



## DECK DEPARTMENT WORK INSTRUCTIONS

### TOWING

These procedures have been developed to meet the SOLAS requirement for vessels greater than 500 GRT. This procedure can be used for any towing situation: towed or towing another vessel in an emergency or non-emergency situation.

Before rendering assistance to a disabled vessel, a risk assessment must be completed determining whether or not to assist, by what means, and to what extent. CCG provides direction and guidance in the *Policy and Operational Procedures on Assistance to Disabled Vessels*.

	Pre-Mission Checklist
•	Confirm with the Captain of the disabled vessel that attempts have been made to contact commercial/private resources for assistance or if any have made themselves available.
•	Conduct Risk Assessment.
•	Brief Crew – review safety equipment and contingency plans (topics to include have been included below this list). Personnel onboard the disabled vessel are to be reminded that when working on deck, hooking up the tow or while under tow by CG, they are required to wear a PFD.
•	Establish communications (including emergency communications in the event of a failure): <ul style="list-style-type: none"><li>• bridge and tow deck</li><li>• bridge towed/tow vessel</li><li>• tow deck between vessels</li></ul>
•	Prior to commencing tow of the disabled vessel, verify the particulars of the vessel; type and gross tonnage, in ballast or has cargo onboard, is vessel trimmed by the stern, reason for tow (damage to vessel, main engines unserviceable, etc), are SAR pumps required, number and condition of POBs. If possible, make a visual inspection by circling the disabled vessel and take pictures to assist in ascertaining and documenting the vessels condition. Ascertain if technical assistance is an option, as opposed to towing.
•	Verify the towed vessel is stable to tow.
•	Ensure the towed vessel's rudder is amidships and shaft declutched.
•	Ensure both vessels comply with the Collision Regulations. Ensure adequate deck lighting is available for work areas.
•	Emergency boat is prepared and standing-by for immediate launch.
•	Prepare and inspect your towing arrangements as appropriate.

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Version: New

Page: 1 of 6

Document: J12-D3-23

## CCGS John P. Tully

### Ship Specific Procedures and Work Instructions

	Provide a copy and formally explain to the Captain of the distressed vessel the <b>towing conditions</b> (Annex A - attached to the end of this document) However, <i>in extremis</i> , when lives are in immediate danger, the Commanding Officer shall take any action he or she deems necessary to save lives, including towing in ice with persons onboard. During discussion with the disabled vessel ensure you discuss the risks of towing and CCG expectations during the tow.
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A crew briefing shall be conducted prior to any tow started. During the briefing the following will be discussed:

- Parting of the Towline. Plan should address the retrieval and reconnection of the towline as well as any alternative equipment and techniques that may be used in open water and ice.
- Person overboard from either vessel.
- Fire on either vessel.
- Sinking or capsizing. Plan should address action to be taken by either vessel in the event one vessel capsizes and/or sinks with the towline connected.
- Damage to either vessel while under tow. Plan should include control and temporary repair of damage as well as control and containment of pollution.
- Heavy weather in open water and/or when ice is present.
- Sudden stops or unexpected course alterations by the CCG vessel and the emergency manoeuvres by the tow to help avoid collision, whiplash, yawing, overrunning and the tow taking charge.
- Illness or injury requiring professional medical attention.

	<b>Towing Checklist</b>
	The Commanding Officer of the resource vessel has the final decision, whether to tow or not, based on a risk assessment of the current situation; the capability of both vessels; and its personnel; and present and forecasted weather and ice conditions. Before securing the tow, discuss with the Captain of the disabled vessel; what is to take place, what is expected of their crew, the safe speed for towing and the place of refuge to which you will be towing.
•	The following when applicable, are to be considered when setting the safe speed: the disabled vessels hull design, weather and sea conditions, if in ice, freezing spray, tides, currents, river flow, vessel traffic, navigational hazards, confined waters and the ability to stop both vessels without danger of the disabled vessel overtaking the resource vessel (possible girding or collision).
•	The bridle/towline to the disabled vessel to be secured to a strong point, on or near the bow, capable of withstanding the force expected, during the tow. Once the bridle/towline is secured and personnel removed from the area, a safety zone to be established should the bridle/towline part. The resource vessel, to then pay out the towline to a predetermined length and secure onboard, chaffing gear applied as required.
•	Once the towline is secured, confirm with the Captain of the disabled vessel that they are prepared to commence towing operations as previously discussed. Gradually increase the advance of both vessels to a safe speed. Forecasted weather, sea and ice conditions to be monitored throughout the tow.

