalion
Standing Orders dated
15 Nov 56

(2)

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

(f) If more than one institute deals with your firm then it is most important that each be billed separately.

Your co-operation with respect to the foregoing procedure would be much appreciated and would facilitate the efficient handling of all accounts.

Yours truly

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

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FP 112

(1)

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Annex 3 to Appendix D to
Battalion Standing Orders
dated 15 Nov 56

INSTITUTE INFORMATION PRO-FORMA

Date:

INSTITUTE _____

1.	<u>COMMITTEE</u>	<u>SIGNING</u>	<u>AUTHORITY</u>	<u>BONDED</u>
	President _____	(Yes)	(No)	(Yes) (No)
	Secretary _____	(Yes)	(No)	(Yes) (No)
	Treasurer _____	(Yes)	(No)	(Yes) (No)

2.	<u>SUB-COMMITTEE</u>			
	_____	•	_____	_____
	_____	•	_____	_____
	_____	•	_____	_____
	_____	•	_____	_____

3.	<u>BONDED MEMBERS AND STAFF</u>	(other than in para 1)		
	_____	•	_____	_____
	_____	•	_____	_____
	_____	•	_____	_____
	_____	•	_____	_____
	_____	•	_____	_____

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FP 113

Annex 3 to Appendix D to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

INSTITUTE INFORMATION PRO-FORMA (Continued)

4. INSURANCE

Stock \$ _____

F and E \$ _____

5. AUTHORIZED WAGES

Appointments

Wages

6. CHANGE / PETTY CASH FUND

Change Fund \$ _____

Authority _____

Petty Cash Fund \$ _____

Au thority _____

President of Committee

R E S T R I C T E D

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Annex 4 to Appendix D to
Battalion Standing Orders
dated 15 Nov 56

UNIT AUDIT REPORT

AUDIT BOARD NO _____

Page _____

Period Ending	Time Taken	Statements Available

Observations By Audit Board	Serial	Commanding Officers Direction
<p>To:- PRI (3 Copies). Date _____</p> <p>President, Audit Board No _____</p>		<p>To:- PMC _____ (3 Copies). Date _____</p> <p>CO, 2 QOR of C</p>

R E S T R I C T E D

FP 115

(ii)

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA
AUDIT REPORT

Annex 4 to Appendix D to
Battalion Standing Orders
dated 15 Nov 56

Period Ending _____

Page _____

Action Taken By Institute Pursuant to CO's Direction

To: PFI (2 Copies - duplicate and triplicate)

Date _____

Serial

of Institute President

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

BARRACK DAMAGES

GENERAL

1. This instruction outlines the procedure to be followed for the inspection of buildings, the collection for damages and the repair of damages in camp occupied by this unit in Canada where the damage is other than ordinary wear and tear.

INSPECTION

2. Once each calendar month, an inspection of all buildings shall be arranged by the Quartermaster. The inspection party shall consist of the QM, a rep from RCE and the officer in charge of the building being inspected.

3. The QM shall list all damages found to check against future Barrack Damage Vouchers. These lists shall be filed in his office. In addition, damages will be marked where possible, by the Engineer rep showing the date and his initials.

4. Where a dispute on a damage arises the facts shall be referred to the OC HQ Coy.

5. Between inspections the QM shall again inspect to ensure that damages have been repaired.

BARRACK DAMAGE VOUCHERS (CAFD 843)

6. Barrack Damage Vouchers (BDV's) together with CAFCs 520 will be prepared by the QM for transmission to the OC HQ Coy who will forward same to the local Works Coy. The Works Coy will return the BDV to the unit for payment.

7. The amounts to be paid shall be notified to the coy etc concerned for payment.

8. Where possible, the damages will be assessed to the individual responsible, or possible a group of individuals. Payment in this case may be made by way of an administration deduction via Part 11 Orders (QR(Army) 38.03 or 38.05) or by cash if preferred.

9. Where the damage can NOT be traced to a specific individual it will become a charge against the occupants of the building as a whole or the institute as a whole. In other buildings such as the Drill Hall and mess hall it will be an equal assessment against the unit as a whole, each coy paying a share.

10. The collection as in para 9 above is made by the coys and it is the responsibility of the coy comds to provide payment promptly to Regimental Funds who will pay the entire BDV.

