

**TOWING
OFFICER'S
ASSESSMENT
RECORD
(TOAR)**



NAME: _____



**Shipboard
Practical
Assessment
Worksheets**

TOWING OFFICER'S ASSESSMENT RECORD

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**TOWING OFFICER'S ASSESSMENT RECORD
SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

CANDIDATE NAME: _____

SSN: _____

Tug List:

Tug

Date

Important Note – Read NAVIC 04-01 starting on page 28 and the certification section starting on page 43



**TOWING OFFICER'S ASSESSMENT RECORD
SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

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**TOWING OFFICER'S ASSESSMENT RECORD
SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

Section A (Vessel Familiarization)

Task No.	Task or Duty	DE's Initials	Date
A.	Vessel Familiarization		
A.1.	Locate and demonstrate use of firefighting equipment		
A.2.	Locate and demonstrate use of life-saving equipment		
A.3.	Identify and describe:		
A.3a.	a. main engine and propulsion		
A.3b.	b. steering systems		
A.3c.	c. auxiliary systems		
A.4.	Describe and follow vessel's fuel transfer procedures		
A.5.	Identify physical characteristics of vessel and tow		
A.6.	Conduct safety orientations for new crewmembers		
A.7.	Use vessel's internal communication system or equipment		
A.8.	Secure vessel for sea by:		
A.8a.	a. ensuring watertight integrity		
A.8b.	b. stowing deck gear		
A.9.	Operate towing gear		
A.10.	Inspect towing gear		
A.11.	Describe procedures for maintaining towing gear		

Designated Examiner:

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Section B (Navigation & Piloting)

Task No.	Task or Duty	DE's Initials	Date
B.	Navigation and Piloting		
B.1.	Describe the effect of tide and current on the vessel's position		
B.2.	Allow for draft and clearances in navigation of vessel		
B.3.	Conduct pre-voyage test and inspections per 33CFR164.80		
B.4.	Describe and comply with reporting requirements for VTS		
B.5.	Communicate using VHF radio		
B.6.	Provide radio or whistle notice of getting underway		
B.7.	Make security calls		
B.8.	Initiate appropriate actions in reduced visibility		
B.9.	Identify and maintain required charts or maps and publications		
B.10.	Use required charts or maps and publications		
B.11.	Determine vessel's position on chart or map		
B.12.	Plan the route on paper or electronic charts		
B.13.	Incorporate information on forecast weather and sea conditions in route planning		
B.14.	Maintain track by plotting with electronic aids		
B.15.	Maintain heading using magnetic compass and gyro, if equipped		

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Section C (Watchstanding)

Task No.	Task or Duty	DE's Initials	Date
C.	Watchstanding		
C.1.	Operate and use all electronic equipment in pilothouse		
C.2.	Use compass or swing-meter		
C.3.	Make appropriate entries in logbook		
C.4.	Maintain proper lookout		
C.5.	Communicate navigation and vessel-status information to the relieving watch officer		
C.6.	Follow standing orders or master's instructions on watch		
C.7.	Monitor traffic using visual, audio, and electronic aids (e.g. binoculars, VHF, sound signals, and radar)		
C.8.	Monitor movement, ride and stability of tug		
C.9.	Monitor movement, ride and stability of barge		
C.10.	Monitor status of the towing gear, including:		
C.10a.	a. catenary		
C.10b.	b. chafing of tow wire or hawser		
C.10c.	c. pushing gear		
	<i>NA for MSC: Does not need to be signed off but can be if observed.</i>		
C.11	Take appropriate action in response to changing weather and sea conditions		

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Section D (Maneuvering)

Task No.	Task or Duty	DE's Initials	Date
D.	Maneuvering		
D.1.	Maneuver light boat		
D.2.	Maneuver tow in high wind		
D.3.	Make tow		
D.4.	Break tow		
D.5.	Dock and Undock light boat		
D.6.	Dock and sail the tow as directed by the master		
D.7.	Maneuver a tow under way		
D.7a.	a. in port		
D.7b.	b. at sea		
D.8.	Transition to or from towing, pushing, & alongside modes <i>NA for MSC: Does not need to be signed off but can be if observed.</i>		
D.9.	Anchor the tow (if applicable)		

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Section E (Rules of the Road)

Task No.	Task or Duty	DE's Initials	Date
E.	Rules of the Road		
E.1.	Apply the rules of the road in the following situations:		
E.1a.	a. Meeting while pushing ahead, or Meeting while towing astern		
E.1b.	b. Crossing while pushing ahead, or Crossing while towing astern		
E.1c.	c. Overtake another vessel while pushing ahead, or Overtaking another vessel while towing astern		
E.1d.	d. being stand-on vessel		
E.1e.	e. being give-way vessel		
E.1f.	f. operating in restricted visibility		
E.1g.	g. properly lighting towing vessel and tow while towing astern		
E.1h.	h. Provide proper sound and light signals) passing, fog, danger, etc.)		
E.2.	Recognize and use lights and shapes		
E.3.	Transition from International (COLREGS) to Inland Rules of the Road (and vice versa)		

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Section F (Safety & Emergency Response)

Task No.	Task or Duty	DE's Initials	Date
F.	Safety and Emergency Response		
F.1.	Describe procedures to follow in response to:		
F.1a.	a. Steering failure		
F.1b.	b. Loss of electrical power		
F.1c.	c. Loss of propulsion		
F.1d.	d. Collision or allision		
F.1e.	e. Grounding		
F.1f.	f. Personnel injury		
F.1g.	g. Oil or hazardous substance spill		
F.2.	Conduct man overboard drill		
F.3.	Conduct fire drill and instruction per 46CFR27.355		
F.4.	Describe procedures for abandoning ship		
F.5.	Describe procedures for use of general alarm		
F.6.	Describe procedures for use of all on-board safety equipment		
F.7.	Conduct barge-retrieval drill per 33CFR155,203(b)(2)(iv)(if applicable)		
F.8.	Conduct actual anchoring or drill per 33CFR155.230(b)(1)(iii) (if applicable)		

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Section G (Environmental Protection)

Task No.	Task or Duty	DE's Initials	Date
G.	Environmental Protection		
G.1.	Describe procedures for disposal of:		
G.1a.	a. garbage		
G.1b.	b. sewage		
G.1c.	c. bilge slops		
G.1d.	d. regulated waste		