Reference: 7.C.4

Version: New

Effective: 1 January 2015

Page: 2 of 6

Approved: Regional Director Fleet

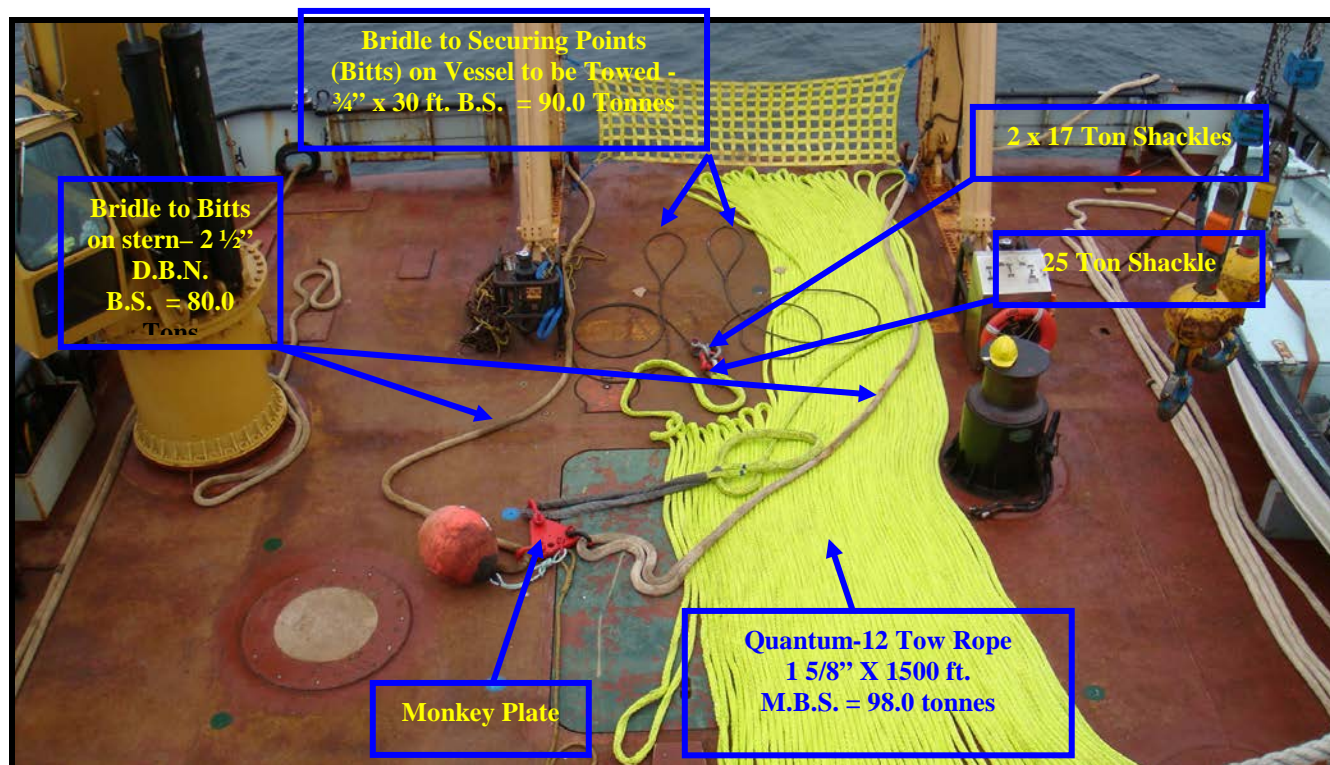
Document: J12-D3-23

## CCGS John P. Tully

### *Ship Specific Procedures and Work Instructions*

<ul style="list-style-type: none"><li>•</li></ul>	Frequent communications between the resource vessel, disabled vessel and lookout should be setup to ensure that, the wheelhouse of the disabled vessel is manned throughout the tow, the working VHF frequency is monitored, and any concerns or possible hazards observed are reported to the officer of the watch of the resource vessel.
<ul style="list-style-type: none"><li>•</li></ul>	When towing at night, aft searchlight or floodlights to be made available to illuminate the towline, ensuring that the lights do not shine in the wheelhouse (bridge) of the disabled vessel. The lookout aft, to have a hand held light to monitor the condition of the towing arrangement and that of the vessel being towed.
<ul style="list-style-type: none"><li>•</li></ul>	Prior to releasing the tow to a commercial/private resource, both vessels to be advised that the obligations of the CG resource have been satisfied and the tow is now considered complete. JRCC/MRSC and the Regional Operations Centre to be informed.
