

CHANGE OF WATCH	ISSUE DATE: OCTOBER 2016	LAST REVISED:	APPROVED BY: MANAGEMENT
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CHANGE OF WATCH

GENERAL GUIDANCE/OVERVIEW

1. The purpose of this procedure is to describe the change of watch procedure to be followed by Wheelhouse personnel and crew aboard General Marine Services' vessels, and to provide a uniform and consistent work practice that will safeguard General Marine Services' crewmembers, equipment, and the environment.
2. Watches change in 6-hour increments, usually at 0001, 0600, 1200, and 1800 hours, depending on location or otherwise if agreed to in advance.
3. The change of watch must be postponed if it occurs during a critical stage of vessel operations.
4. Wheelhouse personnel must comply with applicable federal law regarding hours worked. 46 USC 8104 (h) states that "an individual licensed to operate a towing vessel may not work for more than 12 hours in a consecutive 24-hour period, except in an emergency."
5. A record must be maintained on a Company timesheet with the names of all crew changes that occur.

RESPONSIBILITY

1. General Marine Services' management is responsible for implementing this procedure and ensuring that the vessel personnel are aware of the requirements outlined in it.
2. The Captain, Relief Captain or Pilot-on-watch is responsible for ensuring that the practices described in this procedure are implemented.

PROCEDURES

Wheelhouse Personnel – Vessel Underway

1. The Captain, Relief Captain, or Pilot-on-duty must exchange with the relief person coming on duty information including, but not limited to, the following in the form of a Job Briefing:
 - a) Performance of the vessel, its engines, steering system, pumps, generators, and other critical machinery
 - b) Location and direction of the vessel, including traffic in the area and whether the tow is overtaking, being overtaken, or meeting a vessel
 - c) Work instructions or duties in progress by the crew
 - d) Orders or information received from the office
 - e) River condition, current, and weather conditions
 - f) Any USCG safety broadcasts
2. Change of Watch will not take place during a critical move. Examples ie bridges, locks, docking operations or bad weather to be determined by the two wheelman.

Wheelhouse Personnel – Vessel Not Underway

1. The Captain, Relief Captain or Pilot-on-duty must exchange with the relief person coming on duty information including, but not limited to, the following in the form of a Job Briefing:
 - a) Status of the current operation
 - b) Last contact with the office
 - c) State of the vessel, including performance of the crew activities or other information concerning vessel equipment
 - d) State of the transfer, if in progress, including performance of the pump, pump engine, or other transfer equipment

Tankerman

1. The Tankerman on duty must exchange with the relief person coming on duty information including, but not limited to, the following in the form of a Job Briefing:

Just getting Underway:

- a) Status of barges in tow
- b) Draft of tow
- c) Destination of tow
- d) Product in barge
- e) If empty, does barge have special instructions

Just Arriving at dock:

- a) Pass on docking or locking instructions
- b) Update of projects on boat and deck crew's progress on those projects
- c) If Captain, Relief Captain or Pilot is relieving and duties to be completed

While Underway

- a) Status of tow and special concerns (high, low couplings, lights or place, etc.)
- b) Currents status and special PPE requirements for cargo if stripping or other work is being performed on the barge
- c) Status of projects or routine maintenance started on previous watch
- d) Other information critical to the operation of the boat or barges in tow.

Deckhand

1. The Deckhand on duty must exchange with the relief person coming on duty information including, but not limited to, the following in the form of a Job Briefing:

Just Getting Underway:

- a) Status of barges in tow
- b) Draft of tow
- c) Destination of tow
- d) Product in barge
- e) If empty, does barge have special instructions

Just Arriving at dock:

- a) Pass on docking or locking instructions
- b) Update of projects on boat and deck crew's progress on those projects
- c) If Captain, Relief Captain or Pilot is relieving and duties to be completed

While Underway

- a) Status of tow and special concerns (high, low couplings, lights or place, etc.)

- b) Currents status and special PPE requirements for cargo if stripping or other work is being performed on the barge
- c) Status of projects or routine maintenance started on previous watch
- d) Other information critical to the operation of the boat or barges in tow.