

TOWAGE PROCEDURE

RAK PORTS INTEGRATED MANAGEMENT SYSTEM

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The controlled current version is available on the website <https://rakports.ae/wp-content/uploads/2021/01/Towage-Procedure.pdf>

Document Owner: Harbour Master, RAK Ports

Revision History:

Version	Date	Reason for change	Author
Orig.	06-09-2017	Initial Release	HM
1*	24-12-2020	First revision in order to; 1) update Port Control contact details, 2) update Reference documents, 3) Omit contact information and RAK Ports Towing Tugs' names, 4) update Plant & Equipment List (Annex 1), 5) update Tug Allocation Tables (Annex 3). Incorporated 'Content page' with hyperlinks. Incorporated updated weblinks throughout the document. Incorporated RAK Ports documentation requirements. Refer MoCRF (20-MD-07) for details.	HM

* This issue supersedes all previous versions.

GENERAL INTRODUCTION

The 'Towage Procedure' has been produced to provide a source of information on RAK Ports tugs, towage service and procedure. This information is made available for masters of ships, tug and barges, as well as owners, operators, shipping lines and marine agents. It should be read, as appropriate, in conjunction with the RAK Ports 'Towage Guidelines'.

Towage within RAK Ports is provided primarily by RAK Ports Tugs Service; in addition, registered Towage Operators can provide towage services within RAK Ports which are subject to Harbour Master's approval.

MINIMUM TOWAGE REQUIREMENTS

RAK Ports 'Towage Guidelines' has stipulated guidelines to minimum tug requirements for vessels/barges movements within RAK Ports and Stevin Rock Harbour. The Guidelines are available for download at:

<https://rakports.ae/wp-content/uploads/2020/11/Towage-Guidelines.pdf>

The 'Tug Allocation Table' contained within this Towage Procedure are broken down into categories consisting of vessel's length and draft. It should be noted that these are **minimum requirements** and in no way prevent the master of a vessel or the pilot from increasing the number or size of tugs as they see necessary.

CONTACT INFORMATION

Group Office:

Saqr Port

Telephone: +971 (0) 7 205 6000

E-mail: info@rakports.ae

PO Box 5130, Ras Al Khaimah, U.A.E.

Harbour Master's Office

The Harbour Master's Office is located in the Marine department at Saqr Port, and co-ordinates the statutory compliance for navigational safety across all RAK Ports. All operational marine matters are dealt with by respective ports.

For general enquiries, please call on: +971 (0) 7 205 6164.

Port Control should be contacted for all urgent matters pertaining to marine operations:

- Saqr Port (Control Tower): VHF Ch.16/14 - Tel.: +971 (0) 7 205 61 61 – Email: spatower@rakports.ae
- RMC/Stevin Rock (Control Tower): VHF Ch.16/69 - Tel.: +971 (0) 7 205 61 62 – Email: rmctower@rakports.ae
- Ras Al Khaimah Port (Control Tower): VHF Ch.16/71 - Tel.: +971 (0) 7 202 98 07 – Email: khrtower@rakports.ae
- Al Jazeera Port (Control Tower): VHF Ch.16/68 - Tel.: +971 (0) 7 244 66 27 – Email: ajzpt@rakports.ae
- Al Jeer Port – Contact Control Tower at Saqr Port & Al Jeer Port Office at: Tel.: +971 (0) 7 268 23 33

WEBSITE OF THE PORT

www.rakports.ae

WEBLINK OF THIS DOCUMENT

<https://rakports.ae/wp-content/uploads/2021/01/Towage-Procedure.pdf>

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DISTRIBUTION

The 'Towage Procedure' for RAK Ports will be distributed as follows:

One copy will be posted on the company website and the following will be notified when there are any changes or amendments:

1. Harbour Master
2. Deputy Harbour Master
3. Chief Executive Officer
4. HSEQ Manager
5. All Ports' Managers
6. Pilots and Tug Masters
7. Control Tower

One PDF copy shall be filed in the Integrated Management System as an external Document.

AMENDMENTS

Proposed amendments are to be sent to the Document Owner, Harbour Master, who will maintain a record of changes in accordance with the Control of Documents and Records Procedure.

DOCUMENTS AND RECORDS

The definition of documents and records is defined below:

- **Documents**: Documents may be in any form or type of medium such as paper, magnetic, electronic, photos and templates. They are designed to capture information on activities or results.
- **Records**: Records provide evidence that activities have been performed or results have been achieved. They always record the past.

