

MARQUETTE TRANSPORTATION COMPANY**CHANGE OF
WATCH/WATCHSTANDING**

Title: CHANGE OF WATCH POLICY	Issue Date: August 1, 2012	Last Revised: November 20, 2018	Procedure Number: VOP-5.1
	Approved by: Gulf – Inland Operations		Page 1 of 4

1.0 PURPOSE:

- 1.1 To establish a standard process for all vessel personnel when conducting a change of watch. Uniformity and consistency is imperative to communicating the proper information when changing watch.
- 1.2 This policy lays out basics of what must be communicated between on and off going watches in order for the oncoming crew to be able to operate with minimal ambiguity about the orders of the day.
- 1.3 Customer Watch Change procedures and forms may take precedence over this policy. Where this policy contradicts, or is less stringent, MTC will follow customer procedures with approval from the Sr. Vice President of Vessel Operations.

2.0 SCOPE:

This policy applies to all employees onboard company owned or operated vessels.

3.0 RESPONSIBILITY:

- 3.1 The Operations Department should make reasonable efforts to implement this policy and see that vessel personnel are aware of the requirements outlined in this procedure.
- 3.2 The wheelhouse person on watch, and the mate or leadman on watch should make reasonable efforts to see that the practices described in this policy are implemented.

4.0 PROCEDURE:

- 4.1 Wheelhouse personnel must record their time on and off watch for each watch into the Daily Log by selecting the "WAT" option from the Activity drop down menu and making a log entry that includes the time, mile marker and initials of the wheelmen coming on and off watch.
- 4.2 Watch change over should take place in the wheelhouse.
- 4.3 The Watch-Change Protocol covers all of the communication topics outlined in this policy. An additional topic required to be discussed at each watch change is Stop Work Responsibility and the requirement to complete a Voyage Risk Assessment at every change of watch. This list must be completed by the

oncoming wheelhouse person for that particular rotation. These forms are to be retained onboard the vessel until delivered to the office on the same schedule as the vessel Daily Logs.

4.4 Wheelhouse Personnel --- Vessel underway

4.4.1 The wheelhouse person on watch must exchange with the relief person coming on duty information including, but not limited to, the following:

- 4.4.1.1 Present charted position;
- 4.4.1.2 Agreements with other vessels (Meeting, Crossing, Overtaking, midstreaming);
- 4.4.1.3 Vessel traffic within three mile radius
- 4.4.1.4 Radio Operation and settings;
- 4.4.1.5 Radar settings;
- 4.4.1.6 Weather conditions and forecasts;
- 4.4.1.7 River stage and current conditions (or sea conditions, if applicable);
- 4.4.1.8 River chart set on current page for position;
- 4.4.1.9 Lock and dam conditions;
- 4.4.1.10 Navigation lights, sounders, and speaker positions and operability;
- 4.4.1.11 Current condition of the vessel;
- 4.4.1.12 Status of the tow (heaviest/lightest drafts, leakers);
- 4.4.1.13 Upcoming operational procedures: locking, barge drop off/pick-up, bridges, fueling;
- 4.4.1.14 Crew Status – crew changes scheduled, injuries/incidents;
- 4.4.1.15 Supplies taken on or scheduled;
- 4.4.1.16 Sales and Logistics orders;
- 4.4.1.17 Special notices;
- 4.4.1.18 Current MARSEC Level, changes in security level;
- 4.4.1.19 Any other relevant information from the previous six hours and any information about needed for the upcoming six hours;
- 4.4.1.20 Stop Work Responsibility
- 4.4.1.21 Voyage Risk Assessment
- 4.4.1.22 NOTE: If watch change involves a new wheelhouse person coming onboard, a document check must also be completed.

4.5 Wheelhouse Personnel ----- vessel not underway

4.5.1 The wheelhouse person on watch must exchange with the relief person coming on duty information including, but not limited to, the following:

- 4.5.1.1 Status of the current operation;
- 4.5.1.2 Last contact with the vessel dispatcher; and,
- 4.5.1.3 Information vital to the vessel dispatcher.

- 4.6 Change of Watch during High Hazard Evolutions
- 4.6.1 The wheelhouse person on watch must take actions (to include delaying change of watch or suspending the voyage) if there is reasonable cause to believe that an oncoming wheelman is not immediately capable of effectively performing their duties.
- 4.6.2 When a change of watch is to occur during a high hazard evolution, the wheelmen on watch shall maintain control of the vessel until the evolution is complete. Examples of high hazard evolutions include, but are not limited to:
- 4.6.2.1 Approach or transit of bridges or locks;
 - 4.6.2.2 Approach or transit of ship channel crossings or other high traffic area;
 - 4.6.2.3 Approach to docks or docking, undocking;
 - 4.6.2.4 Approach to fleeting areas;
 - 4.6.2.5 While actively maneuvering to meet or overtake other vessels;
 - 4.6.2.6 When a maneuver or other action to avoid any hazard is taking place.
- 4.7 Chief Engineer ---- vessel underway
- 4.7.1 The Engineer on watch must exchange with the relief person coming on duty information including, but not limited to, the following:
- 4.7.1.1 All gauge readings;
 - 4.7.1.2 Preventive maintenance completed; and,
 - 4.7.1.3 Any mechanical problems to be handled.
- 4.8 Mate ----- vessel underway
- 4.8.1 The mate on watch must exchange with the relief person coming on duty information including, but not limited to, the following:
- 4.8.1.1 Condition of the tow (couplings and rigging, navigation lights, condition of individual barges, and safety concerns);
 - 4.8.1.2 Status of current tasks in progress (what has been done, what needs to be done).
- 4.9 Deck crew
- 4.9.1 Wheelhouse personnel must supervise & participate in the deck crew turnover.
- 4.10 General
- 4.10.1 The Captain or wheelhouse person on watch is responsible for

forwarding all paper work to the office including, but not limited to, Daily Logs, payroll and Boarding and Departure Statements. The wheelhouse person on watch must verify electronics are shutdown and secured and that the general condition of the vessel is acceptable for departure.

4.10.2 The Mate on watch should make reasonable efforts to see that crewmembers have quarters cleaned, fresh linens on bunks and the vessel is in a tidy condition before departure.

4.10.3 The Wheelhouse person on watch or their designate is responsible for main engine shutdown, ensuring that auxiliary power is operational, vessel systems are in check, all valves are secure, tools are stored, and the engine room is in a tidy condition before departure.

4.10.4 The deck crew is responsible for ensuring food supplies are put up in proper storage containers, dishes are washed and put away and the galley is in a tidy condition before departure.

5.0 REFERENCES:

- 5.1 TMSA3, 5.1.3, Navigational Safety
- 5.2 RCP, Eff. 1.1.16, II Management & Administration

6.0 RECORD RETENTION:

- 6.1 The completed Watch Change Protocol should be retained onboard for *one (1) year* and then sent to the Operations Department.

7.0 REVISION HISTORY:

0	Initial Issue	August 1, 2012
1	First Revision- added 3.3	Jan. 22, 2014
2	Second Revision – Policy title, Section 3 & 4	Nov. 20, 2014
3	Third Revision – Added Record Retention	Jan. 2, 2015
4	Fourth Revision – Added Stop Work & Crew meeting	Aug. 14, 2015
5	Fifth Revision – Minor Editorial Changes	May 17, 2017
6	Sixth Revision – Added Customer Purpose	May 26, 2017
7	Seventh Revision – Added Section 4.6	Nov. 20, 2018