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**Tor Bay Harbour Authority**

**Barge Operations, and or, towage of vessels greater than 10metres,**

**or more than 8 tonnes, Without Power**

**Pro Forma Method Statement**

1. When operations involving barges, and or, towage of vessels greater than 10metres are undertaken the agent or barge operator must complete a pro-forma method statement in advance. For the purposes of this procedure the definition of “barges” includes vessels without power and with or without crew.
2. Tor Bay Harbour Authority will not give authorisation for the movement of a barge until the pro forma has been fully completed by the operator and then approved by the Duty Pilot (if applicable) followed by the Harbour Master. Note that Tor Bay Harbour Authority reserves the right not to proceed with a barge operation if the details are found to be incorrect.
3. Agents and operators of barges are reminded that only tugs authorised by Tor Bay Harbour Authority can undertake towage operations within Tor Bay Harbour.
4. The agent or barge operator should make reference to Tor Bay Harbour Authority Towage Guidelines and may consult with the relevant Harbour Master, or Deputy to assist in the completion of the method statement.
5. Supporting diagrams of the barge arrangement, and or, towage configuration, plus any additional information for which there is no room on the form should be attached.
6. This pro-forma does not negate the need for a Risk Assessment and the operator remains responsible for ensuring compliance with all the relevant regulations, laws and statutes.
7. Pilotage is compulsory within Tor Bay waters for all vessels except: if the vessel engaged in towing where the length of such vessel aggregated with the length of the tow is less than 80m or less than 36m for those entering or leaving an enclosed harbour
8. Duty Pilot Details: Pike Ward Ltd

Tel: +44 (0) 1626 772311

VHF: Channel 12

E-mail: agency@pikeward.co.uk

Duty Harbour Master Details: Rob Parsons

Tel: 01803 298428

VHF: Channel 14

E-mail: rob.parsons@torbay.gov.uk

Enclosed Harbours & Berths Concerned:

Date:

Movement Type: Arrival Departure Shift

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| **1.0 Details** | |
| 1.1 | Name of Agent (or person acting as agent) and 24 hour contact number |  |
| 1.2 | Name & IMO number of Lead Tug, or towing vessel |  |
| 1.3 | Name & IMO number of barge: |  |
| 1.4 | Tug or towing vessel dimensions: |  |
| 1.5 | Barge or towed vessel Dimensions: |  |
| 1.6 | Approximate Deadweight if known: |  |
| 1.7 | Visibility restrictions e.g. cargo, rigging |  |
| 1.8 | Details of overhangs: |  |
| 1.9 | Company supplying rigging crew: |  |
| 1.10 | Are supporting diagrams attached? E.g. towage configuration? |  |
| 1.11 | Summary of the operation |  |

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| **2.0 Access/Boarding** | |
| 2.1 | What safe means of access has been provided for the pilot and rigging crew? |  |

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| **3.0 Rigging Crew Details** | |
| 3.1 | What vessels being used for the rigging crew to board/disembark the barge? |  |
| 3.2 | Contact number for rigging crew supervisor: (24 hour) |  |
| 3.3 | How many in the rigging crew? |  |
| 3.4 | State arrangements for recovery and streaming of emergency towline: |  |

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| **4.0 Tugs** | |
| 4.1 | Name of tug or towing vessel: |  |
| 4.2 | Pilot confirms tug suitability for the job: |  |
| 4.3 | At what location will they be made fast? |  |
| 4.4 | At what location will they be let-go? |  |
| 4.5 | How will the tugs or towing vessel be made fast? Please specify- e.g. single line or bridle. |  |
| 4.6 | Outline the arrangements that are in place and the method to be used for recovery of the bridle? |  |

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| **5.0 General** | |
| 5.1 | Does barge or towed vessel have adequate lighting for rigging crew? If answer is ‘no’, please state temporary lighting arrangement. |  |
| 5.2 | Are there any other restrictions due to darkness? |  |
| 5.3 | Have all water tight compartments of the barge /vessel been checked? |  |
| 5.4 | Maximum weather parameters: |  |

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| **6.0 Alongside** | |
| 6.1 | Has a berthing plan and position been agreed with the berth operator and all other parties involved? |  |
| 6.2 | How will shore party communicate with barge? |  |
| 6.3 | Name and contact number for responsible person ashore including emergency contact: |  |
| 6.4 | Have linesmen been organised? |  |
| 6.5 | How will mooring be tendered whilst alongside? |  |
| 6.6 | How will the barge/vessel be accessed from the dockside? |  |
| 6.7 | Name and 24 hour contact number of person responsible for barge/towed vessel while alongside: |  |

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| **9.0 Sign off** |
| Person completing the form  *I confirm all the details provided are accurate and correct to the best of my knowledge* | Signature ............................  Name (print) ............................  Date & Time ............................ |
| Duty Pilot (if applicable)  *I confirm all the details provided are satisfactory and agreed.* | Signature ............................  Name (print) ............................  Date & Time ............................ |
| Duty Harbour Master  *I confirm all the details have been discussed and agreed with relevant Harbour Master, Duty Pilot and Berth Operator* | Signature ............................  Name (print) ............................  Date & Time ............................ |

Please forward the completed form to:

1. Tor Bay Harbour Authority, Beacon Quay, Torquay TQ1 2BG
2. Pilotage contractor (if applicable)