

Title: VOYAGE PLANNING	Issue Date: March 20, 2012	Last Revised: October 2, 2018	Procedure Number: VOP 4.2
	Approved by: Gulf – Inland Operations		Page 1 of 4

1.0 PURPOSE:

To establish procedures to improve planning for trips, voyages and watches and further ensure a safe voyage. Following this procedure will result in uniform and consistent vessel navigation and operation.

Customer voyage planning procedures and forms may take precedence over this policy. Where this policy contradicts, or is less stringent, MTC will follow customer procedures, with approval by the Vice President of Vessel Operations.

2.0 SCOPE:

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

3.0 RESPONSIBILITY:

3.1 The Operations Department should make reasonable efforts to implement this procedure and see that vessel personnel are aware of the requirements outlined.

3.2 The vessel Captain/Master should make reasonable efforts to see that this procedure is being followed.

3.3 The Wheelhouse person on watch is responsible for complying with the applicable elements of this procedure during their watch.

4.0 PROCEDURE:

4.1 Barge movements within a fleeting area does not require a voyage plan.

4.2 For all voyages under 30 miles, the Short Voyage Plan and Assist Vessel Plan flip booklet can be utilized. The Short Voyage Plan and Assist Vessel Plan flip booklet must be done at each watch change that should happen during the 30-mile voyage.

4.3 For all voyages OVER 30 miles, the Voyage Plan and Vessel Underway Inspection Checklist will be completed.

4.3.1 For vessels not chartered to Kirby, that make two or more voyages in a 24-hour period OVER 30 miles, the use of the Short Voyage Plan and Assist Vessel Plan flip booklet is authorized. Section 4.4 of this policy

still applies.

- 4.4 Regardless of the duration of the planned voyage, a Voyage Risk Assessment must be completed. It must be revisited as prevailing conditions change. When conditions (i.e. weather, route, etc.) change, a reevaluation of the Voyage Risk Assessment shall be completed with mitigating safety concerns addressed to ensure that the voyage can continue in a safe manner. As a risk manager – use this tool regularly!
- 4.5 A Voyage Risk Assessment must be completed prior to getting underway from any berth, fleet, being stopped in and along the waterway or entering the river from the Canal. All risks will be assessed and outlined along with mitigation method developed. If any Risk remains unmitigated, the voyage will NOT continue or commence until authorization is obtained from Vessel Operations.
- 4.6 A “Voyage” is – the planned transit of the vessel from a specific point to a planned ending point. Upon receiving orders to commence a voyage, the vessel Captain/Master or wheelhouse person on watch should complete a Voyage Plan to include the following information:
 - 4.6.1 Be familiar with, and comply with Marquette Transportation policies and procedures.
 - 4.6.2 See that the vessel is properly equipped and ready to perform its assigned tasks.
 - 4.6.3 Ensure sufficient crew is available to operate the vessel per company policy.
 - 4.6.4 Review the status of any ongoing vessel repairs and scheduled maintenance.
 - 4.6.5 Validate destination, tow configuration, drafts, vertical clearance, cargo, river stages along the route, and handling characteristics of the vessel and tow. In addition, the Master shall contact barge dispatch and confirm orders upon reporting aboard.
 - 4.6.6 Be familiar with the charts, maps and navigation information for the planned route and/or operating area.
 - 4.6.7 Frequently review weather forecast, current and river conditions for the voyage period and planned route. Update the voyage plan as needed.
 - 4.6.8 Identify any known operating hazards along the planned route including any hazardous bridges, waterways or locks.
 - 4.6.9 Ensure that all bridge transits will be in accordance with company policy.
 - 4.6.10 Identify and comply with any Vessel Traffic System (VTS), Safety Zone, and Regulated Navigational Area (RNA) along the planned route.
 - 4.6.11 Review the current U.S. Coast Guard Notice to Mariners for the planned

route.

4.6.12 Comply with all MARSEC levels in effect along the planned route.

4.6.13 Complete the Marquette Transportation Voyage Plan. Update the plan throughout the voyage to keep all information corrected and up to date.

4.6.14 Review hazardous cargo information with the crew and cover Safety Data Sheet.

4.7 In the event discrepancies are noted, the wheelhouse person on watch will notify the Duty Port Captain or assigned Port Captain.

4.8 While underway, the position of the vessel will be continuously monitored.

5.0 Transits in Waters with Ice Conditions

5.1 The Captain or Wheelhouse person on watch shall evaluate weather and ice conditions and if ice may be encountered, shall ensure the vessel's hull is suitable for operating in the projected ice conditions and following guidelines adhered to when ice is encountered.

5.1.1 Ensure the proper operation of all vessel machinery in ice impacted waters and when ambient air temperatures to -40 degrees F. This includes but is not limited to emergency fire pumps, generators and mooring winches.

5.1.2 Ensure an adequate vessel draft is maintained to keep the vessel's sea suction and propeller well below the ice to prevent ice from sliding under the vessel.

5.1.3 The vessel should never be used to force ice at any time. "Forcing Ice" is defined as making way through ice that is substantial enough to significantly slow the speed of the vessel, or when the vessel slows to 50% of less of the speed made before entering the ice.

5.1.4 Ensure compliance with any "Ice Rules" applicable to the particular area of operation.

6.0 RECORD RETENTION:

6.1 Retain completed Voyage Plan's and Voyage Risk Assessments onboard for a period of *30 days*.

6.2 *After 30 days*, the Voyage Plan and Voyage Risk Assessments should be sent to your assigned Port Captain for retention within the Operations Department for a period of *three years*.

6.3 The Short Voyage Plan and Assist Vessel Plan flip booklet should be sent to your assigned Port Captain when all the pages are full for retention within the Operations Department for a period of *three years*. Request a new flip booklet through your assigned Port Captain.

7.0 REFERENCES:

7.1 TMSA3, 5.1.3, Navigational Safety

8.0 REVISION HISTORY:

0 Initial Issue	July 11, 2011
1 First Revision – Revised in its entirety	Jan. 10, 2011
2 Second Revision – Revised Section 4.1.6	April. 30, 2012
3 Third Revision – Deleted Section 4.1.2 Added Section 5 (Record Retention)	October 2, 2015
4 Fourth Revision – Revised Title Block, Added Section 4.1 – 4.4, and 4.7	April 4, 2016
5 Fifth Revision – Revised Section 4.2	June 22, 2016
6 Sixth Revision – Revised Section 5.1 & 5.2, Added Section 4.4	August. 25, 2016
7 Seventh Revision – Revised Sections 4.2 and 4.3	October 3, 2016
8 Eighth Revision – Change to add customer precedence	May 26, 2017
9 Ninth Revision – Add Section 4.3.1 and 5.0	October 2, 2018