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CANDIDATE
WORKSHEET
GUIDES

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Task No.	Task or Duty
A.	Vessel Familiarization
A.1.	<p>Locate and demonstrate use of firefighting equipment.</p> <p>The mariner will locate and describe all firefighting systems, both fixed and portable . All firefighting equipment will be demonstrated to the satisfaction of the assessor.</p>
A.2.	<p>Locate and demonstrate use of life-saving equipment.</p> <p>The mariner will locate and describe all life saving equipment aboard the vessel to include all survival craft, emergency lifeboat radios, SARTs and EPIRBs. All lifesaving equipment will be demonstrated to the satisfaction of the assessor,</p>
A.3.	Identify and describe:
A.3a.	<p>a. main engine and propulsion.</p> <p>The mariner will provide a description of the main engine and propulsion system to include the make, model, and characteristics of the main engine, horsepower, control system,, number of propellers, and the number of rudders. Alternate propulsion systems should also be discussed.</p>
A.3b.	<p>b. steering systems</p> <p>The mariner will provide a description of the steering system to include the type of system (hydraulic, electric, or mechanical),types of steering controls (follow-up, non-follow-up, autopilot), time from hard over to hard over, and emergency steering systems. The mariner will demonstrate to the satisfaction of the assessor, an ability to switch from system to system.</p>
A.3c	<p>c. auxiliary systems</p> <p>The mariner will describe the main electrical generating system, emergency power system, compressed air, and hydraulic systems. The mariner will describe the safe use of these systems IAW standard operating procedures.</p>
A.4	<p>Describe and follow vessel's fuel transfer procedures.</p> <p>The mariner will describe the transfer procedures and the responsibilities of the Captain, mate and engineer during fuel transfer operations. The mariner will participate in fuel transfers IAW the Fueling Bill.</p>
A.5	<p>Identify physical characteristics of vessel and tow.</p> <p>The mariner will provide a description of the tow, to include length, breadth, draft and air draft of both the towing vessel and the tow. The mariner will describe the tow configuration, and if cargo is carried, identify the location of any hazardous materials in the cargo as per the Dangerous Cargo Manifest or other cargo papers..</p>
A.6	<p>Conduct safety orientations for new crewmembers.</p> <p>The mariner will conduct a safety orientation for the crew IAW with the Master's instruction or Agency policy. The mariner will describe firefighting and damage control equipment, lifesaving equipment, and general shipboard safety.</p>
A.7.	<p>Use vessel's internal communication system or equipment.</p> <p>The mariner will identify and operate all internal communication systems aboard the vessel. This includes electrical and sound-powered telephones, talk-back boxes and portable radios.</p>



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A.8.	Secure vessel for sea by:
A.8a.	<p>a. ensuring watertight integrity.</p> <p>The mariner shall secure doors, hatches and any other openings that would otherwise effect the watertight integrity of the towing vessel and tow.</p>
A.8b.	<p>b. stowing deck gear.</p> <p>The mariner will “secure for sea” all deck gear on the tow and towing vessel, including lines, wires, shackles, anchoring gear, safety gear, and other loose gear.</p>
A.9.	<p>Operate towing gear.</p> <p>The mariner will describe the components of the towing equipment and its operation. The mariner will demonstrate the safe and proper use of the equipment when making-up and letting go.</p>
A.10.	<p>Inspect towing gear.</p> <p>The mariner will inspect the towing gear on the towing vessel and tow, and document the inspection in ship’s logs IAW 33 CFR 164.74.</p>
A.11.	<p>Describe procedures for maintaining towing gear.</p> <p>The mariner will describe the procedures for preventative maintenance, repair and replacement of towing equipment. This should include chain bridles, shackles, flounder plates, wire rope and towing engine.</p>

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Task No.	Task or Duty
B.	Navigation and Piloting
B.1.	<p>Describe the effect of tide and current on the vessel's position.</p> <p>The mariner will describe the effects of tide and currents on the movement and handling of both the towing vessel and tow.</p>
B.2.	<p>Allow for draft and clearances in navigation of vessel.</p> <p>The mariner will determine draft, under-keel clearance, and air-draft of both the towing vessel and tow using publications such as tide tables, charts, or Coast Pilot .</p>
B.3.	<p>Conduct pre-voyage test and inspections per 33CFR164.80.</p> <p>The mariner will conduct pre-voyage checks, tests, and inspections IAW 33 CFR 164.80, agency, and IMO guidelines.</p>
B.4.	<p>Describe and comply with reporting requirements for VTS.</p> <p>The mariner will describe the purpose and function of the VTS system using VTS booklets and charts.. Observe the mariner's use of VTS during vessel operations to include communications with the VTS via VHF radio.</p>
B.5.	<p>Communicate using VHF radio.</p> <p>The mariner must produce a valid FCC Radiotelephone Operators License. The mariner will demonstrate proper radiotelephone procedures while communicating on the VHF radio.</p>
B.6.	<p>Provide radio or whistle notice of getting underway.</p> <p>Prior to getting underway, the mariner will make appropriate security calls, or radio calls to VTS. In addition, the mariner will make appropriate whistle signals IAW the Navigation Rules to signal intentions of getting underway.</p>
B.7.	<p>Make security calls.</p> <p>The mariner will make required security calls on the VHF in accordance with the Bridge to Bridge Radiotelephone Act.</p>
B.8.	<p>Initiate appropriate actions in reduced visibility.</p> <p>The mariner will explain and describe regulatory requirements and / or company policy for operating in reduced visibility. The mariner will discuss the proper lights and sound signals as per the Navigation Rules, safe speed, notifications of the Master, lookouts, traffic, and anchoring.</p>
B.9.	<p>Identify and maintain required charts or maps and publications.</p> <p>The mariner will demonstrate ability to maintain charts and publications using Notice to Mariners.</p>
B.10.	<p>Use required charts or maps and publications.</p> <p>The mariner will demonstrate ability to utilize information from charts and publications such as Light List, Coast Pilots, Notice to Mariners etc.</p>
B.11.	<p>Determine vessel's position on chart or map.</p> <p>The mariner will accurately determine the vessel's position on a chart using celestial, terrestrial, or electronic methods.</p>



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B.12.	<p>Plan the route on paper or electronic charts.</p> <p>The mariner will plan a route for a given voyage, utilizing all available publications and charts, while considering weather, tides, currents conditions expected to be encountered, and tug and tow characteristics.</p>
B.13.	<p>Incorporate information on forecast weather and sea conditions in route planning.</p> <p>The mariner will acquire weather and sea conditions forecasts for the intended route using all available resources including NOAA, Navy, and OTSR reports.</p>
B.14.	<p>Maintain track by plotting with electronic aids.</p> <p>Using electronic aids such as LORAN, GPS, DECCA or OMEGA, the mariners will plot electronic fixes and make appropriate course changes to maintain intended track. The mariner will calculate set and drift and apply appropriate course changes.</p>
B.15.	<p>Maintain heading using magnetic compass and gyro, if equipped.</p> <p>Using a magnetic and / or gyro compass, the mariner will maintain heading within plus/minus five degrees for one mile.</p>