REFERENCE DOCUMENTS

Document Title
Port Marine Safety Code (PMSC)
SOLAS Conventions
RAK Ports Regulations
RAK Ports Marine Safety Management System (MSMS)
RAK Ports Marine Guidelines
RAK Ports Towage Guidelines

SECTION ONE

General Information

General

1. Towage is a vital service required for the safe and efficient movement of vessels/barges within RAK Ports. RAK Ports offer a range of tugs with various capacities and types, all modern ASD or Conventional and these tugs ensure vessels safe arrival and departure to and from ports.
2. Towage should be booked early in advance through the marine agent. RAK Ports relevant Port Control will be able to offer advice on towage requirements and any conflicting moves.

Communications

3. It is essential that those onboard the ships, the tug(s), mooring boats (where appropriate), and those on the berth are able to communicate promptly throughout the towage operation, should the need arise. VHF communications between a vessel and assisting tugs must be undertaken using the appropriate power setting on the VHF transceiver. If hand/sound signals are to be used, they must comply with industry standards.
4. Towage operations are carried out on the dedicated VHF radio channels. Please see more information on RAK Ports communication procedures at: <https://rakports.ae/wp-content/uploads/2021/03/Portcontrol-Procedure.pdf>
(Currently under prep.)

SECTION TWO

Tug and Towage Service

Overview

1. A fleet of harbour tugs operated by RAK Ports provide the tug and towage service for vessels at RAK Ports. At this time, we have 10 tugs, both ASD and conventional Tugs.
2. Tugs will normally meet incoming vessels as directed by Pilot or Port Control, and the rendezvous position for tug & barge unit will be as directed by Port Control or assisting tugs. It is normal procedure at RAK Ports for the vessel to receive the tug line. Officers and crew should be standing by to receive lines, and all necessary tugs must be secured before the vessel's ability to manoeuvre becomes restricted, or as agreed in the pilot/master information exchange, or vessel passage plan.
3. The use of tugs will normally be as per Harbour Master's Standing Order or as specified in the 'Tug Allocation Tables' (see *ANNEX 3 to this document*). These tables have been produced to reflect tug usage standards under normal weather conditions. During adverse weather conditions and exceptional circumstances, additional tugs may be required.

Tugs Allocation and Booking

4. Requests for towage services within the Port shall be made through the vessel's marine agent and shall be addressed to relevant Port Control at least twenty-four (24) hours before such services are required.
5. Due regard shall be had when booking towage including, but not limited to:
 - a. Length, breadth, draught of the ship/barge (including towing tug) involved.
 - b. Manoeuvrability of the ship/tug, including propellers, rudders and thrusters/azimuth drives.
 - c. Predicted weather forecast and tidal conditions.
 - d. Under keel clearance (UKC).
 - e. Size/depth of the berth.
 - f. Proximity of other vessels to the allocated berth.

Adverse Weather Conditions

6. A tow service will not normally take place in winds, in excess of 20 kts (steady) for arrivals, and in excess of 25 kts (steady) for departure. For more information, please refer to RAK Ports Towage Guidelines.


ANNEX 1

PLANT & EQUIPMENT LIST – RAK PORTS

Vessel	Age	Type	Rating	Power	Propulsion	LOA	Beam	Draft	Remarks
Osprey	Jul 2018	Damen ASD Tug 2913	80t Bollard Pull	5050 kW	ASD	29.1m	13.2m	5.5m	-
Kestrel	Jun 2013	Damen ASD Tug 2411	69t Bollard Pull	4180 kW	ASD	24.5m	11.3m	5.5m	Fi-fi ½
Falcon	Nov 2012	Damen ASD Tug 2310	48t Bollard Pull	3000 kW	ASD	22.7m	10.4m	4.35m	-
Sha'm	Feb 2008	Damen Stan Tug 2608	53.8t Bollard Pull	2850 kW	Twin Screw	26.2m	7.94m	3.91m	Fi-fi ½
Durrah	May 2002	Damen Stan Tug 2207	36.7t Bollard Pull	2028 kW	Twin screw	22.5m	7.25m	3.35m	Fi-fi ½
Hulaylah	Nov 1995	Damen Stan Tug 1906	18.0t Bollard Pull	1044 kW	Twin Screw	19.5m	6.04m	2.5m	Fi-fi ½
Hawk	Nov 2019	Damen Stan Tug 1907	29.7t Bollard Pull	1492 kW	Twin Screw	19.3m	7.34m	2.95m	-
Hobby	Feb 2019	Damen Muticat 1908	13.5t Bollard Pull	894 kW	Twin Screw	19.0m	8.06m	2.10m	20t Crane
Masafi	Nov 1995	Damen Stan Tug 1906	18.0t Bollard Pull	1044 kW	Twin Screw	19.5m	6.04m	2.5m	Fi-fi ½
Ghalilah	1976	Damen Stan Tug 1605	9.6t Bollard Pull	720 hp	Twin Screw	15.7m	4.9m	2.25m	Plough can be fitted
Hannah 1	2008	Harbour Patrol	-	2 x 150 hp	Twin Outboards	8.7m	2.4m	0.44m	Security patrol
Vulture	2014	Pollution response	-	86 hp	Twin Screw	9.2m	3.8m	1.5m	Garbage/ debris collection
Eagle	2016	Pilot Boat UAE	-	1200 hp	Twin Screw	15.0m	5.1m	1.1m	-
Al Hamra 1		Pilot/Patrol Boat	-	-	-	12.7m	-	-	Operated by AJZP
Kite	2017	Catamaran Survey Vessel	-	700 hp	Twin Screw	13.0m	5.6m	1.2m	Hydrographic survey vessel
Noora 1		Pilot/Patrol Boat	-	260 kW		9.0m			Operated by RAKP