<ul style="list-style-type: none"><li>•</li></ul>	When approaching a place of refuge the Captain of the disabled vessel is to be advised of what is to take place and expected of its crew.
<ul style="list-style-type: none"><li>•</li></ul>	Proper documentation and recordkeeping to be maintained throughout.

***The Boatswain or person appointed by the Chief Officer shall be in charge of deck operations during towing operations.***



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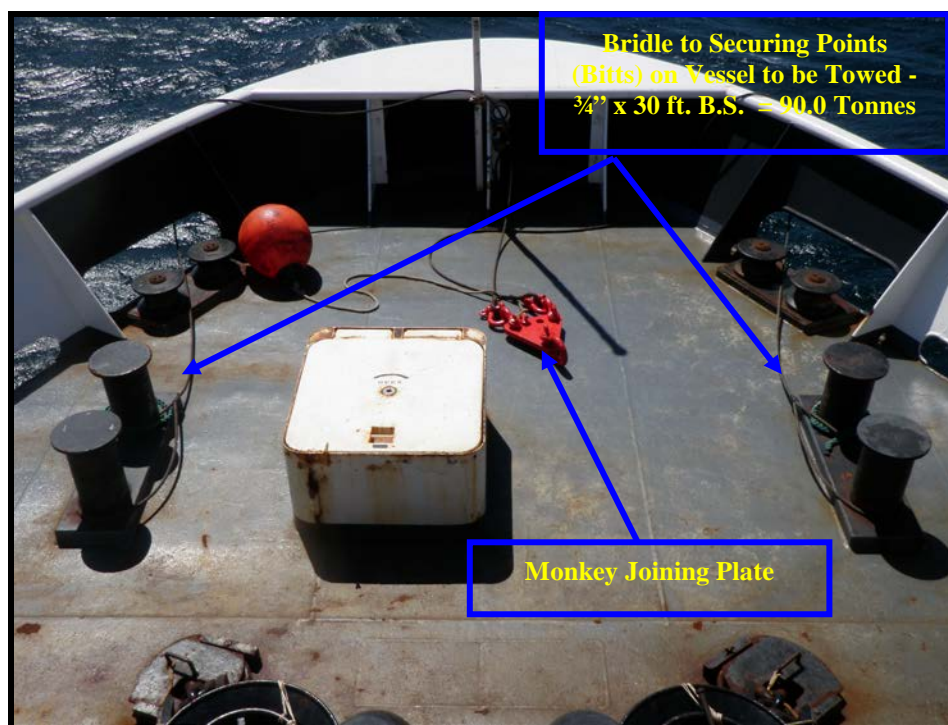
Page: 3 of 6

Document: J12-D3-23



# CCGS John P. Tully

## Ship Specific Procedures and Work Instructions



Reference: 7.C.4

Effective: 1 January 2015

Approved:

Regional Director Fleet

Version: New

Page: 4 of 6

Document: J12-D3-23

## CCGS John P. Tully

### *Ship Specific Procedures and Work Instructions*

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- Name: CCGS John P Tully's
- Call Sign: CG2958
- IMO number: 8320420
- Bollard Pull: 38 tonnes
- Anchor: 2 x Ljusne Hall Type, 2280 kg each / 9 Shackles Port & Starboard (36mm)
- Height of mooring deck: 2.8m
- Draft range: 4m to 4.75m
- Displacement: 2123.3 T