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Task No.	Task or Duty
C.	Watchstanding
C.1.	<p>Operate and use all electronic equipment in pilothouse.</p> <p>The mariner will give a description of the use and operation of all electronic navigation equipment aboard the vessel and demonstrate its use.</p>
C.2.	<p>Use compass.</p> <p>Using the gyro compass, the mariner will steer a true course. The mariner will demonstrate the application of variation and deviation to determine compass course (PSC) to steer.</p>
C.3.	<p>Make appropriate entries in logbook.</p> <p>The mariner will describe and make logbook entries per U.S. Coast Guard regulation, MSC policy, and Master's orders.</p>
C.4.	<p>Maintain proper lookout.</p> <p>Observe the mariner to ensure he/she maintains a vigilant lookout.</p>
C.5.	<p>Communicate navigation and vessel-status information to the relieving watch officer.</p> <p>The mariner will conduct a turn-over of the watch and communicate specific information relevant to position, equipment readiness, weather, traffic, tow changes, navigation hazards, sea conditions, and crew readiness.</p>
C.6.	<p>Follow standing orders or master's instructions on watch.</p> <p>The mariner will describe the process for the transfer of information through the use of standing orders or Master's night order. The designated examiner will witness the exchange of information and ensure that the standing orders were executed.</p>
C.7.	<p>Monitor traffic using visual, audio, and electronic aids (e.g. binoculars, VHF, sound signals, and radar).</p> <p>The mariner will describe available means to track, detect and monitor traffic in the vicinity of the vessel. While standing watch, ensure the mariner uses the described methods and takes appropriate actions to ensure the safe navigation of the vessel and tow.</p>
C.8.	<p>Monitor movement, ride and stability of tug.</p> <p>The mariner will describe the factors that effect the ride of the tug, taking into account trim, heel, ballast, fuel, towline length, wind and sea conditions. The assessor shall observe the mariner's response to these conditions to ensure the safety of the tug.</p>
C.9.	<p>Monitor movement, ride and stability of barge.</p> <p>The mariner will describe the factors that effect the ride of the tow, including trim, heel, ballast, fuel, towline length, wind and sea conditions. The assessor shall observe the mariner's response to these conditions to ensure the safety of the tow.</p>



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C.10.	Monitor status of the towing gear, including:
C.10a.	<p>a. catenary.</p> <p>The mariner will describe catenary and how water depth, hazards to navigation, and handling characteristics of the tow dictate the towing operation. The assessor shall ensure that the mariner takes these factors into account while handling the tow</p>
C.10b.	<p>b. chafing of tow wire or hawser.</p> <p>The mariner will describe the methods to protect the tow wire or hawser from chaffing. The assessor shall ensure the mariner takes appropriate precautions to prevent chaffing.</p>
C.10c.	<p>c. pushing gear.</p> <p>The mariner will describe the pushing gear and how it is deployed. While operations, have the mariner deploy, retrieve, monitor and inspect pushing gear.</p>
C.11	<p>Take appropriate action in response to changing weather and sea conditions.</p> <p>The mariner will describe the actions to be taken during changing weather and sea conditions. While underway, the assessor will witness ensure that the mariner makes adjustments to vessel's course, speed, and hawser / wire to ensure the safety of the towing vessel and tow.</p>

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Task No.	Task or Duty
D.	Maneuvering
D.1.	<p>Maneuver light boat</p> <p>The mariner will demonstrate the ability to safely navigate the vessel in the following scenarios:</p> <ul style="list-style-type: none"> a. MANUEVERING AHEAD: The mariner will maneuver the vessel on a predetermined route, and at a designated speed, thereby demonstrating control of the vessel. b. MANEUVERING ASTERN: The mariner will maneuver the vessel astern for a prescribed distance or time to demonstrate ability to maintain control of the vessel. c. REVERSE HEADING: The mariner will slow the vessel to a slow speed, reverse direction by “twisting”, and establish a reciprocal heading. d. MANEUVERING WITH/AGAINST CURRENT: The mariner will maneuver the vessel with and against the current. The mariner will discuss actions taken to counter the effects of the current. e. LANDING: The mariner will safely put the tug against another vessel and / or pier, both with and against the current.
D.2.	<p>Maneuver tow in high wind</p> <p>The mariner will describe the effects of a crosswind on the towing vessel and the tow and explain how to compensate for these effects while maneuvering both vessels.</p>
D.3.	<p>Make tow</p> <p>The mariner will make up the tow, rigging all towing gear, including bridle, fish plate, shackles, shock lines and towing hawser.</p>
D.4.	<p>Break tow</p> <p>The mariner will break the tow, unrigging all towing gear, including bridle, fish plate, shackles, shock lines and towing hawser.</p>
D.5.	<p>Dock and Undock light boat</p>
D.6.	<p>Dock and sail the tow as directed by the master</p> <p>The mariner will describe the responsibilities for docking and undocking the vessel and tow according to the master’s orders or Agency policy. Observe the mariner carrying out these duties.</p>
D.7.	<p>Maneuver a tow under way</p>
D.7a.	<p style="padding-left: 20px;">a. in port</p> <p>The mariner will describe the operation of the vessel and tow while operating in confined waters. The mariner is to be observed safely operating and maneuvering the towing vessel and tow while towing astern and alongside, taking into account conditions such as water and air draft,, traffic, VTS, weather , restricted visibility and darkness.</p>



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D.7b.	<p>b. at sea</p> <p>The mariner will describe the operation of the vessel and tow while operating in open water while towing astern. The mariner is to be observed safely operating and maneuvering the towing vessel and tow while towing astern and alongside, taking into account prevailing conditions such as water and air draft,, traffic, VTS, weather , restricted visibility and darkness.</p>
D.8.	<p>Transition to or from towing, pushing and alongside modes.</p> <p>MSC restriction – Not applicable</p>
D.9.	<p>Anchor the tow (if applicable)</p> <p>The mariner will describe the procedures for anchoring the vessel and tow, taking into account conditions such as water depth, bottom type, tides and current, type of ground tackle, condition of the tow, and scope of wire or chain. Under the direction of the Master, the mariner will anchor the tow.</p>



