

MARQUETTE TRANSPORTATION COMPANY**VOYAGE MANAGEMENT**

Title: VESSELS OUT OF SERVICE	Issue Date: April 30, 2012	Last Revised: July 30, 2021	Procedure Number: VOM 4.22
	Approved by: Gulf-Inland Operations		Page: 1 of 4

1.0 PURPOSE:

The purpose of this policy is to outline the procedures for vessels entering layup, reactivation, on/off charter, in/out of the shipyard, in/out of service which will ensure proper oversight and accountability to eliminate discrepancies.

2.0 SCOPE:

This applies to all Marquette Transportation Company owned and operated vessels.

3.0 RESPONSIBILITY:

- 3.1 The assigned Port Captain will ensure that repairs and other engineering needs are completed for each vessel while out of service.
- 3.2 The Port Mate or Person-In-Charge (PIC) is responsible for operations while the vessel is out of service. The Port Mate or PIC has overall responsibility for the well-being and safety of crew members working on the vessel.
- 3.3 The Port Engineer assigned will be responsible for coordination of vessel repairs. It is the responsibility of the Port Engineer to communicate needed repairs to each vessel and the assigned Port Captain.

4.0 PROCEDURE:**4.1 On/Off Charter:**

When a vessel is coming on charter or going off charter, the assigned Port Captain must be present to confirm fuel levels, lube oil and rigging inventory at the beginning and ending of all vessel charters.

- 4.2 When joining a vessel that is laid up, crewmembers must read this policy and the information located in the "Green" layup binder. Each person must sign their name to the acknowledgement form indicating that they understand and are familiar with the required procedures in performing their duties.

Deactivation

- 4.3 Prior to de-crewing the vessel, the following items shall be completed:
 - 4.3.1 Clean all quarters and bathrooms;
 - 4.3.2 Strip all bunks, launder linens, fold and place clean linens on

- bunks;
- 4.3.3 Secure tools, radios, and leave keys with engineer or senior deck crew personnel;
- 4.3.4 Shut down unnecessary electronics;
- 4.3.5 Ensure decks and walkways are clear and rigging is neatly stored;
- 4.3.6 Ensure guard chains are hooked up, including those on the head of the vessel;
- 4.3.7 Conduct a fuel reading and ensure that the ending fuel balance is recorded on the Vessel's Daily Log;
- 4.3.8 Ensure Vessel's Daily Log is transmitted to the office prior to departing the vessel.

During Layup

4.4 Port Mate / Person-In-Charge:

- 4.4.1 Track and report crew changes and crew movements to the assigned Port Captain.
- 4.4.2 Job Safety Briefings Worksheets are completed before any hazardous job.
- 4.4.3 Order and maintain enough supplies and stores for crew members. The on-site PIC will order groceries and supplies under the budget set by the Port Captain.
- 4.4.4 Coordinate with the assigned Port Captain concerning requirements to have the vessel ready to return to service.
- 4.4.5 A Deckhand Trainee is only allowed to work the front watch and must never work unsupervised.
- 4.4.6 Maintain watch and keep accurate vessel daily logs. Ensure maintenance and crew list is logged.
- 4.4.7 Keep the vessel in good condition at all times and ensure that inspection rounds are completed every watch.
- 4.4.8 The PIC on watch will make the rounds every 2 hours. Report any discrepancies to the Port Captain. Place your initials on the Daily Round Checklist, as appropriate.
- 4.4.9 Reports will be provided to the Port Captain twice daily at 0600 and 1800 by phone. After hours, call the MTC Support center at 504-641-6282 (Gulf – Inland).

- 4.4.10 Report accidents and illnesses as required by company policy.
- 4.4.11 The Weekly On-Call Watch List must be printed and placed in the “Green” binder each week.

4.5 Senior Deckhand / Deckhand:

- 4.5.1 Follow orders and instructions given by the Port Captain, Port Mate or on-site supervisor.
- 4.5.2 Stand watch as directed by on-site supervisor.
- 4.5.3 Follow all company policies and procedures while the vessel is in layup. NO EXCEPTIONS.
- 4.5.4 With approval from the Port Captain, a Senior Deckhand will be designated as in-charge during the absence of the Port Mate / PIC.

Reactivation

- 4.6 Prior to reactivation the vessel Master must complete the following items:
 - 4.6.1 The Vessel Underway Inspection Checklist;
 - 4.6.2 Engineering Pre-Departure Surveys;
 - 4.6.3 Shipyard work has been completed;
 - 4.6.4 Electronics in proper working order;
 - 4.6.5 Groceries ordered;
 - 4.6.6 Rigging inspected and ready for operation;
 - 4.6.7 Conduct a fuel tank reading and compare the reading with the reported fuel ending balance recorded on the Vessel’s Daily Log the day the boat was deactivated; report any discrepancy;
 - 4.6.8 CO2 System has current inspection; and,
 - 4.6.9 Operating Supplies and Outstanding Requisitions addressed.

5.0 RECORD RETENTION:

- 5.1 The Daily Round Checklist must be maintained within “Green” Layup Binder for a period of *thirty (30) days* and then sent to the assigned Port Captain for review and retention by the Operations Department for a period of *three (3) years*.
- 5.2 The signed Crewmember Acknowledgement Forms are kept in the “Green” Layup Binder for a period of *thirty (30) days* and then sent to the assigned Port Captain for review and retention by the Operations Department for a period of *three (3) years*.

6.0 REVISION HISTORY:

0 Initial Issue	December 23, 2015
1st Revision – This policy was revised in its entirety.	September 22, 2016
2nd Revision – Changed Fleet to Port Mate (M)	May 11, 2017
3rd Revision – Revised 1.0, 3.1, 3.2, Added 4.1	October 2, 2018
4th Revision – Changed VOP to VOM	May 18, 2020
5th Revision - Changed policy # to VOM 4.22 use to be VOM 4.34	July 30, 2021

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