11. A record of all BDV's received and paid must be maintained on unit files.

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Annex 7 to Appendix D to
Battalion Standing Orders
dated 15 Nov 56

ESSENTIAL DUTIES AND FATIGUES

Required By	Duty	Rank Cpl	Rfn	Source	Remarks
Regimental Police	Detailed by Pro Sgt		4	HQ Coy	Plus personnel to make up shortages in establishment
QM Stores	(a) Blanket Stores		1	HQ Coy	Plus personnel to make up shortages in establishment
	(b) Counter Man		1		
	(c) Tech Stores		1		
	(d) Ration Draw		1		
Mens Kitchen	Fatigues		2	Duty Coy	Per 100 dining-in
Sports Stores	Storeman		1	HQ Coy	Under direction of Sports Officer
RSM	Ration Accounting		1	HQ Coy	May be 1 Cpl
Welfare Officer	Clerk		1	HQ Coy	May be 1 Cpl
PRI	Clerk		1	HQ Coy	To be used in connection with Bn Adm. May be Cpl
Offrs Mess	(a) NCO i/c Mess	1		HQ Coy	
	(b) i/c Bar		1	HQ Coy	
	(c) Barman		3	HQ Coy	
	(d) Waiters		3	HQ Coy	
	(e) Fatigues		1	Duty Coy	
Sgts Mess	(a) NCO i/c Bar	1		HQ Coy	
	(b) Barman		2	HQ Coy	
	(c) Fatigues		2	Duty Coy	
Cpls Mess	(a) NCO i/c	1		HQ Coy	May be 1 Cpl
	(b) Stewards and GD		2	HQ Coy	
Canteen (Dry)	(a) NCO i/c	1		HQ Coy	In charge of Dry and Wet
	(b) Stewards		3	HQ Coy	
(Wet)	(c) Stewards		3	HQ Coy	1 may be 1 Cpl i/c

*MAY BE 1/cpl
MAY BE 1 Cpl*

*am 1
31 Jan 57*

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Annex 8 to Appendix D to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

FURNITURE AND EQUIPMENT RECORD

1. All institutes will adhere to the following procedure for numbering and identifying F and E.

2. Number blocks and prefixes are allotted as under:-

Regimental Funds	-	RF 1 - 99
Officers Mess	-	OM 100 - 199
Sergeants Mess	-	SM 200 - 299
Mens Canteen	-	C 300 - 399
Corporals Mess	-	CM 400 - 499

3. Prefixes will be used before each number. When additional numbers are required they will be added starting from 1, eg, "RF 99-1," "SM 299-1".

4. When identical items are to be numbered they will be numbered in the following manner, eg,

" Description	Quantity	Item No
Caps FS, Green	75	RF 35 (1 - 75)"

5. Items purchased will be allotted a number on the invoice as soon as the invoice is received. Each article will then be marked in an inconspicuous place with the same number, and the F and E Records amended without delay.

6. Records of F & E will be kept in accordance with Institute Forms and Procedure No 5.

R E S T R I C T E D

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Appendix E to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

STANDING FIRE ORDERS

GORDON HEAD CAMP

NOTE

1. One copy of these Fire Orders will be placed in a conspicuous place in each building, and one copy in each barrack room.
2. Company Commanders will ensure that Annexes 1, 2, and 6 of these orders are read to all ranks quarterly and to recruits upon joining the unit.

(RF MacKAY) Lt col
Commanding Officer
2 QOR of C

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Appendix E to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

STANDING FIRE ORDERS

TABLE OF CONTENTS

ANNEX	1	-	FIRE COMBAT.
ANNEX	2	-	FIRE PRECAUTIONS.
ANNEX	3	-	ACTION SUBSEQUENT TO FIRE.
ANNEX	4	-	DUTIES OF FIRE PREVENTION OFFICER.
ANNEX	5	-	DUTIES OF FIRE PREVENTION COMMITTEE.
ANNEX	6	-	DUTIES OF BATTALION FIRE PICQUET.

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Annex 1 to
Appendix E to
Battalion Standing Orders
dated 15 Nov 56.

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

FIRE COMBAT

RESPONSIBILITIES

1. All personnel, both military and civilian shall know:-
 - (a) The location of fire alarm stations which are located as follows;
 - (i) Unit guard room,
 - (ii) Roadway front of building 1019,
 - (iii) Main road WEST side of Dry Canteen, building 1018,
 - (iv) Roadway NORTH of building 1026,
 - (v) Roadway EAST side of building 1034, Medical Inspection Room:
 - (b) The location of fire extinguishers and the proper method of operation
 - (c) The telephone number of:-
 - (i) Unit Fire Hall is - Local 140
 - (ii) SAANICH Fire Hall is - 3-1166
 - (iii) Battalion Guard Room is - Local 120
 - (d) The action to be taken on the sounding of the fire alarm,
(refer to paragraph 2 to 21)

ACTION ON DISCOVERY OF FIRE

2. Any person discovering a fire will:-
 - (a) Shout "FIRE ! FIRE ! FIRE !"

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Annex 1 to
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

ACTION ON DISCOVERY OF FIRE (Cont'd)

2. (b) Turn in the alarm by using the nearest fire alarm box or telephoning the Battalion Guard Room (stating clearly the location of the fire),

(c) Start fire fighting using the equipment at hand,

(d) Stand by to direct fire fighters to the scene of the fire.

