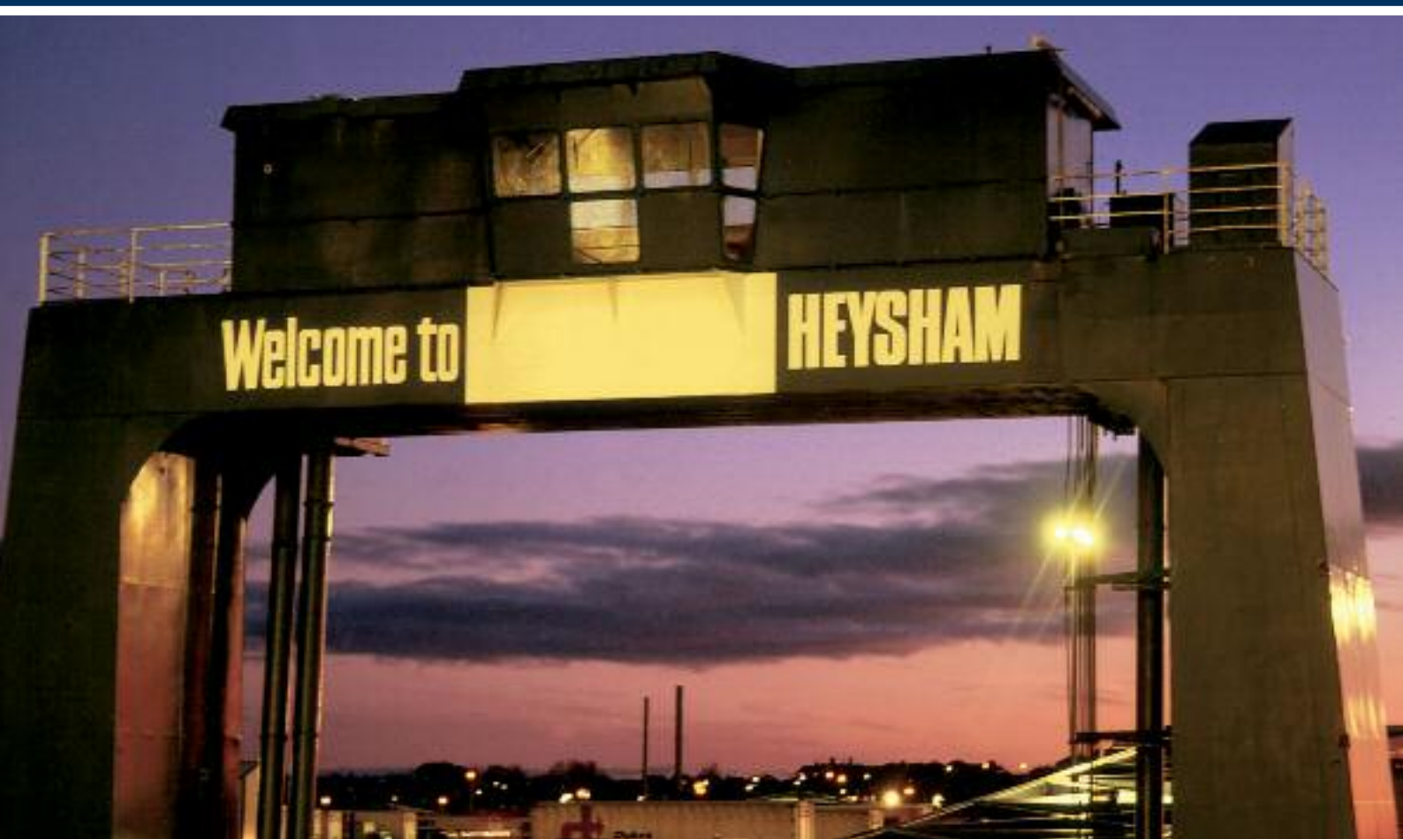


THE PORT OF HEYSHAM



MINIMUM SAFETY STANDARDS FOR TUG BOATS OPERATING WITHIN THE JURISDICTION OF THE PORT OF HEYSHAM

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1. Introduction

- a) Tug operators shall be responsible for drawing up, putting into operation and monitoring an operation policy including safety standards covering all their vessels and operations within the jurisdiction of the Port of Heysham. Such standards shall not be less than set out as follows in this document.
- b) This document contains additional requirements specific to Port of Heysham, some of which augment OCIMF recommendations and the application of statutory requirements.
- c) Nothing in these standards shall supersede any more stringent requirements imposed by local installations, including oil terminals. Tug operators shall provide, and crew shall be familiar with all such requirements.