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Task No.	Task or Duty
E.	Rules of the Road
E.1.	Apply the rules of the road in the following situations:
E.1a.	<p style="text-align: center;">a. Meeting while towing astern</p> <p>The mariner will describe and show understanding of Rule 14 of the Navigation Rules "Head-on Situation". Additionally the mariner will maneuver the vessel in a "head-on situation" to the satisfaction of the assessor.</p>
E.1b.	<p style="text-align: center;">b. Crossing while towing astern</p> <p>The mariner will describe and show understanding of Rule 15 of the Navigation Rules "Crossing Situation". Additionally the mariner will maneuver the vessel in a "crossing situation" to the satisfaction of the assessor.</p>
E.1c.	<p style="text-align: center;">c. Overtaking another vessel while towing astern</p> <p>The mariner will describe and show understanding of Rule 13 of the Navigation Rules "Overtaking". Additionally the mariner will maneuver the vessel in a "overtaking situation" to the satisfaction of the assessor.</p>
E.1d.	<p style="text-align: center;">d. being stand-on vessel</p> <p>The mariner will define the term stand-on vessel IAW the definition as found in Rule 17 of the Navigation Rules.</p>
E.1e.	<p style="text-align: center;">e. being give-way vessel</p> <p>The mariner will define the term give-way vessel IAW the definition as found in Rule 16 of the Navigation Rules.</p>
E.1f.	<p style="text-align: center;">f. operating in restricted visibility</p> <p>The mariner shall discuss procedures for operating in reduced visibility IAW Rule 19 of the Navigation Rules. (Conduct of vessels in restricted visibility) This should include lights, sound signals and the practice of good seamanship (safe speed, use of radar, extra lookouts).</p>
E1g.	<p style="text-align: center;">g. properly lighting towing vessel and tow while towing astern</p> <p>The mariner will describe the proper lighting for a towing vessel and tow while towing astern as defined in Rule 24 of the Navigation Rules.</p>
E.1h.	<p style="text-align: center;">h. Provide proper sound and light signals (passing, fog, danger, etc.)</p> <p>The mariner will describe the proper sound and light signals for passing, in fog, and danger IAW with Rules 34 and 35 of the Navigation Rules.</p>
E.2.	<p style="text-align: center;">Recognize and use lights and shapes</p> <p>The mariner will describe the lights and shapes used by towing vessels and vessels being towed IAW with Rule 24 of the Navigation Rules. The mariner will also describe lights and shapes for a towing vessel that is restricted in its ability to maneuver as described in Rule 27 of the Navigation Rules.</p>
E.3.	<p style="text-align: center;">Transition from International (COLREGS) to Inland Rules of the Road (and vice versa)</p> <p>The mariner will describe scenarios as the tug and tow transits from Inland Waters to International Waters and vice versa, and the resultant changes in lighting schemes as the vessel crosses from one rule scheme to another.</p>



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Task No.	Task or Duty
F.	Safety and Emergency Response
F.1.	Describe procedures to follow in response to:
F.1.a.	<p>a. Steering failure</p> <p>The mariner will describe the procedures to be taken in the event of a steering casualty. Procedures should follow the vessel's steering casualty bill and the operating instructions for the vessel's steering system.</p>
F.1.b.	<p>b. Loss of electrical power</p> <p>The mariner will describe the procedures to be taken in the event of a loss of electrical power. Procedures should follow guidelines as set forth by the vessel's casualty control doctrine.</p>
F.1.c.	<p>c. Loss of propulsion</p> <p>The mariner will describe the procedures to be taken in the event of a propulsion casualty. Procedures should follow guidelines as set forth in the vessel's casualty control doctrine.</p>
F.1.d.	<p>d. Collision or allision</p> <p>The mariner will describe the procedures to be taken in the event of a collision or allision with another vessel, bridge, pier, or other structure. Discussion should include aspects of damage control, firefighting, stability, environmental protection, and notification of various agencies.</p>
F.1.e.	<p>e. Grounding</p> <p>The mariner will describe procedures to be taken in the event of a grounding. Discussion should include aspects of damage control, firefighting, stability, environmental protection, and notification of various agencies.</p>
F.1.f.	<p>f. Personnel injury</p> <p>The mariner will describe the procedures to be taken in the event of injury to personnel on board the towing vessel or tow.</p>
F.1.g.	<p>g. Oil or hazardous substance spill</p> <p>The mariner will describe the procedures to be taken in the event of an oil or hazardous substance spill. Actions taken should replicate requirements of the vessel's approved OIL and HAZARDOUS SUBSTANCE SPILL BILL.</p>
F.2.	<p>Conduct man overboard drill</p> <p>The mariner will describe the procedures to be taken during a man overboard. The mariner will describe the various recovery turns to be used during the recovery. Mariner will conduct man overboard drill, maneuvering the ship to effect rescue.</p>
F.3.	<p>Conduct fire drill and instruction per 46CFR27.355</p> <p>The mariner will describe the procedures to be taken during a fire drill.</p>
F.4.	<p>Describe procedures for abandoning ship</p> <p>The mariner will describe the procedures for abandoning ship IAW standard industry practices, agency policy, and ship capabilities and arrangements.</p>



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F.5.	<p>Describe procedures for use of general alarm</p> <p>The mariner will demonstrate the use of the general alarm.</p>
F.6.	<p>Describe procedures for use of all on-board safety equipment</p> <p>Describe procedures for the use of all safety equipment normally used in the vessel's confined space, respiratory protection and electrical safety programs implemented aboard the towing vessel.</p>
F.7.	<p>Conduct barge-retrieval drill per 33CFR155.203(b)(2)(iv)(if applicable)</p> <p>Under the direction of the Master, conduct barge retrieval using accepted industry practices.</p>
F.8.	<p>Conduct actual anchoring or drill per 33CFR155.230(b)(1)(iii) (if applicable)</p> <p>Under the direction of the Master, anchor tow and towing vessel using accepted industry practices. Ensure the safety of the tow and towing vessel at all times.</p>

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Task No.	Task or Duty
G.	Environmental Protection
G.1.	Describe procedures for disposal of:
G.1a.	<p>a. garbage</p> <p>The mariner will describe local, State, Federal, and International regulations for the proper disposal of solid waste for the vessel's operation area.</p>
G.1b.	<p>b. sewage</p> <p>The mariner will describe local, State, Federal, and International regulations for the proper disposal of sewage for the vessel's operation area.</p>
G.1c.	<p>c. bilge slops</p> <p>The mariner will describe local, State, Federal, and International regulations for the proper disposal of sewage for the vessel's operation area.</p>
G.1d.	<p>d. regulated waste</p> <p>The mariner will describe local, State, Federal, and International regulations for the proper disposal of sewage for the vessel's operation area.</p>



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U.S. Department
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NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 4-01

