



Delivering for Britain



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## **BEST PRACTICE GUIDANCE - PRE-TOWING TASKS CHECKLIST**

Members may wish to note that the agreed checklists and assessment criteria for general towing tasks is now available on our website. These checklists provide an overview on checks that should be carried out prior to commencement of harbour related towing operations.

Individual companies may wish to use their own checklists and use this as a cursory guide to ensure that they are in compliance with the basic safety standards.

The Pre Towing Tasks checklist is in four parts;

- 1) Prior to undertaking tow and during passage
- 2) Fitness for Purpose and verification of documentation prior to commencement of Towage
- 3) Verification of Internal and External communications
- 4) Review of Emergency procedures

## BTA's Pre Towing Tasks Checklist

### 1) Safe Towage Operations Checklist

	Task / Duty	Officer's Initials	Date
	<b>When preparing to undertake a towage operation:</b>		
1	Identify the principle risks and method of assessment		
2	Identify and understand the reasons for the towage method to be used		
3	Visual inspection of the towing wire		
4	Identify suitable towage points and the chafing areas		
5	Identify the characteristics of the tow		
6	Ensure rigging and correct deployment of the towing gear		
7	Knowledge of safe handling of the towing gear		
8	Identify safe areas on deck		
9	Ensure adequate lighting of working areas		
10	Identify the stability of the tug and tow		
11	Prepare a passage plan		
12	Identify local byelaws that may affect the operation		
13	Identify where different phases of the tow may require different towing requirements		
14	Identify berthing arrangements on arrival		
	<b>On Passage</b>		
15	Follow correct procedures to connect, let go and change of the towing gear		
16	Monitor the tow to take timely and effective corrective action when required		
17	Aware of the importance of avoiding large dynamic forces on the tow line		

## 2) Fitness for Purpose Checklist

	Task / Duty	Master's Initials	Date
	<b>For an intended passage:</b>		
1	Check correct documentation for the tug		
2	Check correct documentation required for the tow		
3	Verify tug requirements for the tow		
4	Assess fitness and suitability of navigation equipment for proposed passage		
5	Assess number, experience and qualifications of crew		
6	Assess the suitability of the towing equipment		

## 3) Internal & External Communications Checklist

	Task / Duty	Master's Initials	Date
	<b>Verify Internal Communications</b>		
	Conduct:		
1	A pre-tow briefing with crew		
2	The use of hand signals and state the importance of non-verbal signals		
3	The use of hand held radios and state the importance of correct radio procedures		
4	The use of on-board CCTV		
5	The use of on board alarms, signage and announcements		
	<b>Verify External Communications</b>		
	Ensure:		
1	Tow set up briefing with external stakeholders		
2	Agreement of terminology with pilot		
3	Check communications with other tugs and vessels		
4	Check traffic reports and communication with VTS / Port Control/vessel		

## 4) Emergency Procedures Checklist

	<b>Task / Duty</b>	<b>Master's Initials</b>	<b>Date</b>
	<b>Verify Actions to be taken in the event of:</b>		
1	Failure of towing lines and equipment		
2	Failure of gog arrangements		
3	Failure of engines, steering, electrical systems		
4	Failure of steering gear		
5	Failure of electrical systems		
6	Loss of external communication to pilot /port control etc		
7	Mechanical problem on the towed vessel		
8	Rope in propulsion system		
9	Compromise of watertight integrity of tug when towing		
10	Collision		
11	Grounding of tug and/or tow		
12	Man overboard		
13	Fire		
14	Pollution		
	<b>Verify:</b>		
15	Use of the emergency controls		
16	Deployment of the emergency tow line		
17	Emergency release of the tow procedure		
18	Crew preparedness at emergency stations		
	<b>Awareness of:</b>		
19	The statutory requirement to render assistance		
20	The difference between responding to a Mayday and rendering salvage assistance		