

Title: STOP WORK RESPONSIBILITY	Issue Date: June 2, 2015	Last Revised: June 6, 2017	Procedure Number: HSP- 34.0
	Approved By: Gulf-Inland Operations		Page: 1 of 3

1.0 PURPOSE:

The purpose of this policy is to define Stop Work Responsibility and outline guidelines as to how to execute the authority.

2.0 SCOPE:

2.1 **Stop Work Responsibility** is the authority of any individual to stop work when an unsafe condition or behavior exists that poses an imminent danger or could result in an undesirable outcome to/for person(s), equipment or the environment.

2.2 Failure to comply will result in corrective action which may include progressive discipline up to and including termination.

3.0 RESPONSIBILITY:

3.1 It is the responsibility of all employees to implement Stop Work and stop any job when he / she perceives that health, safety, or the environment has been or may become compromised

3.2 Management is responsible to create a culture among all employees where stop work may be freely exercised.

3.3 Service Companies, contractors, and customer personnel are responsible to use the Stop Work when working or visiting Marquette Transportation Company owned vessels.

4.0 PROCEDURE:

4.1 When any employee, or other person involved with a work procedure, perceives a situation to be unsafe or otherwise has concerns, he / she shall call a "STOP WORK" by using those words, the common "crossed-T" hand signal, or both to interrupt the work process. Immediately notify the wheelhouse personnel of the stop work action needed.

4.2 Imminent risk or danger means any condition, activity, or practice in the workplace that could reasonably be expected to cause death or serious physical harm or significant environmental harm to land, air, mineral

deposits, marine, coastal, or human environment.

- 4.3 Whenever a "STOP WORK" is communicated, all persons involved in the job shall honor the request by immediately stopping work to hear and address the health, safety, or environmental concern, unless stopping work immediately would create additional hazards.
- 4.4 When calling a "STOP WORK" immediately could result in additional hazards and is not prudent, the Captain or ranking supervisor involved will ensure that the "STOP WORK" is honored and the concerns heard as soon as it is safe and practical to do so. No work will resume until all concerns have been addressed.
- 4.5 "STOP WORK" should be recorded in the Vessel Daily Log and corrective or preventive action communicated to the Compliance Department. The Compliance Department will ensure lessons learned is communicated company-wide and revise processes, policy and procedure, when required.
- 4.6 Stop Work Responsibility is a condition of employment and the employee accepts this responsibility / obligation and by his / her participation acknowledges management's support of this process. Employees will not be reprimanded for utilizing the "STOP WORK" process.
- 4.7 Affected personnel and wheelhouse personnel should re-assess and discuss the assigned work task(s) utilizing the criteria of the Job Safety Briefing Worksheet (Gulf-Inland) or the JSA (Offshore Division).
- 4.8 If it is determined safe to proceed without modification to pertinent job components (PPE, personnel performing job, tools/equipment, job/task knowledge/training, etc.), all affected personnel can resume work.
- 4.9 If it is determined not safe to proceed without modification to pertinent job components, notify Operations of the Stop Work and the corrective action plan to obtain authorization to proceed with work.
- 4.10 If it is determined equipment repair / replacement is necessary to proceed, utilize the proper Lock Out / Tag Out methods in place.
- 4.11 Stop Work Responsibility must be discussed at each change of watch.

5.0 REFERENCE:

- 5.1 TMSA3, 1.1.1, Management, Leadership and Accountability

6.0 REVISION HISTORY:

0 Initial Issue	June 2, 2015
1 First Revision – All Sections Revised	August 14, 2015
2 Second Revision – Minor Editorial Change	Nov. 2, 2016
3 Third Revision – Revised Section 4.7	June 6, 2017

MARQUETTE TRANSPORTATION COMPANY VOYAGE MANAGEMENT

Title: NAVIGATION PROCEDURES	Issue Date: August 1, 2012	Last Revised: May 9, 2018	Procedure Number: VOP- 4.1
	Approved By: Gulf – Inland Operations		Page: 1 of 5

1.0 PURPOSE:

To establish standard procedures for navigation aboard all Marquette Transportation vessels. Following this procedure will result in uniform and consistent work practices which help to safeguard Marquette Transportation crewmembers, equipment and the environment.

2.0 SCOPE:

This applies to all employees on board company owned and operated vessels.