3. Fire Picquet

The Fire Picquet will proceed forthwith to the assembly area and move to the scene of the fire and, under direction of the senior officer or NCO present, combat the fire pending arrival of the Fire Chief or his deputy, who will assume full command of the fire fighting operations.

4. Troops

All troops, other than those on the Fire Picquet and those selected by the Fire Chief or his deputy to assist in fire combat operations, will assemble immediately in designated assembly areas (paragraph 12) under the RSM. Officers will assemble under the Unit Field Officer or senior officer present.

5. Fire Prevention Officer

The Unit Fire Prevention Officer, or in his absence the Battalion Orderly Officer, will proceed to the scene of the fire and act as liaison officer between the officer in charge of fire fighters and the officers in charge of assembled troops for detailing of any additional help needed. He will, in addition, ensure that the SAANICH Fire Dept has been advised of the fire and will advise the Duty Officer at Esquimalt Garrison (Telephone - 48081 by day or 48082 by night).

6. Unit Guard Room

The man on duty in the Unit Guard Room, upon hearing the fire siren or upon being advised of the fire, will telephone the SAANICH Fire Dept immediately. (Phone number is 3-1166).

7. Unit Field Officer

The Unit Field Officer, or in his absence the senior officer present, will take over all troops in the assembly area and provide assistance as requested.

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Annex 1 to
Appendix E to
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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

8. Unit Orderly Officer

As detailed in para 5. If the Unit Fire Prevention Officer is present the Unit Orderly Officer will assist the Unit Field Officer.

9. Sub-Units

All sub units will report their presence in the assembly area to the Field Officer, stating numbers.

EVACUATION OF BUILDINGS

10. The evacuation of buildings shall be effected as set forth hereunder.

(a) Unit Guard Room

Upon the sounding of the fire alarm the NCO in charge of the Gate Guard will immediately release any personnel being detained in cells and parade them in the field adjacent to building 1051 (Bus waiting room). One member of the Gate Guard will be detailed to remain at the guard room to answer the telephone.

(b) Unit Sick Bay

Personnel detained in Unit Sick Bay will be evacuated immediately upon the fire alarm sounding. This will be the responsibility of the unit MO. Personnel thus evacuated will be assembled in the area adjacent to building 1032.

(c) Troops Quarters and Other Buildings

Personnel in troop quarters and other buildings will leave via the nearest exit without delay upon the fire alarm being sounded. They will make their way in Double Time to designated assembly areas.

SECURITY OF BUILDINGS

11. Security of buildings evacuated will be effected as set forth in para 15 below.

ASSEMBLY AREAS

12. The following assembly areas are designated for both day and night:

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Annex 1 to
Appendix E to
Battalion Standing Orders
dated 15 Nov 56.

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

ASSEMBLY AREAS (Cont'd)

12. (a) Unit Parade Square - A,B,C,D,Sp and HQ Coys.
(b) Field adjacent to building 1051 - Gate Guard and prisoners.
(c) Area adjacent to building 1032 - Medical Section and any personnel detained in Unit Sick Bay.
(d) Roadway WEST of Dry Canteen - Unit Fire Picquet. The Fire Picquet will, subsequent to concentrating at this point, move to the scene of the fire.

FIRE DUTIES ON ASSEMBLY

13. Assembled personnel (reference para 12) will stand by, pending orders of the Unit Field Officer or in his absence of the senior officer or NCO present, for:-
(a) Assistance in fire fighting operations;
(b) Salvage operations; and
(c) Security duties.

REGIMENTAL POLICE

14. Regimental Police and Unit Gate Guard will prevent unauthorized persons from impeding the fire fighters, obstructing the fire vehicles, or approaching the fire ground, in addition guarding personnel released from cells reference para 10 (a) above.

BUILDING ATTENDANTS - SECURITY

15. Duty Mess Stewards, Hut Orderlys as detailed by sub-units, duty men and stores personnel will:-
(a) Know the telephone numbers of:-
(i) The Unit Fire Hall (Loc 140)
(ii) Hospital

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Annex 1 to
Appendix E to
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dated 15 Nov 56.