Subj: LICENSING AND MANNING FOR OFFICERS OF TOWING VESSELS

1. **PURPOSE.** This Navigation and Vessel Inspection Circular (NVIC) clarifies and provides specific guidance on licensing and manning for officers of towing vessels.
2. **DIRECTIVES AFFECTED.** Marine Safety Manual, Volume III, Chapters 10, 13, 19, 20, and 26, COMDTINST M16000.8B.
3. **ACTION.**
 - a. Owners, operators, and masters of towing vessels should become familiar with the change in the manning requirements for towing vessels. Operators of these vessels should also become familiar with the change in the training and license progression required of those mariners pursuing licenses to operate towing vessels.
 - b. Officers in Charge, Marine Inspection (OCMIs), should bring this Circular to the attention of owners and operators of towing vessels, mariners, professional organizations, labor unions, and other parties with maritime interests.
 - c. Regional Examination Centers (RECs) should use the guidance provided by this NVIC to evaluate those mariners applying for licenses to operate towing vessels.
 - d. This NVIC is available on the World-Wide Web at: <http://www.uscg.mil/hq/g-m/nvic/index.htm>. The Coast Guard will distribute it internally by electronic means only.
4. **BACKGROUND.**
 - a. After the allision, in September 1993, of a towing vessel and its barges with a railroad bridge near Mobile, Alabama (Amtrak casualty), the Secretary of Transportation initiated an examination of the safety of towing vessels. This examination resulted, in part, in the development of a report entitled Review of Marine Safety Issues Related to Uninspected Towing Vessels. Among the report's recommendations were the need to improve licensing, training, and qualifications of operators of uninspected towing vessels (OUTVs) and to improve navigational safety on towing vessels.



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- b. Several other casualties involving towing vessels followed the Amtrak casualty. Each demonstrates the urgent need to examine the rules for licensing of all operators of towing vessels. After a thorough examination of the rules and a number of public meetings, we published a notice of proposed rulemaking and a supplemental notice of proposed rulemaking, on June 19, 1996 [61 FR 31332], and October 27, 1997 [62 FR 55548], respectively. These notices proposed changes for the licensing of officers of towing vessels. We revised the proposed rule in response to public comment, and published an interim rule on November 19, 1999 [64 FR 63213]. We revised it further in a third interim rule published in April 2001. These rules are effective on May 21, 2001.
- c. Before this rule, the license structure for towing vessels had, effectively, a single grade of license, OUTV. (The license for 2nd-class OUTV has largely gone unused in the towing industry, resulting in this limited license progression.)
- d. Under the licensing scheme in effect until May 21, 2001, a mariner holding a license as master of inspected, self-propelled vessels stands equivalent to OUTV and may operate a towing vessel up to the tonnage limit on the face of the license. This equivalence extends to individuals licensed as mate or first-class pilot of inspected self-propelled vessels greater than 200 gross register tons (GRT).
- e. The licensing process, before May 21, 2001, under Title 46, Code of Federal Regulations, section 10.211 (46 CFR 10.211), required a mariner to submit official documents from marine employers signed by appropriate officials or licensed masters. Mariners owning vessels of not more than 200 GRT could attest their own service. Mariners not owning vessels and working on vessels less than 200 GRT needed to obtain letters or other evidence of service from licensed personnel or from owners of vessels.
- f. The rules in effect on or after May 21, 2001, provide a new license title for those officers operating towing vessels, master of towing vessels. This license divides into a multi-purpose license and a limited license. License progression comes about through the use of licenses as apprentice mate (steersman) and mate (pilot) of towing vessels. After suitable service on towing vessels a mariner will undergo examination by the Coast Guard, and, if successful, receive a license as apprentice mate (steersman). After training and assessment, he or she will receive a license as mate (pilot) of towing vessels. The license title is mate (pilot) of towing vessel; however, a mariner may request the use of either mate or pilot of towing vessels according to regional preference. After further experience he or she will receive a license as master of towing vessels without further requirement for completion of written examinations, with certain exceptions. A mariner seeking endorsements under STCW may need further training and assessment to obtain the necessary certificate.

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g. Officers currently operating towing vessels will not have to convert to the new license until their current licenses require renewal on or after May 21, 2001. Officers with at least 90 days' experience operating towing vessels will not lose any authority to operate those vessels. Their licenses will be renewed as indicated later in this Circular.

h. The following table sets out the requirements for a license under the rules in place before May 21, 2001, and whether the new rule revised them.

Minimum age 46 CFR 10.201(f)	No change under new rule
Citizenship 46 CFR 10.201(e)	No change under new rule
Physical examination 46 CFR 10.205(d)	No change under new rule
Experience or training 46 CFR 10.464	<i>Change under new rule</i>
Character check and references 46 CFR 10.205(f)	No change under new rule
Firefighting: certificates 46 CFR 10.205(g)	No change under new rule
First aid and cardiopulmonary resuscitation Certificates 46 CFR 10.205(h)	No change under new rule
Professional Examination 46 CFR 10.205(i)	<i>Change under new rule</i>
Practical demonstration of skills 46 CFR 10.304(h)	<i>Change under new rule</i>

i. Assistance towing underwent no change with this rule. We still consider assistance towing to be 'towing a disabled vessel for consideration.' We have clarified the definition of 'disabled vessel' [see paragraph 5.a.] to specify what vessels we consider to be disabled vessels. Experience operating assistance-towing vessels is not comparable to operating other types of towing vessels.

5. DEFINITIONS.

The following definitions appear in the rules in effect on or after May 21, 2001, and as published in the CFR:

a. Disabled vessel means a vessel that needs assistance, whether docked, moored, anchored, aground, adrift, or having been under way with a loss of propulsion; but does not mean a barge or any other vessel not regularly operated under its own power.



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b. Harbor assist means the use of a towing vessel during maneuvers to dock, undock, moor, or unmoor a vessel or to escort a vessel with limited maneuverability.

c. Inland waters means the navigable waters of the United States shoreward of the Boundary Lines as described in 46 CFR part 7, excluding the Great Lakes and, for towing vessels, excluding the Western Rivers. For establishing credit for sea service, the waters of the Inside Passage between Puget Sound and Cape Spencer, Alaska, are inland waters.

d. Pilot of Towing Vessels means a qualified officer of towing vessels operating on inland routes. (This is an alternative term for mate of towing vessels).

The following definitions are necessary to clarify this Circular, though they may not appear in the rule as published in the CFR:

e. Assessment means evaluation.

f. Designated examiner means a person who has been trained or instructed in techniques of training or assessment and is otherwise qualified to evaluate whether a candidate for a license, document, or endorsement has achieved the level of competence required.

g. Gross Register Tons (GRT) means tonnage as measured under the domestic measurement process as detailed in Title 46, United States Code, section 14501 [46 U.S.C. 14501].

h. License for master of towing vessels authorizes service within any route authorized by the license, including harbor assist and limited local area.

i. License for master of towing vessels, limited allows a mariner with limited geographic experience an opportunity to obtain a license. This will authorize service only in limited geographic areas.

j. License for mate (pilot) of towing vessels pertains to a qualified officer subordinate to a master of towing vessels. A mate (pilot) of towing vessels may stand a watch, but a master of towing vessels must also be on the vessel.

k. License for apprentice mate (steersman) pertains to a mariner in training to become master or mate (pilot) of towing vessels, who has passed all required examinations for the applicable towing license. Nonetheless, he or she may only serve under the direct supervision of an officer qualified for towing vessels.

l. Limited local area means a defined limited geographic area designated by the local OCMI.