3.0 RESPONSIBILITY:

- 3.1 The Operations Department should make reasonable efforts to implement this procedure and see that wheelhouse personnel are aware of the requirements outlined in this procedure.
- 3.2 The vessel Captain should make reasonable efforts to see that the wheelhouse person on watch understands and follows this procedure.
- 3.3 The wheelhouse person on watch is responsible for following the requirements described in this procedure.
- 3.4 The vessel Captain or wheelhouse person on watch must be licensed by the U.S. Coast Guard as a Master of Uninspected Towing Vessels, Mate (Pilot) of Uninspected Towing Vessels or hold an equivalent U.S. Coast Guard license, and must maintain this license along with the required endorsements aboard the vessel while navigating.

4.0 PROCEDURE:

- 4.1 A prudent navigator understands it is not possible to anticipate or plan for every contingency. Circumstances may arise where deviation from normal procedures is not only necessary, but also prudent. The Master has the overriding authority and responsibility to make decisions necessary to ensure the safety of the crew, vessel, and environment. Under such circumstances, the vessel Captain or wheelhouse person on watch should consider all available guidelines,

and use their best judgment to handle the situation.

- 4.2 The vessel Captain or wheelhouse person on watch must navigate the vessel in a safe and prudent manner.

5.0 GENERAL RULES:

- 5.1 Comply with all applicable U.S. Coast Guard Navigation Rules.
- 5.2 Keep water-tight and weather-tight doors closed at all times.
- 5.3 Plan and carry out orders received from the Logistics Duty Person and report any variances or discrepancies in the planning and execution of orders to the dispatcher.
- 5.4 Make reasonable efforts to see that the vessel and tow are suitable for the waterway to be transited and expected operating conditions. To be considered suitable, the vessel must:
 - 5.4.1 Maintain appropriate draft, trim and dimensions for the intended waterway;
 - 5.4.2 Based upon charted depth, reasonable efforts should be made to keep sufficient water depth under the keel to maintain safe navigation while operating in areas with restricted available water depth.
 - 5.4.3 Be staunch, tight and seaworthy; and,
 - 5.4.4 Have appropriate lines, wires, and fittings for the tow configuration used.
- 5.5 Contact the Dispatcher on Duty for an assist tug to help navigate when unusual conditions may endanger the safety of the vessel crew, the tow, or its cargo. Such conditions may include, but are not limited to, the following: (For further guidance on transiting the Port Allen Locks, see Operations at Port Allen Locks procedure.)
 - 5.5.1 Strong current;
 - 5.5.2 High winds;
 - 5.5.3 High or low, river stages;
 - 5.5.4 Dangerous maneuvering; and,
 - 5.5.5 Tripping locks or bridges
- 5.6 Anytime an inherently dangerous vessel movement is anticipated, i.e. maneuvering in tandem with another vessel, the Captain or wheelhouse person on watch must contact the Duty Port Captain to request permission to conduct the maneuver, discuss the Job Safety Briefing, and explain the necessity of such maneuvering.

- 5.7 Check U.S. Coast Guard Marine Informational Broadcasts regularly for relevant navigation information and any navigation notices forwarded from the office.
- 5.8 Observe all "No Wake" zones.
- 5.9 While operating a vessel in restricted visibility, take extra care and reduce speed or stop if necessary.
- 5.10 Utilize all Aids to Navigation provided to enhance safe operation of the vessel, i.e. Corrected or Equivalent Charts, Notice to Mariners, Swing Meters, Radar, Channel Markers, Range Markers, etc.

6.0 NAVIGATION EQUIPMENT

- 6.1 Maintain in proper working order the vessel's navigation equipment, including:
 - 6.1.1 VHF-FM radio and backup;
 - 6.1.2 Radar(s);
 - 6.1.3 Compass; if the vessel is so equipped;
 - 6.1.4 Swing indicator;
 - 6.1.5 Searchlights, whistle;
 - 6.1.6 Navigation lights;
 - 6.1.7 Electronic Navigation System;
 - 6.1.8 Automated Identification System (AIS);
 - 6.1.9 Echo depth-sounding device, if applicable; and
 - 6.1.10 Emergency Position Indicating Radio Beacon (EPIRB), if applicable.
- 6.2 It is mandatory that a radar is on and operating at all times while in transit.
- 6.3 Always monitor VHF Channel 16 and the traffic channel that is required in the area you are transiting.