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

BUILDING ATTENDANTS - SECURITY (Cont'd)

15. (a) (iii) Commanding Officer
(iv) Adjutant
(v) Unit Fire Prevention Officer.
- (b) Have in their possession keys to all doors in the buildings under their charge;
- (c) Ensure that all occupants leave the building under their charge;
- (d) Remain standing by their building during period between the sounding of the fire alarm to the sounding of the all clear;
- (e) Ensure that NO one enters the building under their charge during the period referred to in sub-paragraph 15 (d) above.

MEDICAL AID

16. The Unit MO will arrange for an ambulance, or other suitable vehicle, with medical orderlies, to stand by ready to proceed to the scene of the fire and render medical aid if required.

UNIT DUTIES

Unit Transport Officer

The Unit Transport Officer will provide vehicles and other equipment needed for the fire fighting, salvage, etc, and take steps to protect vehicles.

18. Station Electrician

The camp electrician will respond to the fire and provide technical assistance and advice, if required.

19. Telephone Operator

The Duty Telephone Operator will keep the trunk line open.

20. QM

QM will detail personnel to various stores areas to ensure that all stores are protected from fire exposure, and, if necessary, to carry out salvage operations.

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Part 1 to
Appendix E to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

EMERGENCY EXTINGUISHING AGENTS

21. Materials

(a) Ordinary garden hose - equipped with a shut-off nozzle and attached to a screw faucet makes an effective fire extinguisher for fires in ordinary combustible material (ie, other than fires involving oils, fats, etc, or electrical equipments).

(b) Snow - is an excellent emergency extinguishing agent for the initial stages of a fire.

(c) Smothering Agents - sand, earth, powdered gypsum plaster, portland cement, talcum powder and ~~wet~~ cloths are all suitable emergency extinguishing agents for smothering small fires. Burning clothing can be extinguished by rolling or wrapping the victim in a rug, blanket, etc.

GENERAL

22. FIRES DO NOT HAPPEN - THEY ARE CAUSED.

23. The PREVENTION OF FIRE is of primary importance.

24. The FIRST FEW MINUTES of a fire are the most critical from both a life and property safety point of view.

25. On the outbreak of fire, all unit fire suppression resources will be put into immediate operation to minimize fire damage.

26. ALL PERSONNEL are personally responsible for:

(a) Control of "personal" fire hazards, i.e., smoking, use of electrical equipment, etc.

(b) Knowing what to do when fire occurs.

FIRE ALARMS SIGNALS

27. (a) FIRE - A steady sounding of the siren for NOT less than two minutes.

(b) ALL CLEAR - Intermittent soundings of the siren for NOT less than two minutes.

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Annex 1 to
Appendix E to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

OUTSIDE PARKING OF MOTOR TRANSPORT

28. To prevent obstruction of fire Brigade Operations, DND or privately owned vehicles will not be parked within ten feet of buildings. Outside parking of vehicles will be restricted to designated parking areas.

REFUELLING OF MOTOR TRANSPORT, ETC.

29. Vehicles will be fuelled in the open and at least ten yards from buildings. Fuel tanks will not be filled so that they over-flow, and allowance will be made for expansion of fuel. During fuelling, ignition systems will be switched off and smoking forbidden. Dispensing units will be frequently checked to detect any leaks in lines of nozzles.

GROUNDS

30. Grass and Undergrowth

- (a) Grass will be cleared and kept cut short to a distance of not less than fifty feet from any buildings or petrol, ammunition, etc, stor or dump.
- (b) "Burning off" will only be done under appropriate supervision (ie, the Fire Chief, Fire Prevention Officer, etc).
- (c) Forest undergrowth will be kept clear to a distance of two hundred feet from any Army buildings.

TENTED AREAS

- 31. (a) Tented campsites should not be located in exposed windswept areas; the sites for cook houses, stores and recreation tents will be selected so as to reduce the risk of fire spread to other tents to a minimum, should a fire occur, nearby tents will be struck immediately
- (b) Fire extinguishers, located according to the authorized scale of issue, will not be moved except for fire emergencies.
- (c) Buckets of sand will be kept outside all tents for discarded smoking materials.
- (d) Empty bottles or broken glass which can start fires by focussing the suns rays will be kept safely removed.

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Annex 1 to
Appendix E to
Battalion Standing Orders
dated 15 Nov 56.

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

TENTED AREAS (Cont'd)

31. (e) If candles are used, they will be placed in authorized holders or in lanterns.
- (f) Smoking is forbidden in stores tents, and CAFs 2225 (NO SMOKING signs) will be prominently displayed in all forbidden areas; storemen will not be permitted to sleep in stores tents unless specifically authorized. Stores tents will be inspected from time to time to ensure that adequate fire precautions are being taken; stores books and ledgers will be protected against loss by fire.
- (g) Where practicable, a fire break shall be ploughed around tented areas, not less than fifty feet in width in grassed areas and 200 feet in forested areas.