2. Certification and Documentation

- a) All Tugs must have the following certification, maintained in date: -
 - Employees Liability Certificate
 - Radio Licence Disc
 - SUR 183 (Lifesaving appliances)
 - Load line Certificate
 - Deviation Card
 - Document of Compliance and Safety Management Certificate (ISM or equivalent)
- b) Publication or equivalent procedural manuals covering the following topics shall be maintained aboard for the use of the tug crew: -
 - IMO – SOLAS Manual
 - Company Marine Operations Manual
 - Local Tide Tables
 - Machinery operating instructions
 - Spare Parts manuals
 - Code of Safe Working practices for Merchant Seamen
 - Marine Safety Notices
 - Marine Guidance notes
 - Approved stability book
 - Chart Folio appropriate to local area
 - Nautical Almanac

Local Notices to Mariners
Admiralty Notices to Mariners
Ship Captains Medical Guide
Red Cross First Aid Manual
Oil Record Book
Equipment Manufacturers Manuals and operating instructions
Merchant Ship Search and Rescue Manual
Guidance notes for Safety Officials
Port of Heysham Towage Guidelines
Tug use in Port
Company Contingency Plan
Company Salvage Manual
Collision Regulations
Port of Heysham Byelaws.
Port of Heysham Pilotage Directions

3 Crew Management

- a) Tugs must be manned by a Master AND Engineer plus mechanic or deck hand. Crew numbers must be sufficient to safely operate all of the tug functions, including safe navigation, mooring and towage operations.
- b) Tug Masters shall possess at least DTI Class 5 certificate or competency with a command Endorsement or equivalent. Masters with sufficient experience of the port may be exempted from this requirement at the discretion of the Port Authority.
- c) Masters shall have detailed knowledge of the tug. This may be acquired through previous experience as Master or Mate on the vessel or a sister vessel or by induction.
- d) If the vessel has been issued with a Safe Manning Certificate (or MCA 3 man crew approval certificate) she should comply with the provisions therein, however, the Authority may accept lesser manning on a case-by-case basis, provided that the owner or operator has submitted a (written) safety case which is acceptable to the Authority and MCA.
- e) Personnel in charge of towage operations shall have conversational proficiency in English.
- f) The owner or operator shall warrant that the tug operates under an Alcohol and Drug Abuse Policy.
 1. Defines Alcohol impairment as a blood alcohol content of 80mg/100ml or greater.
- g) Owner or operators shall provide a system of training (or professional advancement) for all ships staff; elements should include a training manual and documentation to monitor the training progress of all staff.

- h) Owner or operators shall provide a system of familiarisation with procedures in the Port which shall include attendance at least two tug 'jobs' prior to carrying out tug work themselves or a local Master/Mate to act as an observing supernumerary.

4 Navigation

- a) The tug shall be fitted with the following equipment which must be maintained in good working order: -
- Compass
 - Facility to take compass bearings
 - RADAR with plotting facility
 - Echo sounder
 - Rudder Angle, RPM, variable pitch and bow thrust indicators (if fitted)
 - Marine VHF radiotelephone installation
 - Electronic Position Fixing Receiver
 - Mobile telephone
- b) Tugs with variable (controllable) pitch propellers must be fitted with an emergency stop facility on the bridge for the engine(s). A notice must be displayed adjacent to the engine control, showing the failure pitch of the propeller in all failure modes.
- c) An up-to-date record of events shall be maintained in a deck logbook or equivalent record(s).
- d) The tug shall receive regular Admiralty and local Notices to Mariners and operate a documented system to maintain all charts and publications up-to-date.
- e) The tug must be provided with the largest scale charts and publications (including a suitable nautical almanac and tide tables) appropriate to the Port.
- f) Tugs shall be navigated in accordance with principals laid down in Company Operations Manual, including passage planning appropriate to the area and service.

Note – Passage plans should be suitable in scope and detail for the intended voyage. They should be suitable for all conditions of visibility (including 'blind' pilotage) and make appropriate use of leading marks, clearing bearings, transits, distances off, minimum under-keel clearances, etc with minimal chart work.

- g) Tugs shall be in possession of the latest available navigation warnings and weather forecasts at all times. Such facility may be provided by a Navtext receiver.

