

Forth Ports Limited
Barge Operations / Vessel Without Power

Pro Forma Method Statement

1. When operations involving barges are undertaken the agent or barge operator must complete in advance a pro-forma method statement. For the purposes of this procedure the definition of “barges” includes vessels without power and with or without a crew.
2. FTNS will not confirm a booking for the movement of a barge until the pro forma has been fully completed by the operator and then approved by the Duty Pilot followed by the Duty Harbour Master. **These formalities must be completed prior to 1200 on the last working day before the operation.** Note that Forth Ports 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 licensed by Forth Ports Authority can undertake towage operations** within the ports on the Forth. Crews from harbour tugs are not contracted to either provide mooring ropes or act as riggers or boatmen for the movement of barges. Harbour tugs will not be used to transfer personnel; such transfers will be conducted by pilot boat for pilots and by workboat for other personnel.
4. The agent or barge operator should make reference to Forth Ports Marine Guidelines **1.3 Barge Operations** and may consult with the relevant Harbour Master to assist in the completion of the method statement.
5. Supporting diagrams of the barge arrangements and any additional information for which there is no room on the form should be attached.
6. Sea-going tugs may be allowed to make fast/let go at river berths or in locks if there is a pilot on board.
7. The operation may require more than one pilot if considered necessary owing to obstructions, visibility restrictions, manoeuvring characteristics, in addition to the pilot required for the sea-going tug.
8. Safe means of access to / from the quay and fendering will be provided by the barge.
- 9 This pro-forma does not negate the need for a Risk Assessment and the operator remains responsible for ensuring compliance with all relevant regulations, laws and statutes.

10. Duty Pilot Details:
Tel: 0131 552 1420
Fax: 0131 551 5869
E-mail: pilots@forthports.co.uk

Duty Harbour Master Details:
Tel: 01324 498584
Fax: 01324 668480
E-mail: ftns@forthports.co.uk

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|---|-----------------------------------|---------------------|-----------------------------|
| FORTH PORTS PLC Barge Operations | Document ID FPMDL/FTNS(F)10/01 | Authorised By MM | Original Date 01.11.2011 |
| | Date Revised | Revised By | Review Due Nov 2012 |

The matters, information and assessments disclosed or referred to in this form have been supplied by or on behalf of the operator. Forth Ports Limited and Forth Pilots accepts no responsibility or liability whatsoever and howsoever arising from the accuracy, completeness or otherwise of such matters, information and assessments.

**Forth Ports Limited
Barge Operations / Vessel Without Power
Pro Forma Method Statement**

Ports & Berths Concerned /

Date

Movement Type: Arrival

Departure

Shift

| 1.0 Details | | | |
|--------------------|---|-----|-------------------------------|
| 1.1 | Name of agent (or person acting as agent) and 24 hour contact number: | | |
| 1.2 | Name & IMO number of sea-going tug: (If Applicable) | | |
| 1.3 | Name & IMO number of barge: | | |
| 1.4 | Sea-going tug dimensions: (If Applicable) | LOA | Beam Draft |
| 1.5 | Barge dimensions: | LOA | Beam Draft |
| 1.6 | Barge deadweight: | | |
| 1.6 | Is there an increase in barge's draft due to the bridle hanging in the water in the recovered position? | | |
| 1.7 | Air Draft (if applicable): | | |
| 1.8 | Visibility restrictions due to cargo: | | |
| 1.9 | Details of any overhangs: | | |
| 1.10 | Company supplying rigging crew: | | |
| 1.11 | Are supporting diagrams attached? | | |

| 2.0 Pilots | |
|-------------------|---|
| 2.1 | How many are required? |
| 2.2 | Where do they transfer between barge and tug if this is required? |

| 3.0 Access/Boarding | |
|----------------------------|---|
| 3.1 | What safe means of access has been provided for the pilot and rigging crew? |

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|---|-----------------------------------|---------------------|-----------------------------|
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| 4.0 Rigging Crew Details | |
|---------------------------------|--|
| 4.1 | What vessel is being used for the rigging crew to board/disembark the barge? (NB Rigging crew are not permitted to use the pilot vessel). |
| 4.2 | Contact number for the rigging crew supervisor: (24 hour) |
| 4.3 | How many in the rigging crew? |
| 4.4 | State arrangements for recovery and streaming of emergency towline: |

| 5.0 Tugs | |
|-----------------|---|
| 5.1 | State how many licensed tugs are required: |
| 5.2 | Name of licensed tugs: |
| 5.3 | Pilot confirms tug suitability for the job: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5.4 | Escort Tug required `from` and `to` locations: |
| 5.5 | At what location will they be made fast? |
| 5.6 | At what location will they be let-go? |
| 5.7 | How will the tugs be made fast? Please specify - e.g. single line or bridle. |
| 5.8 | Outline the arrangements that are in place and the method to be used for recovery of the bridle? (If applicable) (See 1.6): |

| 6.0 General | |
|--------------------|---|
| 6.1 | Does barge have adequate lighting for rigging crew? If answer is `no`, please state temporary lighting arrangement. |
| 6.2 | Are there any other restrictions due to darkness? |
| 6.3 | Maximum weather parameters: |

| 7.0 Alongside | |
|----------------------|--|
| 7.1 | How will shore party communicate with barge? |
| 7.2 | Name and contact number of responsible person ashore including |

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|--|-----------------------------------|---------------------|-----------------------------|
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| | | |
|-----|--|--|
| | emergency contact: | |
| 7.3 | Have linesmen been organized? | |
| 7.4 | Has a berthing plan and position been agreed with the berth operator and all other parties involved? | |
| 7.5 | How will moorings be tensioned – eg barge power/shore power/manual/tugs? | |
| 7.6 | How will mooring be tendered whilst alongside? | |
| 7.7 | Name and 24 hour contact number of person responsible for barge while alongside: | |

| | | |
|--------------------|--|---|
| 8.0 Forward | | |
| 8.1 | Ensure this form is forwarded to Duty Pilot: | Tick to confirm <input type="checkbox"/> Fax <input type="checkbox"/> Email |
| 8.2 | Ensure this form is Forwarded to Duty Harbour Master @ FTNS: | Tick to confirm <input type="checkbox"/> Fax <input type="checkbox"/> Email |

| | |
|---|--------------------|
| 9.0 Sign off | |
| Person completing the form <i>I confirm all details provided are accurate and correct to the best of my knowledge.</i> | Signature |
| | Name (print) |
| | Date & time |
| Duty Pilot <i>I confirm all details provided are satisfactory and agreed.</i> | Signature |
| | Date & time |
| Duty Harbour Master <i>I confirm all details provided have been discussed and agreed with relevant Harbour Master and Duty Pilots.</i> | Signature |
| | Date & time |

Completed and signed document should be sent by applicant to; FTNS, Agent, Duty Pilot, Towage Operator & Rigging crew.

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|--|-----------------------------------|---------------------|-----------------------------|
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