RUBBISH FIRES

32. Rubbish will not be burned in the open except under the supervision of the Fire Prevention Officer or his representative.

FIRE FIGHTING EQUIPMENT

33. Use of Equipment

- (a) Fire equipment, allotted to various buildings, will not be tampered with or obstructed.
- (b) Fire Extinguishers, fire ladders, etc, will only be used for fire fighting.
- (c) Any person using or even partially discharging a fire extinguisher will report such use immediately.
- (d) The appropriate fire extinguisher must be used on the class of fire to be extinguished;
- (i) Class "A" Fire - are fires in ordinary combustible materials when the "quenching" and cooling effects of water, or emulsions containing large percentages of water as the fire extinguishing agent, is essential.
Use: Pump tank (5 gal) or soda acid extinguisher.
- (ii) Class "B" Fire - are fires in flammable volatile liquids such as oils, fats etc.
Use: Chemical foam type or carbon tetrachloride extinguisher.
- (iii) Class "C" Fire - are fires in electrical equipment where use of "electrified non-conducting" extinguishing agent is essential.
Use: Carbon tetrachloride or carbon dioxide gas extinguisher.

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Annex 2 to
Appendix E to
Battalion Standing Orders
dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

FIRE PRECAUTIONS

GENERAL

1. SMOKING

- (a) Suitable ashtrays will be provided in adequate numbers for discarded cigarettes, matches, etc, and will be emptied into metal containers for disposal.
- (b) "NO SMOKING" areas will be clearly defined by prominent display of "NO SMOKING" signs (CAFCs 2225).
- (c) Personnel will NOT smoke in bed.
- (d) Personnel responsible for the closing of messes, canteens or other buildings will inspect the premises carefully for smoldering smoking materials (cushions should be lifted to detect live cigarette butts, etc.)

HOUSEKEEPING

- 2. Soiled rags, waste paper or other combustible materials will not be allowed to accumulate. Suitable metal or incombustible receptacles of adequate size, will be used for the disposal of such material.

WIND FLAMER MATCHES

- 3. Attention is directed to CAO 107-5 "Fire Precautions-Wind Flamer Matches". (This CAO should be quoted here in its entirety in units where Wind Flamer Matches are used frequently).

BUILDINGS GENERALLY

4. Unoccupied Buildings

- (a) On vacating a building, the main electrical switch will be opened and all fuses removed from fuse boxes; all doors and windows will be locked to prevent unauthorized entry; tall grass will be cut and oily rags or other combustible debris will be removed from within and around buildings; the Unit Fire Prevention Officer will visit the premises periodically to ensure that conditions favourable to fire are not permitted to develop.

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Annex 2 to
Appendix E to
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dated 15 Nov 56

2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

Unoccupied Buildings (Cont'd)

4. (b) Except where hut orderlies or other attendants are on duty, temporarily empty buildings will be checked by the Unit Fire Fiequet or security guard shortly after occupying personnel have departed (the first hour is the most critical fire risk period); where entry of the building is not permitted, examination of the premises will be made by viewing the interior through convenient windows (windows with unobstructed view of interior should be identified by distinctive markings).

DECORATIONS

5. Only flameproofed or incombustible decorations should be used.

LAMPS

6. Lamps burning kerosene or naphtha gas will be used only where specifically authorized. They will be securely installed, inspected and serviced daily and kept clear of combustible materials.

OPEN HEARTHES

7. Open hearths will not be used until the annual check by the Army Works Service and will be equipped with fire screens.

HEATING APPLIANCES

8. (a) Unauthorized persons will not tamper or otherwise interfere with controls, dampers or heat regulators of coal or oil-fired stoves or space heaters used for heating buildings.

(b) For wood-burning stoves and heaters, only wood of the proper size will be used (ie, the whole piece must fit into the combustion chamber).

(c) Stoves, smoke pipes, canopies and ducts will be inspected monthly to ensure that they are clean (ie, free from dust, cooking grease, etc) and in a good state of repair; any defect will be reported immediately and the stove, furnace or other appliance should not be used until repaired.

(d) Cooking and heating equipment will be regulated properly to prevent carbon monoxide poisoning, ie, due to incomplete combustion resulting from poor stoking. (See fuel burning instructions - CAF 2163 (Bituminous Coal), CAF 2163A (Domestic Coal and Bricquets and CAF 2163B (Coke)).

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HEATING APPLIANCES (Cont'd)

8. (e) Ash pits and grates will be cleaned frequently, the ashes placed in metal containers and removed to a designated refuse point 10 feet from the bldg.

(f) Fires will NOT be started by adding oils or fats to the fuel or by carrying live coals from another fire.

