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## **BRITISH TUGOWNERS ASSOCIATION**

### **TOWING WINCH - QUICK RELEASE GUIDE**

#### **1. Suitability**

The winch quick release system must be appropriate for the planned towage operation and the release operating mechanisms must be positioned in suitable locations.

#### **2. Operational procedures**

A risk assessed procedure to operate the quick release mechanism must be posted at each quick release position, and should include:

- all steps under normal conditions
- all steps under blackout conditions
- expected release time(s)

A pre-operational check system should be in place.

It is essential that operators are instructed on specific winch types and are aware of release mechanisms when in-gear, out of gear, brake on and brake off.

#### **3. Maintenance procedures**

There must be a maintenance programme in place.

Manufacturer's designed interval to release and minimum release loads are to be maintained. Operators must have a full understanding of these values.

#### **4. Testing**

The release mechanisms are to be tested, including in blackout conditions.

#### **5. Training and familiarisation**

Operational training is to be in place for everyone onboard in order to ensure a thorough knowledge and understanding of the quick release mechanism and its mode(s) of operation, including location, capabilities, limitations, testing and accidental activation protection of the release mechanisms.

#### **6. Audit and inspection**

There should be an audit and inspection regime in place.

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