

NAVIGATION

GENERAL GUIDANCE / OVERVIEW

The purpose of this procedure is to establish a standard operating procedure for navigation aboard all Brice vessels. Following this procedure will result in uniform and consistent work practices, which help to safeguard Brice crewmembers, equipment and the environment.

The wheelman on watch must be licensed by the U.S. Coast Guard as a Master or Mate of Towing Vessels, and must maintain this license aboard the vessel while navigating.

PROCEDURES

The vessel Captain or Mate on watch must navigate the vessel in a safe and prudent manner. This includes, but is not limited to, the following:

1. Complying with all applicable U.S. Coast Guard Navigation Rules and meeting all jurisdictional regulations, codes and standards and corporate quality objectives.
2. Planning and carrying out orders received from the Brice dispatcher and reporting any variances or discrepancies to the dispatcher.
3. Ensuring that the necessary information and documentation is located in the wheelhouse of the vessel and maintained in an orderly manner. Required information includes the following:
 - a) Navigation charts or maps for the area to be transited
 - b) Current copy of U.S. Coast Guard Navigation Rules
 - c) U.S. Coast Guard Vessel Traffic Service System manuals for areas served by Brice vessels
 - d) FCC radio station license
 - e) U.S. Coast Guard Certificate of Documentation
 - f) USCG Certificate of Inspection for Tug
 - g) USCG Certificate of Inspection for Barge
 - h) U.S. Coast Guard licenses for vessel wheelhouse personnel
 - i) Light List
 - j)
 - k) Tide Tables or equivalent i.e. Reed's Nautical Almanac
 - l) Coast Pilot for area of operation
 - m) EPIRB registration
4. Ensuring that the vessel and tow are suitable for the waterway to be transited and expected operating conditions. To be considered suitable, the vessel must:
 - a) Maintain appropriate draft, trim and dimensions for the intended waterway
 - b) Be staunch, tight and seaworthy
 - c) Have appropriate lines, wires, and fittings for the tow configuration to be used.
5. Contacting the Brice Port Captain or Marine Superintendent for an assist tug to help navigate when conditions may endanger the safety of the tow, its cargo, or the vessel crew. Such conditions may include, but are not limited to, the following:
 - a) Strong current
 - b) High winds
 - c) High or low river stages
 - d) Dangerous maneuvering
 - e) Transiting locks or bridges
 - f) Sea ice
6. Checking U.S. Coast Guard marine information radio broadcasts regularly for relevant navigation information.
7. Maintaining in proper working order the vessel's installed navigation equipment, including:

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- a) VHF-FM radio, SSB and, PTT mike, Satellite Phone and backup
 - b) Radar(s)
 - c) Compass (GPS, tracking systems)
 - d) Rudder angle indicator
 - e) Searchlights, horn, and horn light
 - f) Navigation lights
 - g) Fathometer, auto pilot, plotter.
8. Using the judgment of a prudent mariner and stopping operations when conditions dictate. Such conditions may include, but are not limited to, the following:
- a) Limited visibility
 - b) Severe weather
 - c) Traffic restrictions
 - d) Lack of required crew
 - e) Mechanical problems or failure
 - f) Other emergencies (medical, terrorism)
9. Observing the Brice lookout policy which states:
- a) It is Brice's policy to be in strict compliance with U.S. Coast Guard Navigation Rules regarding lookouts.
 - b) Navigation Rule No. 5 states: "Every vessel shall at all times 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 the risk of collision."
 - c) The vessel operator shall appoint and instruct a qualified person to perform lookout duties in any situation deemed appropriate by the operator.
 - d) In any situation he deems appropriate, the vessel Captain or wheelhouse person on watch shall take precautions including, but not limited to, the following:
 - i) Appointing a qualified person to perform lookout duties
 - ii) Instructing the lookout person as to his or her duties
 - iii) Setting up an appropriate means of communication with the person acting as lookout.
10. Communicating with the Brice Port Captain in accordance with the Vessel to Office communications procedure. (See Vessel to Office Communications.)
11. Communicating with other vessels in accordance with the Vessel Bridge-to-Bridge communications procedure. (See Vessel to Vessel Communications.)
12. Communicating with regulatory bodies and persons in charge in accordance with the Vessel to Regulatory Bodies and persons in charge procedure.
13. Following the Brice change of the watch procedures.
14. Security rounds must include inspection of towing equipment and navigation lights on both the tow vessel and barge (if safe and practicable).
15. Ensuring required documentation is kept onboard the vessel. This includes, but is not limited to, the following, in addition to the documentation required to be maintained in the wheelhouse (see item 3 above):
- a. VHF-FM Radio Operations Manual;
 - b. Radar Operations Manual;
 - c. GPS Operations Manual, if the vessel is so equipped;
 - d. Shipboard Oil Pollution Emergency Plan (SOPEP)
 - e. Department of Transportation Emergency Response Guide Book
 - f. Satellite Communications System Manual, if the vessel is so equipped
 - g. Brice Operations Memos, Safety Memos
 - h. Safety Notices and Regulatory Updates Manual
 - i. Chemical Data Guide
 - j. Fathometer Operations Manual
 - k. Auto Pilot Operations Manual

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 aboard Brice vessels and to provide a uniform and consistent work practice that will safeguard Brice crewmembers and equipment, and the environment.
2. Watches must change at 0600, 1200, 1800, and 2400 hours unless otherwise agreed in advance. The relief should report 15 minutes prior to watch change.
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) provides 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 in the Vessel Log with the names of all crewmembers aboard and any crew changes that occur.

PROCEDURES

1. Wheelhouse personnel -- vessel underway
 - a) The wheelhouse person on duty must exchange with the relief person coming on duty information including, but not limited to, the following:
 - i) Performance of the vessel, its engines, steering system, pumps, generators, and other critical machinery
 - ii) Location and direction of the vessel, including traffic in the area and whether the tow is overtaking, or being overtaken;
 - iii) Work instructions or duties in progress of the crew;
 - iv) Status of routine boat call to the dispatcher;
 - v) Orders or information received from the dispatcher; and,
 - vi) Tide, current, and weather conditions.
 - vii) Complete VO 012 Navigation Assessment **at every change of watch** and file for future inspections. This may be filed electronically in the Sinex system aboard each vessel. The watch stander taking over the watch completes the Navigation Assessment at the beginning of their shift.
2. Wheelhouse personnel -- vessel not underway

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

 - i) Status of the current operation
 - ii) Last contact with the dispatcher
 - iii) Information vital to the dispatcher
 - iv) All other pertinent information
3. Deckhand -- vessel underway

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

 - i) Condition of the tow, including
 - a) Couplings and rigging
 - b) Navigation lights

- ii) Status of current tasks in progress, including:
 - a) What has been done
 - b) What needs to be done
- iii) Status of engine room functions, including:
 - a) Oil level in engines
 - b) Water level of engines
 - c) Generator change-over
 - d) Bilge conditions
 - e) Fuel levels