(g) Cooks will ensure that fats and greases do not overheat and ignite on stoves or ranges.

(h) Heating appliances will not be left unattended when the dampers are open; when using wood fuel, dampers will be kept closed after the fire has started.

CHIMNEY CLEANING

9. Chimney flues will be cleaned at least once per year before the commencement of a heating season and more frequently when wood is used. (Arranged through the Army Works Service).

FIRE DOORS AND FIRE EXITS

10. Fire doors and exits will not be obstructed or blocked. Fire doors will not be wedged open; the normal closed position will be maintained. Fire doors which don't function properly will be reported immediately.

RADIO AND TV ANTENNAE

11. Installations of private equipment will only be carried out under the supervision of the Army Works Service.

ROOF SPACES AND ATTICS

12. Roof spaces and attics will not be used for storage purposes except where special authority has been granted. Such spaces are not to be used for storage of unwanted materials of a combustible nature. The space must be kept clean and three-foot aisles maintained.

QUARTERS, MESSSES, ETC.

13. Drying Clothes

Where it is necessary to air clothes before open fires or stoves fire guards will be used. All drying clothes, bedding, etc., will be hung at a safe distance from the heating appliance.

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FLAMMABLE MATERIALS

14. Shoe polish, floor wax, or similar flammable materials will not be heated on electric hotplates or stoves, and will be stored in clean, well-ventilated utility cupboards.

CHRISTMAS TREES

15. Christmas trees will only be allowed as follows:-

- (a) An oblique cut 8" in length from the butt will be made (for maximum water absorption) and the tree will stand in a water container (to retard drying out).
- (b) The trees will, where practical, be given a flame retardant treatment;
- (c) Trees will not be located where they will be exposed to direct heat;
- (d) Exits and their approaches will be kept free from obstructions;
- (e) Only non-combustible tree decorations will be used;
- (f) Only approved electrical equipment will be used (eg, Canadian Standards Association (CSA) approved);
- (g) No person will smoke or use naked lights near a Christmas tree;
- (h) Christmas trees will be removed as soon as possible after the festivities and safely disposed of (eg, removed with garbage, etc).

DOMESTIC GAS

16. (a) Installation and maintenance of domestic gas piping and appliances will only be carried out under Army Works Service supervision.
- (b) Report immediately any suspected gas escape; the gas will be turned off at the main until the deficiency has been corrected and neither electrical switches nor naked lights will be operated until the area has been properly ventilated.
- (c) A duplicate key or spanner for all gas cocks (and the master key for locked cupboards in cases where the cocks are enclosed) will be kept readily available, ie, in the guardroom, orderly room etc., so that gas can be turned off promptly in any building in case of fire.

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DOMESTIC GAS (Cont'd)

16. (d) The use of portable gas appliances (eg, stoves, lamps, etc) will only be permitted when authorized by the CO in writing; when used near stores of combustible materials, gas jets will be protected by glass or wire globes.

LIQUIFIED PETROLEUM GAS (LPG)

17. Installation and maintenance of LPG equipment will only be carried out under Army Works Service supervision.

MOTION PICTURE FILM AND EQUIPMENT

18. The use of projection booths and film equipment in Army buildings will be governed, in respect of fire safety, by the pertinent provincial cinematograph laws and regulations, including the licensing of all projectionists operating 35 mm equipment.

RECREATIONAL FACILITIES

19. Special precautions will be taken against outbreaks of fire and to ensure clear exit facilities in buildings in buildings used for entertainment and recreational purposes.

WORK PRACTICES, EQUIPMENTS, ETC.

20. Blow Torches, Welding and Cutting Torches

Where possible, blow torch, welding and cutting work will be carried on in specially prepared areas. Combustible materials should be removed from the work area and the areas "wet down" prior to commencement of operations. Suitable fire extinguishers will be readily available and, if possible, a special man assigned to watch for and extinguish sparks (in cutting operations, particularly, sparks and molten metal may be thrown up to 40 feet). After the work has been completed, a thorough check will be made for smoldering fire in concealed places and the areas will be kept under observation for a reasonable period.

BATTERY CHARGING

21. RCME instructions governing the charging of batteries will be strictly adhered to. (CAEME POWER O-163 (CA), paras 13 and 20 refer).

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ELECTRICAL EQUIPMENT

22. All electrical installations or repairs must be carried out by or under the supervision of the Army Works Service. Only fuses of the proper amperage (which in ordinary lighting and domestic circuits is 15 amperes, with a maximum of 20 amps) will be used. Blown fuses will be replaced and WILL NOT be bridged or "jacked" under any circumstances. Extension cords will not exceed 6 ft in length and will be approved commercial type.