7.0 STOP WORK RESPONSIBILITY

- 7.1 Utilize the judgment of a prudent mariner and stop operations when unusual conditions dictate. Use Stop Work Responsibility to stop operations which may include, but are not limited to, the following:
 - 7.1.1 Reduced visibility;
 - 7.1.2 Severe weather;

- 7.1.3 Traffic restrictions; or
- 7.1.4 Mechanical problems or failure.

8.0 LOOK-OUTS

- 8.1 Every vessel shall always maintain a proper look-out by sight and hearing as well as by all available means appropriate in the prevailing circumstances and conditions so as to make a full appraisal of the situation and of the risk of collision.
- 8.2 The vessel operator shall appoint and instruct a qualified person to perform look-out duties in the wheelhouse before entering congested traffic areas; specifically, the Houston Ship Channel/ICW Intersection and in any other situation deemed appropriate by the Wheelman. Anytime a look-out is required in the wheelhouse an entry must be made in the vessel daily log as "Look-out assigned in wheelhouse".
- 8.3 The vessel Captain or wheelhouse person on watch shall take precautions including, but not limited to, the following:
 - 8.3.1 Appointing and instructing a qualified person to perform look-out duties. Look-out duties can include but are not limited to the following: looking for traffic, monitoring communications and navigation equipment and out on the tow while operating in restricted maneuvering areas.;
 - 8.3.2 Setting up an appropriate means of communication with individual acting as look-out.

9.0 COMMUNICATIONS

- 9.1 Communicate with the Marquette Transportation's Logistics Person on Duty in accordance with the Vessel to Office Communications procedure.
- 9.2 Communicate with other vessels in accordance with the Vessel to Vessel Communications procedure.
- 9.3 All vessels are to participate in Vessel Traffic Service (VTS) systems.
- 9.4 Follow MTC Change of Watch Policy.

10.0 DOCUMENTATION

- 10.1 Make reasonable efforts to see that the necessary information and documentation is located in the wheelhouse of the vessel and maintained in an orderly manner.

10.2 Make reasonable efforts to see that required manuals or publications are onboard the vessel in addition to the documentation required to be maintained in the wheelhouse as noted above. This includes, but is not limited to, the following:

- 10.2.1 VHF-FM Radio Operations Manual;
- 10.2.2 Radar Operations Manual;
- 10.2.3 Electronic Navigation Manual,
- 10.2.4 Oil Spill Response Plan
- 10.2.5 BOATRACS Satellite Communications System Manual;
- 10.2.6 Vessel Security Plan – American Waterway Operators Alternative Security Plan (Gulf and River Divisions; electronic or hard copy, respectively) or Offshore Marine Services Association (ISPS) (Offshore Only)
- 10.2.7 Ballast Water Management Plan Manual;
- 10.2.8 Waste Disposal Log Book;
- 10.2.9 Training Topic Outlines Manual, Drill Outlines Manual and Safety Minute and Drill Log Book;
- 10.2.10 Marine Sanitation Device Operation and Maintenance Manual;
- 10.2.11 Electronic Safety Data Sheet (SDS) Manual (available on Gulf Docs for Gulf Inland and Offshore vessels and River Docs for River vessels).

11.0 REFERENCES:

- 11.1 TMSA3, 5.1.2, Navigational Safety
- 11.2 RCP, Eff. 1.1.16, II Management & Administration

12.0 REVISION HISTORY

- 0 Initial issue Aug. 1, 2012
- 1 First revision – revised 4.1.13, 4.1.19 and 4.1.22 November 20, 2012
- 2 Second revision – revised 4.1.22, 4.1.2, 4.1.10, 4.1.13.3
4.1.8, 4.1.18 Removed 4.4.13.11,
4.1.13.12 March 21, 2014
- 3 Third revision – revised 4.1.9.3, 4.1.13.6, added 4.1.13.11 August 25, 2014
- 4 Fourth Revision – Added “under keel clearance”, Section 4.1.4.2,
Revised Section 4.18 and 4.1.18 Dec. 15, 2015
- 5 Fifth Revision – Minor editorial changes Nov. 2, 2016
- 6 Sixth Revision – Added Section 5.5 and reorganized entire policy Feb. 10, 2017
- 7 Seventh Revision – Added Section 5.2 May 9, 2018