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m. National Driver Registry (NDR) the National Driver Registry as referred to in 46 CFR 10.201(i).

n. Proficiency means having the practical ability to apply the necessary knowledge, skill, and experience.

o. Regional Examination Center (REC) refers to any of the Coast Guard licensing offices as defined in 46 CFR 10.105.

p. Route means the general geographic body or bodies of water endorsed on the face of a license (specifically, Oceans, Near-coastal, Great Lakes–inland, Western Rivers, or Limited Local Area).

q. Simulator course is a course that uses simulation equipment in evaluating a mariner's proficiency.

r. Towing Officer's Assessment Record (TOAR) is a record used to document the training and assessment of a mariner in the towing industry.

s. Western Rivers means the Mississippi River, its tributaries; South Pass and Southwest Pass, to the navigational demarcation lines dividing the high seas from harbors, rivers, and other inland waters of the United States; Port Allen—Morgan City Alternate Route; that part of the Atchafalaya River above its junction with the Port Allen—Morgan City Alternate Route including the Old River and the Red River; and those waters specified in 33 CFR 89.25.

6. APPLICABILITY.

a. All mariners in the towing industry are subject to the rules effective on May 21, 2001.

b. Mariners with current OUTV licenses will receive licenses as masters of towing vessels. They will receive their new licenses at their first upgrades or renewals following May 20, 2001.

c. Other licensed officers with authority and experience operating towing vessels may have their licenses endorsed for service on towing vessels. Any relevant endorsements will be added to their licenses at their next upgrades or renewals after May 20, 2001 (if at all). In some cases licensed officers holding completed TOARs do not require endorsements.

7. DISCUSSION.

a. Categories of licenses:

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(1) Master of towing vessels: replacement for the current OUTV. The following limited licenses are also available:

- (a) Master of towing vessels (harbor assist): a license restricted to harbor towing vessels (not issued during the initial phase-in period, the period before publication of the final rule).
- (b) Master of towing vessels (limited): a license limited to a local geographic area or special use.

(2) Mate (pilot) of towing vessels: (formerly 2nd-Class OUTV). The following limited licenses are also available:

- (a) Mate (pilot) of towing vessels (harbor assist): a license restricted to harbor towing vessels (not issued during the initial phase-in period).
- (b) Mate (pilot) of towing vessels (limited): a license limited to a local geographic area or special use.

(3) Apprentice mate (steersman): a mariner in a training program to become a mate (pilot) of towing vessels or master of towing vessels (harbor assist). This license may be issued with the same limitations as noted for master and mate of towing vessels. The specific limitation is only dependent on the exam taken by the candidate.

b. License route endorsements and authority:

- (1) Oceans
- (2) Near-coastal waters
- (3) Great Lakes–inland waters
- (4) Western Rivers
- (5) Limited Local Area
- (6) Harbor assist. This route will not be issued during the initial phase-in period; a license for a limited local area will, instead.
- (7) A license as master or mate (pilot) of towing vessels endorsed for Oceans authorizes service on oceans and on the subordinate routes of near-coastal and Great Lakes–inland waters (except Western Rivers).

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(8) A license as master or mate (pilot) of towing vessels endorsed for near-coastal waters authorizes service on near-coastal routes, Great Lakes–inland waters (except Western Rivers), without further endorsement.

(9) A license as master or mate (pilot) of towing vessels endorsed for Great Lakes–inland routes authorizes service on Great Lakes–inland routes (except Western Rivers), without further endorsement.

c. Upgrading the Towing Licenses.

To receive an endorsement for a higher route or for Western Rivers, the mariner must obtain 90 days of observation and training, and completion of any portions of the TOAR not previously completed. He or she may also have to complete a limited examination for the area or route and should ask the local REC for more-detailed information.

d. Requirements for towing licenses:

The U.S. Coast Guard, using evaluation tools similar to the examples in enclosure (2), will evaluate each mariner. The following table provides a summary of the general requirements necessary for each towing license.

<i>License</i>	<i>Total Service</i>	<i>Service</i>	<i>Time on Route</i>	<i>TOAR or Training program required</i>	<i>Exam</i>	<i>Days of Observation for New Route</i>
<i>Master of towing vessels</i>	<i>48 mo.</i>	<i>Service as <u>mate (pilot)</u> 18 mo¹</i>	<i>90 days</i>	<i>NO²</i>	<i>NO²</i>	<i>90 days for increase in the scope of the license</i>
<i>Mate (pilot) of towing vessels</i>	<i>30 mo.</i>	<i>Service as <u>Apprentice Mate</u> 12 mo</i>	<i>90 days</i>	<i>YES</i>	<i>NO²</i>	
<i>Apprentice Mate (Steersman)</i>	<i>18 mo.</i>	<i>Service on <u>towing vessels</u> 12 mo</i>	<i>90 days</i>	<i>NO</i>	<i>YES</i>	<i>90 days on any route</i>

1. Up to 180 days of harbor assist can be credited.

2. TOAR or approved course and Limited Exam may be required if not previously completed for route.

e. To progress from apprentice mate (steersman) to mate (pilot) of towing vessel a mariner needs to complete either—

(1) an on-the-job training program documented in a TOAR [see enclosures (3 through 6)] or,

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(2) an approved training course [see 46 CFR 10.103].

f. The TOAR, noted in paragraph 7.e.(1) above, documents and records required assessments for progression between apprentice mate (steersman) and mate (pilot) of towing vessels. This provides the Coast Guard a consistent form of evidence to review.

g. An approved training course is one reviewed and approved by the Coast Guard as being in compliance with the requirements of 46 CFR 10.302.

h. A designated examiner is a person who is qualified, and approved by the Coast Guard, to evaluate whether a candidate for a license is proficient at performing specific tasks by comparing the performance of the tasks against performance standards published by the Coast Guard.

i. Obtaining authority to operate towing vessels requires the mariner to meet the licensing requirements of 46 CFR part 10; and the manning requirements of 46 CFR 15.610, 15.805, and 15.810. This Circular guides mariners through the licensing requirements. According to 46 CFR 15.610, the mariner must hold the following evidence when operating towing vessels:

(1) Between May 20, 2001, and May 21, 2006, and before any license transaction during this period, any of the following licenses will serve as adequate evidence on a vessel operating within any limitations on their faces (see paragraph 7.m.):

- (a) Master of towing vessels.
- (b) Master of towing vessels (harbor assist) or (limited) for vessels operating within the restrictions on the license.
- (c) Operator of Uninspected Towing Vessels (OUTV).
- (d) Master of inspected self-propelled vessels within any restrictions on the license (issued before May 21, 2001).
- (e) Mate or first-class pilot of inspected self-propelled vessels (issued before May 21, 2001).
- (f) Mate of inspected self-propelled vessels of greater than 200 GRT whose license was issued before May 21, 2001, may continue to serve as master of towing vessels.
- (g) Mate (pilot) of towing vessels.
- (h) Mate of towing vessels (limited) for vessels operating within the restrictions on the license.