FLAMMABLE LIQUIDS

23. (a) POL and other flammable liquids will be stored in specially designed containers and storage areas; small quantities may be kept inside buildings only when contained in approved safety cans.

(b) Unprotected lights and open flame devices will not be brought near tanks or into areas or buildings where flammable liquids are stored.

(c) Accumulations of empty gasoline or other flammable volatile liquid containers will not be permitted within 100 feet of any buildings every precaution will be taken to prevent flammable wastes from getting into sewers.

(d) The use of gasoline for dry cleaning purposes is forbidden.

(e) All oily rags and waste will be kept in metal cans with tight self-closing lids and safely disposed of outside the building at the cessation of the days work.

(f) Degassing of empty or other petrol containers only be carried out by qualified repair or technical personnel.

INSIDE PARKING OF MOTOR TRANSPORT

24. Vehicles will be so parked that they can be quickly evacuated in the event of fire. A minimum aisle of three feet will, where practicable be left between vehicles. Keys of the vehicles will be kept readily available at all times. Immobilized or stripped-down vehicles will not be placed so as to obstruct evacuations of other vehicles.

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PRIVATELY OWNED ELECTRICAL APPLIANCES

25. Privately owned electrical appliances may only be used in the camp area when they have been approved under arrangements made by the Unit Fire Marshall and have the appropriate approval tag affixed or attached. Privately owned appliances NOT bearing this tag will be confiscated without reference to the owner.

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ACTION SUBSEQUENT TO FIRE

AIM

1. To set forth the action to be taken subsequent to the fire.

FIRE PICQUET

2. The NCO i/c Fire Picquet will immediately post sentries at the scene of the fire to prevent or report any further outbreak and to guard against pilfering.

FIRE PREVENTION COMMITTEE

3. The Fire Prevention Committee will take immediate steps to ensure:
 - (a) The return of fire fighting equipment to its original position.
 - (b) That fire hose is drained off and dried out.
 - (c) That fire extinguishers are recharged or exchanged.
 - (d) That sand and water buckets are re-filled.

REPORTING

4. In accordance with QR (Army) 30.05, when a fire of an extensive nature has occurred, the radiogram or telegram reporting such a fire as required by QR (Army) 30.05 and CAO 107-4 (Part IV) will be sent by the Adjt and will contain the following information:

- (a) The time and date of the fire.
 - (b) The location of the building affected and how occupied.
 - (c) The probable cause of the fire
 - (d) Whether the camp fire brigade was called in to assist, and if so, whether the fire brigade responded promptly and was of assistance in extinguishing the fire.

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REPORTING (Cont'd)

4. (e) Whether the fire picquet on duty responded promptly to the fire alarm and if the work performed by them was satisfactory.
- (f) Whether the military fire fighting equipment available for use was sufficient during the fire.
- (g) Whether there was injury, fatal or otherwise, suffered by service personnel during the fire.
- (h) The estimated loss caused by the fire to:
- (i) Buildings.
 - (ii) Stores and equipment.
- (j) Whether the buildings damaged or destroyed were rented premises and if so whether they were covered by insurance. If no insurance is carried the Government's responsibility as to replacement will be stated.
- (k) Whether RCMP investigating.
5. The information will be given "without prejudice" to the Board of Inquiry which will assemble as detailed by the Adjutant to investigate and report upon the fire in question.
6. The Adjutant will take immediate action to assemble a Board of Inquiry to inquire into and report upon the fire in accordance with QR (ARMY) 21.62.

REPORT TO AHQ

7. When a fire or similar occurrence involving the loss of public property takes place in the circumstances outlined in QR (Army) 21.62 the Adjutant must make a report immediately to AHQ in the noted manner, irrespective of the amount of the loss.
- (a) If the loss does not exceed \$500.00 a report will be made by mail and will include particulars of the estimated damage loss of accommodation if any and other pertinent details.
 - (b) If the loss exceeds \$500.00 the report will be made by wire and will include all pertinent particulars.

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2ND BATTALION, THE QUEEN'S OWN RIFLES OF CANADA

DUTIES OF FIRE PREVENTION OFFICER

AIM

1. The aim of this order is to set forth the duties of the Unit Fire Prevention Officer.

APPOINTMENT

2. The Unit Fire Prevention Officer will be detailed through Unit Part 1 Orders.

DUTIES

3. Duties of the Unit Fire Prevention Officer will include:

(a) Acting as chairman of the Unit Fire Committee. Reference is made to QR(Army) 30.01, 30.02, and to Annex 5 to these Standing Orders.

(b) Checking the observance, within the unit, of fire safety regulations prescribed in QR(Army) CAOs, Regulations for Army Works Service etc.