	Inventory
<b>Aft of Funnel Rope Reel</b>	1500 ft x 1 5/8" Quantum-12 Tow Rope (MBS = 98.0 tonnes) (hard eye on one end; soft eye on the other)
<b>Funnel</b>	2 - 200 ft x 2 1/2" Double Braided Nylon (MBS = 80 tonnes) Scotsman Floats/Fenders Rope Fenders
<b>Hold</b>	2 – 30 ft x 3/4" 6x19 Gal Wire Rope (MBS = 90 tonnes) Polypropylene recovery line
<b>Hold – Aft Workshop</b>	Shackles: <ul style="list-style-type: none"><li>• 1 x Crosby 35 tonne (MBS = 140 tonnes)</li><li>• 1 x Crosby 25 tonne (MBS = 100 tonnes)</li><li>• 5 x Crosby 17 tonne (MBS = 68 tonnes)</li><li>• 3 x Crosby 8.5 tonne (MBS = 34 tonnes)</li></ul> Monkey Plate Axe
<b>Monkey's Island</b>	4 Line throwing apparatus
<b>FM200 Room</b>	Pneumatic Line throwing apparatus

#### Reference Documents:

- Fleet Safety Manual Section 7.C.4
- Canadian Coast Guard Towing Guide
- IMO Circular MSC/Circ.1175 – Guidance on shipboard towing and mooring equipment
- IMO Circular MSC.1/Circ.1255 – Guideline for owners/operators on preparing emergency towing procedures
- SOLAS regulation II-1/3-8
- International Association of Classification Societies – Requirements concerning mooring, anchoring and towing

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Reference: 7.C.4

Version: New

Effective: 1 January 2015

Page: 5 of 6

Approved: Regional Director Fleet

Document: J12-D3-23

## **ANNEX A TOWING CONDITIONS AND UNDERSTANDING**

(Extract from Policy and Operational Procedures on Assistance to Disabled Vessels, [Appendix 1](#))

I, the undersigned \_\_\_\_\_ declare being the owner/operator/master/person in charge of the \_\_\_\_\_, registered under the official number or registration or license number \_\_\_\_\_ do hereby request that the Canadian Coast Guard Ship \_\_\_\_\_ (hereinafter: the "Search and Rescue Unit or SAR Unit") provide my disabled vessel with towing assistance.

In doing so, I declare being of sound body and mind and perfectly aware of the dangers and risks of a towing operation, for myself, for all persons on board the vessel, and for the vessel and its equipment. I confirm that the Search and Rescue Unit has informed me of the details of the intended towing operation and the SAR Unit expectations from my vessel during the operation, including the requirement not to undertake any manoeuvre or apply the engine or rudder unless it is ordered by the SAR Unit or the SAR Unit has been informed and agreed to the manoeuvre.

I confirm that I am responsible for the safety of the crew and passengers onboard my disabled vessel and that I will take all reasonable steps to ensure their safety during towing operation.

In addition, I have been informed of, and agree to the following:

- The towing operation will be to the nearest place of refuge, or to a rendezvous position where the tow can be safely transferred;
- If there is a more serious situation elsewhere, the towline will be released or
- transferred and the towing operation will be ended immediately;
- The SAR Unit may release the towline and end the towing operation if such operation poses risks to its safety or the safety of its crew;
- If adequate commercial assistance reaches the scene, the SAR Unit may hand over the tow. I will be liable to any charges from that commercial resource;
- Upon arrival at the nearest place of refuge, the SAR Unit will release the towline and depart and it will be my responsibility to secure my own vessel; and, the Canadian Coast Guard, the Department of Fisheries and Oceans Canada, the
- Government of Canada, Her Majesty the Queen in right of Canada and any of their employees or servants are not liable for damages suffered by my vessel, any of its equipment, its owner, master, operator, person in charge, crew or passengers, if the towing operation has to be abandoned, or if damages occurred despite the exercise of due diligence and good seamanship practices of the master and crew of the Search and Rescue Unit.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness (if any): \_\_\_\_\_

**Note to the Commanding Officer of the SAR Unit:**

If the circumstances do not allow the signature of this document, it should be read to the master or person in charge of the disabled vessel by radio, and their verbal acceptance of this agreement and waiver should be noted in the SAR Unit's logbook. Any electronic recordings of the conversation and agreement shall be retained and safeguarded according to established policy and procedures. In some circumstances it may be preferable to have Maritime Communications and Traffic Services (MCTS) communicate with the disabled vessel. Commanding Officers should discuss the circumstances with the MCTS Officer as appropriate.

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**Reference:** 7.C.4

**Version:** New

**Effective:** 1 January 2015

**Page:** 6 of 6

**Approved:** Regional Director Fleet

**Document:** J12-D3-23