5 Safety Management

- a) All operations shall be carried out in compliance with the requirements of Terminal regulations and the tug operators Policy and Procedures Manual or equivalent.
- b) Smoking and naked light restrictions shall be observed at all times. Open flame (including LPG) cookers are not permitted.
- c) Safety signs and important information shall be prominently displayed or otherwise available.
- d) The owner or operator shall ensure that an adequate supply of personal protective equipment, including safety footwear, gloves, eye and ear protection, etc, is provided and that such equipment is worn.
- e) Safety checks shall be carried out daily and a safety checklist completed. A record of safety checklists shall be maintained in the office.
- f) The tug shall provide with a safe means of access, in compliance with the Merchant Shipping regulations. A safety net should be provided wherever practical.
- g) All tugs shall carry Emergency Response procedures, which, as a minimum cover the actions to be taken in the event of fire, explosion, grounding and collision.
- h) Tug staff shall be fully familiar with the use of all fire fighting, life saving appliances and other emergency equipment carried.
- i) All tugs shall have appropriate procedures for safe entry into enclosed spaces, as a minimum, entries into tanks shall be covered by an entry permit system.
- j) All tugs shall have appropriate procedures for hot work, which shall be covered by a permit system. Hot work shall not be permitted when alongside at any oil terminal or installation handling oil or flammable products.
- k) Fire fighting appliances, flammable gas and fixed fire detection and extinguishing systems must be kept in efficient working condition with records of maintenance and testing maintained.
- l) Flashlights, hand-portable radios and other electrical equipment used on deck shall be either intrinsically safe, gas tight or explosion proof.
- m) Tugs must have a documented system for monitoring hours worked and procedures for the avoidance of fatigue.

6 Pollution Prevention

- a) Tugs shall carry Emergency Response procedures, which cover the actions to be taken in the event of oil spill or oil pollution.
- b) Tugs shall ensure that scupper plugs are tightly and effectively sealed during all bunker operations.
- c) The following pollution control equipment shall be available and ready for immediate use:
 - Absorbent Materials
 - Non-sparking shovels, buckets, squeegees, brooms
 - Containers for recovered waste
 - Emulsifiers (for deck cleaning only)
 - Protective clothing

7 Structural Condition

- a) The hull structure should be in sound condition and free from fractures, distortion (such as would affect the vessels classed status – whether classed or not) or excessive corrosion.
- b) All ventilators serving tanks and dry spaces, opening in the weather deck, fire flaps and their closing appliances shall be maintained in good and efficient condition and capable of rapid and efficient closing.
- c) Fixed fendering systems shall be maintained in sound condition and capable of preventing metal-to-metal contact with the vessel to be assessed.

8 Communications

- a) Tugs shall maintain a radio watch on VHF Channel 14 whilst underway in the Port.
 - Tugs shall request permission to move from Heysham Port Control immediately before getting under way
- b) Handheld portable radios used on deck must be intrinsically safe.

9 Engine Room and Emergency Steering

- a) Lamps and other vulnerable electrical fittings should be fitted with effective covers to prevent accidental damage.
- b) Engine Room bilge water must be retained on board and discharged only to shore facilities. The tug shall have sufficient bilge water retention capacity for normal service use.

- c) Back-up power systems shall be maintained in good order, tested at least monthly and the results recorded.
- d) The tug must be fitted with an emergency steering facility, which shall be tested regularly, and the results recorded.
- e) Machinery spaces shall be kept free from fire hazards. Oil and oily waste should not be allowed to accumulate in the bilges or elsewhere. Oil Leaks should be attended to promptly, and oil-contamination or lagging rectified immediately.

10 General Condition

- a) The hull and superstructure shall be maintained in good condition and free from excessive corrosion. Deck lighting should be adequate for all normal service operations.
- b) Accommodation spaces shall be kept clean and tidy and free from fire hazards. Fire exits shall be clearly marked.

11 Towage Operations

Preparation

- a) Towing equipment, which includes all ropes, wires, shackles, messengers, winches, hooks and any other item designed to provide towage services, shall be inspected prior to use and again on completion of the towage service.
- b) Damaged or suspect items are to be withdrawn.
- c) Emergency release systems are to be frequently tested.
- d) Crew is to be rested and refreshed and fit for the intended operation when the tug proceeds.
- e) Clothing, including PPE, suitable for the conditions is to be worn.
- f) At all times, a manned tug shall keep a listening watch on working and harbour VHF frequencies.

Watertight Integrity

- g) It is essential that a watertight seal be maintained on main deck and towing deck at all times whilst towing. Openings to be kept closed are plainly marked and are not being opened without permission of the tug master. They must be closed again immediately if opening has been necessary.

Bridles and Gobs

- h) A bridle is to be used whenever a risk of girting exists and must only be adjusted or released on instruction of the tug master.

Safety

- i) All towage operations must be conducted in a safe manner. If a tug master perceives an instruction to be hazardous he is to decline the order.
- j) Whilst engaged in towing a "clear deck" policy is to operate.
- k) PPE and hazardous duty lifejackets should be worn on all towage operations.

Passing and Recovery of Gear

- l) Passing and recovery of towing gear are hazardous operations exposing the crew to risk of injury and the tug knows the effect of interaction. Great care is to be exercised during these phases.

Towing

- m) When secure, towage is to continue under the direction of pilot or Ships Master.
- n) All instructions are to be confirmed, briefly via VHF.
- o) All instructions are to be complied with quickly and efficiently.
- p) Problems or matters of concern are to be brought to the pilot's attention immediately.
- q) Nothing in the above is to preclude the tug master taking immediate action considered to best aid the situation should something unforeseen occur