(c) Ensuring that the Battalion Fire Picquet are trained in their duties and that orders for the Fire Picquet are clear and thoroughly understood.

(d) Attendance at fire inspections, paying particular attention to observance of Annexures 1 and 2 to these Standing Orders.

(e) Taking or initiating corrective action for deficiencies found during fire inspections or otherwise brought to his attention.

(f) Checking winter protection of hydrants and other exposed equipment.

(g) Liaison duty during fires for the provision of troops to assist fire fighters.

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FIRE PREVENTION COMMITTEE

AIM

1. The aim of this order is to set forth the composition and duties of the Battalion Fire Prevention Committee.

COMPOSITION

2. The Battalion Fire Prevention Committee will consist of:
 - (a) A Chairman - The Battalion Fire Prevention Officer
 - (b) One Member - An officer appointed through Battalion Part 1 Orders
 - (c) One Member - A Works Officer or representative appointed by the Commander, ESQUIMALT Garrison.

DUTIES

3. The committee will:
 - (a) Inspect all works and buildings for fire hazards at least once per month.
 - (b) Submit reports on the inspections, reference sub-paragraph (a) above, to the Commanding Officer on the last day of the month, through Officer Commanding Headquarters Company. Particular stress will be placed on:-
 - (i) Efficiency of fire fighting personnel
 - (ii) Adequacy of water supply
 - (iii) Adequacy and condition of fire equipment

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DUTIES(Cont'd)

3. (b) (iv) Adherence to and adequacy of Battalion Standing Fire Orders.
- (v) Recommendations for improvement of fire safety and fire protective arrangements.
- (vi) Any relevant matters.
- (c) Supervise fire drills to ensure that they conform with standard practices. See Army Works Service Manual paragraphs 12.18 to 12.21 "Fire Drills".

MINUTE BOOK

4. A Minutes Book will be maintained by the committee chairman in which a full record of fire inspections, fire drills, and other activities will be entered. The book will be referred to the Commanding Officer through the Officer Commanding Headquarters Company, for review quarterly.

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DUTIES
BATTALION FIRE/SECURITY PICQUET

GENERAL

1. The Battalion Fire/Security Picquet will be supplied by the company detailed in Part 1 Orders with the exception that the Commander will be detailed by name from a duty roster maintained by the Regimental Sergeant Major.

2. Composition

The Picquet will consist of a Corporal and six men.

3. Tour of Duty, Quarters, Dress

The Picquet will be on duty for twenty-four hours, from 1630 hours on date of appointment to the same time on the following day. Personnel will move bedding into the quarters assigned in the Unit Guard Room by 1745 hours on date of appointment and will sleep there overnight removing their bedding by NOT later than 0630 hours the next day.

4. Mounting and Instruction

(a) The Picquet will report to the Fire/Security Picquet Commander at 1640 hours in front of the Fire Hall where; the roll will be called, the Commander will be issued with a flashlight, duties will be read out by the Commander and instruction in fire fighting will be given by the senior fireman on duty.

(b) The Picquet will parade under their Commander for Staff Parade at 1755 and 2155 hours as detailed in Appendix C.

5. Meals

(a) Ordinary meal times will be observed except that the evening meal will be at 1715 hours. The Picquet will be taken to the front of the line by their Commander in order that they may eat without delay and prepare for Staff Parade.

(b) A light meal will be available in the Mens Kitchen between 2300 and 2400 hours which may be taken in shifts as arranged by the Commander.

6. Place of Duty

The Picquet will remain in the quarters assigned to them between 1745 hours on date of mounting until 0630 hours the next day except as required by duty.

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DUTIES AND RESPONSIBILITIES

7. The Fire/Security Picquet will:-

(a) NOT leave camp during their tour of duty except for training and then only between 0630 and 1630 hours on the day their duty ends.

(b) NOT **loiter** in the Unit Guard Room but will remain in the quarters assigned to them.

(c) Make a security check of all buildings once each hour from 1800 to 0600 hours for both fire and prowlers and will report any unusual occurrence to their Commander. **Patrols** will be arranged by the Commander.

(d) Make a fire and security check of the Quartermaster/Transport Compound once each hour and report reference sub-paragraph 6(c) above.

(e) NOT converse or fraternize with Detainees and Soldiers in Close Custody.

(f) NOT consume alcoholic beverages during their tour of duty.

ACTION ON DISCOVERING FIRE

8. On discovering fire:-

(a) The person making the discovery will sound the alarm and remain at the scene of the fire to direct the Camp Fire Brigade thereto.

(b) The Main Body of the Fire/Security Picquet will report directly to the Fire Hall to the senior fireman and stand by ready to assist in fighting fire as directed.

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