

	<p style="text-align: center;">Kirby Offshore Marine COMMON PROCEDURES MANUAL</p>
<p>CPRM.07.13</p>	<p style="text-align: center;">SAFETY ROUNDS</p>

Contents

1.0.	SAFETY ROUNDS	1
1.1.	Responsibility.....	1
1.2.	Requirements	1
1.2.1	Engine Room Checks	2
1.2.2	Checks on Navigating Personnel (Operator Incapacitation)	2
1.3.	Documentation.....	3

1.0. SAFETY ROUNDS

1.1. RESPONSIBILITY

Vessel Masters are responsible for ensuring safety rounds are completed on tugs and logged.

Tankermen/PIC shall ensure safety rounds are completed on barges and logged.

1.2. REQUIREMENTS

Vessel safety rounds should be completed on Company vessels on an hourly basis while underway and in port; however, the Master or Person-in-Charge may increase or decrease the frequency of rounds as circumstances indicate.

A safety round shall be made on a tug prior to landing or departing a dock with a tow.

Safety round areas to check include the following:

- Engine house/room: Check for fire, flooding, bilge level, equipment readings, day tank level and potential dangerous conditions (i.e., gearbox/throttle linkages intact, oil or fuel line leaks).
- Deck areas: Freeing ports are clear; scupper plugs in place as required; all mooring lines tended and gear secured.
- Tug deck equipment: Check tow winch for signs of impending failure or release, chafing, brakes and dogs; check tow winch/alarm.

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- Barge deck equipment: Check automatic gauge tapes/tank levels; cargo system instrumentation, including pressure gauges; cargo arms, hoses and pipelines; tanks that have been topped off or stripped.
- Barge drafts: Visually check for signs of change in draft, trim or list.
- Navigation/deck lights: Proper operation and configuration.
- Water around tug/barge: Check for improper overboard discharges, oil sheen.

Safety rounds should also include visual checks for unauthorized personnel and any other circumstance that constitutes a breach of vessel security.

1.2.1 ENGINE ROOM CHECKS

To ensure consistent monitoring of engine rooms and machinery spaces, the vessel Master or Person-in-Charge shall ensure engine room checks are completed during safety rounds at least once every hour on tugs when the vessel is underway or when tug or barge equipment is in operation while in port.

If the Chief Engineer or Assistant Engineer is on duty in the tug engine room, these checks are not required. The intent of checks made by those on watch is to supplement engine room rounds (ref. [CPRM.10.02](#), 1.5) with hourly visual checks to ensure machinery spaces are operational and safe.

1.2.2 CHECKS ON NAVIGATING PERSONNEL (OPERATOR INCAPACITATION)

Kirby Offshore Marine utilizes a 2-person watch system while the vessel is underway. If the secondary watchstander's duties require him or her to be away from the wheelhouse, he/she shall make regular checks by radio, vessel communication system or visually of the navigating officer on watch to ensure that he/she is alert and in control of the vessel. These checks should be made:

- At time intervals not to exceed two (2) hours while at sea (in unrestricted maneuvering areas) and one (1) hour in restricted waters.
- Before navigating through bridges.
- At restricted or narrow channels.
- At known areas of high vessel traffic density.

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- At other areas that may require timely, critical vessel maneuvers.
- At any time in which the watchstander notices an unexpected change in course, engine RPM, etc.

When one-man bridge operations must be conducted in confined, restricted, or narrow waterways, or before entering or departing a port, the Master shall ensure the crew is briefed on procedures for voice and/or visual checks when the officer conning the vessel is the sole navigator in the wheelhouse.

The Master shall designate a crew member to call via VHF or visually check on the officer conning the vessel at intervals determined after conducting a risk assessment in relation to the nearest dangers and in the event the officer on the bridge were incapacitated. The Master shall include this requirement in the [Night Orders Log](#).

In the event the officer on watch becomes incapacitated, the crew member that discovers the emergency shall take immediate action to maintain control of the vessel. It is the responsibility of the Master to ensure that his crew members are trained to take such immediate action specific to their vessel.

1.3. DOCUMENTATION

When a tug is underway with a barge, the completion of safety rounds shall be noted in the Tug Deck Log.

When cargo ops are in progress, safety rounds conducted on the barge shall be noted in the cargo log for the barge; safety rounds conducted on the attending tug shall be noted in the Tug Deck Log.

If cargo ops are not being conducted on a barge with crew onboard, and the attending tug is not accessible, safety rounds should still be conducted on the barge; however, it is not required that they be logged.