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(i) 2nd-class OUTV (may only serve as mate of towing vessels).

(2) Any license issued or endorsed on or after May 21, 2001, must have one of the following endorsements and the appropriate evidence, as indicated, for service on towing vessels:

(a) Master of towing vessels.

(b) Master of inspected self-propelled vessels greater than 200 GRT when accompanied by a completed TOAR.

(c) Master of towing vessels (harbor assist) or (limited) for vessels operating within the restrictions on the license.

(d) Mate (pilot) of towing vessels.

(e) Mate of inspected self-propelled vessels greater than 200 GRT when accompanied by a completed TOAR.

(f) Mate of towing vessels (limited) for vessels operating within the restrictions on the license.

j. Obtaining an endorsement for limited local areas.

(1) To receive an endorsement for limited local area, the mariner must acquire 30 days of observation and training over the route, complete a TOAR, and pass a limited examination for the area or route.

(2) An officer licensed as mate of towing vessels may obtain the license as master of towing vessels (limited) on request if he or she—

(a) Submits an application;

(b) Holds a current license authorizing service on the route that includes the limited local area; and

(c) Produces evidence of 30 days of observation and training over the specific limited local area.

k. Lower Mississippi River.

(1) Until May 21, 2001, an officer with an endorsement for Great Lakes–inland waters, Near-Coastal waters, or Oceans would serve on Western Rivers under lesser-included authority. The interim rule changed this. After May 20, 2001, an

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officer entering the licensing process who wishes to operate on Western Rivers must obtain an endorsement for Western Rivers.

(2) However, an officer of towing vessels with an endorsement for Great Lakes–inland waters, Near-Coastal waters, or Oceans may operate a towing vessel in the pilotage waters of the Lower Mississippi River if he or she meets one of the following requirements from 46 CFR 15.812(b):

- (a) Holds a first-class pilot's license for the route.
- (b) If operating 'light boat', or a tow of uninspected barges, has made four round trips through this route, as an observer, with at least one of those trips in hours of darkness, and afterwards maintains at least one round trip within the last 5 years.
- (c) If operating a tow of tank barges, has made 12 round trips over this route, as an observer, at least three of those trips during hours of darkness; and afterwards maintains at least one round trip within the last 5 years.

(3) An officer who meets one of these requirements need not obtain an endorsement for Western Rivers on his or her license, but must maintain evidence of having completed the required experience.

I. Existing Licenses.

Towing licenses issued before May 21, 2001, will be grandfathered to master or mate (pilot) of towing vessels. Refer to the following figure from 46 CFR 10.210. (Figure located on following page.)

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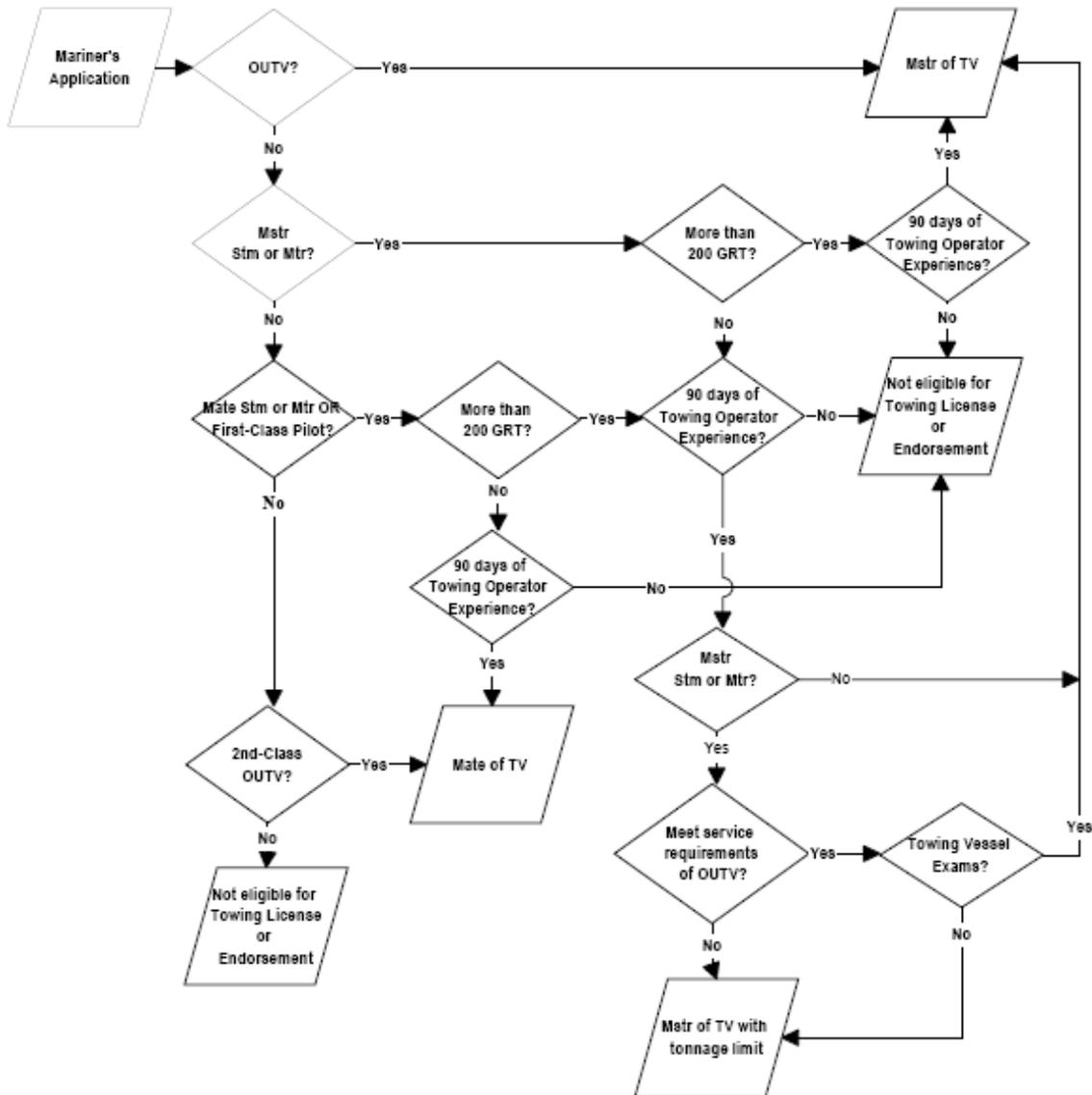


Figure 10.210 ELIGIBILITY FOR TOWING LICENSE

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m. Manning. Generally, towing vessels are subject only to the provisions of 46 U.S.C. 8904 for licensed mariners. Seagoing towing vessels of at least 200 GRT must be operated by mariners licensed as masters and mates of inspected, self-propelled vessels with the appropriate endorsements for towing vessels, tonnages, and routes [46 CFR part 15, subpart D].

