

# EMERGENCY TOWING AND SALVAGE

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	<b>ACTION (NOT NECESSARILY IN ORDER)</b>
<input type="checkbox"/>	Refer to the Emergency Towing Booklet (ETB)
<input type="checkbox"/>	Inform the Company Emergency Number. The ERC will be activated to support the Master and assist him
<input type="checkbox"/>	Assess the threat. Call for immediate assistance if required. The Master has the authority to sign a Lloyds Open Form.
<input type="checkbox"/>	Check weather / sea conditions / current / tide / Nature of seabed / weather forecast
<input type="checkbox"/>	Check threat for pollution and take measures to prevent pollution
<input type="checkbox"/>	Crew safety is a priority and is to be taken into account
<input type="checkbox"/>	Check risk of damage to the vessel or shore structures
<input type="checkbox"/>	Check proximity to shore / shoal
<input type="checkbox"/>	Check the potential for safe anchoring
<input type="checkbox"/>	Check for any damage already sustained by the ship
<input type="checkbox"/>	Check status of machinery like steering gear, Main engine, generators, winches, windlass etc
<input type="checkbox"/>	Inform port authorities / agents / company / coastal authorities (refer to list of coastal state contacts)
<input type="checkbox"/>	Inform Charterers. This can be delegated to ERC
<input type="checkbox"/>	Inform QI / USCG if In US waters (QI will inform all relevant parties). This can be delegated to ERC
<input type="checkbox"/>	Inform P&I, H&M, CLASS. This can be delegated to ERC
<input type="checkbox"/>	Check availability of assistance like tugs. Assess the number of the tugs required. Obtain tugs information – power, towage gears etc. This can be delegated to ERC
<input type="checkbox"/>	Select the most suitable salvage / towing company (in consultation with company time permitting)
<input type="checkbox"/>	Lloyd's form OR towage contract to be signed (in consultation with Company)
<input type="checkbox"/>	Inform all concerned parties when entering into the towing / salvage agreement. This can be delegated to the ERC
<input type="checkbox"/>	Prepare vessel to receive assistance from towing / salvage vessel (provide all necessary information like vessel details, mooring fitting details, copy of ETB, cargo carried etc)
<input type="checkbox"/>	Establish communications internally and externally as required

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<input type="checkbox"/>	Manpower and materials required taken into account
<input type="checkbox"/>	Check draft, list, stability, stress of vessel
<input type="checkbox"/>	Consider transferring bunkers / ballast / cargo
<input type="checkbox"/>	Consider de-ballasting to lighten vessel
<input type="checkbox"/>	Prepare a towing plan based on current scenario (Considering method of towing, Number of wires required / lead / length of tow etc). Should be discussed with ERC- time permitting.
<input type="checkbox"/>	Share the towing plan with Company and relevant authorities
<input type="checkbox"/>	Prepare towing equipment as per ETB and best industry practice.
<input type="checkbox"/>	Cooperate with the salvors, towing company
<input type="checkbox"/>	Take precautions to avoid grounding
<input type="checkbox"/>	Save VDR data
<input type="checkbox"/>	Exhibit lights / shapes as per COLREGS
<input type="checkbox"/>	Maintain log / record of events and decisions
<input type="checkbox"/>	Ensure crew are rested & unnecessary personnel are stood down to ensure vessel can effectively operate for prolonged high intense operations when required. Crew safety is paramount.
<input type="checkbox"/>	Take photos of the towing / salvage operation