(1) Between May 20, 2001, and May 21, 2006, any towing vessel may be under the direction and control of the following:

(a) An officer designated to be the master holding one of the following licenses:

1. Master of towing vessel.
2. Master of towing vessels (harbor assist) or (limited) when operating solely within a limited local area included within the restrictions on the individual's license.
3. Operator of Uninspected Towing Vessels.
4. Master of inspected self-propelled vessels within any restrictions on the license, while holding a completed TOAR.
5. Master of inspected self-propelled vessels within any restrictions on the license, until its first renewal then see paragraph 7.m.(1)(c) below.
6. Mate or first-class pilot of inspected self-propelled vessels of more than 200 GRT, until the license's first renewal; then see paragraph 7.m.(1)(c) below (Domestic service only).

(b) Another officer holding one of the following licenses, if the vessel requires a second licensed officer:

1. A license listed in 7.m.(1)(a) above;
2. Mate (pilot) of towing vessels (within any restrictions on the license);
3. Mate of inspected self-propelled vessels within any restrictions on the license, while holding a completed TOAR;
4. 2nd-Class OUTV; or

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5. Mate of inspected self-propelled vessels within any restrictions on the license, until the first renewal or upgrade of the license.

(2) After May 21, 2006, towing vessels must be under the direction and control of the following:

(c) An officer holding a license renewed or upgraded during this period must have a towing-vessel endorsement on it for it to be valid for service on towing vessels after the date of renewal or upgrade. An officer holding a completed TOAR and a license as master or mate of inspected self-propelled vessels greater than 200 GRT does not need an endorsement.

(a) An officer holding a license as master of towing vessels, or master of inspected self-propelled vessel greater than 200 GRT holding a completed TOAR.

(b) An officer holding a license as mate (pilot) of towing vessels, or a mate of inspected self-propelled vessels, greater than 200 GRT, holding a completed TOAR, if the vessel requires a second licensed officer.

n. International Convention on Standards of Training, Certification, and Watchkeeping (STCW).

(1) All officers on seagoing towing vessels must satisfy STCW.

(2) Specific information on STCW is available in other Circulars about it or from the local REC and also on the Coast Guard Web Site at:

<http://www.uscg.mil/stcw/>

8. SAMPLE ENDORSEMENTS:

a. Master of Towing Vessels Upon Near-Coastal Waters; also Mate of Steam or Motor Vessels of Not More Than 500 Gross Register Tons Upon Near-Coastal Waters; also Radar Observer (Unlimited): Expires July 2002.

b. Master of Towing Vessels Upon Great Lakes–Inland Waters; also Radar Observer (Unlimited): Expires June 2006.

c. Master of Steam or Motor Vessels of Not More Than 100 Gross Register Tons Upon Inland Waters; also Master of Towing Vessels of Not More Than 100 Gross Register Tons Upon Great Lakes–Inland; also Radar Observer (Inland): Expires July 2006.

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d. Mate (Pilot) of Towing Vessels Upon Great Lakes–Inland Waters; also Apprentice Mate (Steersman) Upon Western Rivers.

e. Master of Steam or Motor Vessels of Not More Than 100 Gross Register Tons Upon Inland Waters; also Mate of Steam or Motor Vessels of Not More Than 200 Gross Register Tons

(Domestic Tonnage), 500 Gross Tons (ITC Tonnage), Upon Near-Coastal Waters; also Mate (Pilot) of Towing Vessels Upon Great Lakes–Inland Waters; also Radar Observer (Unlimited): Expires July 2004.

f. Master of Steam or Motor Vessels of Not More Than 200 Gross Register Tons (Domestic Tonnage), 500 Gross Tons (ITC Tonnage), Upon Near-Coastal Waters; also Master of Towing Vessels Upon Near-Coastal Waters; also Radar Observer (Unlimited): Expires May 2005.

g. Master of Towing Vessels (Limited) Upon the Western Rivers on the Ohio River from Mile 743.0 to Mile 747.0; Also Radar Observer – Rivers: Expires March 2006.

h. Master Steam or Motor Vessels of Not More Than 100 Gross Register Tons Upon Inland Waters; also Master of Towing Vessels (Limited) of Not More Than 100 Gross Register Tons Upon the Western Rivers on the Upper Mississippi River from Mile 282 UMR to 366 UMR and Missouri River from Mile 0 MOR to Mile 10 MOR; Also Radar Observer – Rivers: Expires March 2005.

i. Apprentice Mate (Steersman) of Towing Vessels Upon Western Rivers.

9. **QUESTIONS.** A number of frequently asked questions and responses appear in enclosure (1). Direct other questions you may have regarding this guidance to any REC, or to the NMC at (202) 493-1000.



PAUL J. BLUBA
Assistant Commandant for Marine Safety
and Environmental Protection

**TOWING OFFICER'S ASSESSMENT RECORD
SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

TOAR CERTIFICATION

This section is the final step for the ship and candidate to complete in order to begin the final process for receiving a TOAR certificate.

Everything should be mailed to:

**Military Sealift Fleet Support Command (MSFSC)
Attn: N161 – TOAR PROGRAM COORDINATOR
471 East C Street, Bldg. SP-64
Norfolk, VA 23511-2419**

MSFSC, N16 CIVMAR Training will verify with the ship and candidate that the package was received and whether or not the package is complete. Once the package is complete, N161 will mail the TOAR Certificate to the ship/candidate.

The TOAR should be kept safe like any of the officer's documents such as License, Merchant Mariners Document (MMD) and training certificates. The TOAR is your "License" to operate a tug".

**TOWING OFFICER'S ASSESSMENT RECORD
SHIPBOARD PRACTICAL ASSESSMENT WORKSHEETS**

Master's Certification

From: Master, USNS _____

Date: _____

To: Military Sealift Fleet Support Command (MSFSC), Attn: CIVMAR Training Branch
(N161), 471 East C St., Norfolk, VA 23511-2419

Subj: TOAR

Ref: (a) National Maritime Center (USCG) TOAR program Approval

Encl: (1) Copy of assessment worksheet from TOAR- completed

1. In accordance with reference (a), enclosure (1) is forwarded certifying that

(Mariner's Name) _____ (SSN) _____

has completed the requirements for issuance of the TOAR certificate.

Signature//Master