ANNEX 2

NON-ROUTINE/DEAD-SHIP TOWAGE APPLICATION FORM

		RAK PORTS NON-ROUTINE/DEAD-SHIP TOWAGE APPLICATION FORM To be completed by Project Manager/Agent/Towing Master/Responsible In-charge Online form available at: https://rakports.ae/marine/				RAK PORTS Doc. No. RP MD 010-01 Rev. 1 Issue Date: 03-01-2021					
Port name	SPA	<input type="checkbox"/>	AJZP	<input type="checkbox"/>	RAKP	<input type="checkbox"/>	AJRP	<input type="checkbox"/>	RAKMCZ	<input type="checkbox"/>	
Dead-ship/Tow Details											
Dead-ship		<input type="checkbox"/>	Barge (alone)		<input type="checkbox"/>	Unusual Object		<input type="checkbox"/>	Other		<input type="checkbox"/>
Intended Move		Berthing			<input type="checkbox"/>	Sailing		<input type="checkbox"/>	Shifting		<input type="checkbox"/>
Name of the Vessel/Tug/Craft/Barge/Other (specify):											
LOA		Breadth		Draft		Gross Tonnage					
Flag				IMO No.			Class				
Brief Description of Tow											
Is the Tow Manned		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If Yes, Specify					
Are Safe boarding arrangements available on each vessel requiring a pilot/crew transfer?								Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Give Details of Boarding Arrangements:											
What Functioning Propulsion/Steering does the Tow Have?											
Propeller(s):		Thruster(s):			Rudder(s):			None	<input type="checkbox"/>		
Does the vessel have overhangs? (If yes, give details):											
Are there visibility restrictions owing to structures or cargo? (If yes, give details):											
Additional Manoeuvring Information/Restrictions:											
Date & Location											
Date/time of Intended Move		Berth/Location (From)			Berth/Location (To)						
Last Port of Call					Next Destination						
Agent/Operator (Responsible Organisation – Alongside)											
Marine Agent & Contact Details											
Operator/Tenant & Contact Details											
Service Required/Vessel Alongside/Double Banking											
Pilot		Tugs			Seaman			Shore Bosun / Mooring			
Preferred vessel alongside?		Portside			STBD side			Mediterranean / Special			
If double banking required, give details:											
Nominated Person/In-charge On Board the Dead-Ship/Tow											
Name					Rank or Position						
Company/Vessel					Contact Number(s)						
<ul style="list-style-type: none"> The Nominated Person/In-charge must be on-board the dead-ship with Overall Responsibility for the safety of the manoeuvre. He will be acting as the Towing Master. He will be responsible for the production of risk assessment and method statement. A passage plan must be discussed and agreed with the pilot/tug master prior to commencing movement. 											
Method Statement & Sketch (How will you achieve the Tow/Transfers)						Person Completing the Form					
						<i>I confirm all details provided are accurate and correct to the best of my knowledge.</i>					
						Stamp & Signature:					

Note: To be submitted at least 24 hours before arrival and 12 hours before departure/internal shifting.
Any change in the intended move and ETA/ETD must be notified to Port Control in advance.

ANNEX 3 TUG ALLOCATION TABLES

FOR SHIPS CALLING SAQR PORT, RAK MARITIME CITY FZA & STEVIN ROCK HARBOUR					
Vessel Draft	Required number of tugs				
	< 125m (LOA)	125m – 180m (LOA)	> 180m – 240m (LOA)	> 240m – 260m (LOA)	> 260m (LOA)
< 08m	1 conventional Stan tug (for vessel with bow-thruster).	2 conventional Stan tugs with medium BP power, ranging up to 37-ton.	<u>2 tugs:</u> <ul style="list-style-type: none"> 1 powerful ASD tug (48-ton BP power). 1 conventional Stan tug, up to 54-ton BP power. 	<u>2 powerful ASD tugs:</u> <ul style="list-style-type: none"> 48-ton and 69-ton BP power. 	<u>3 tugs:</u> <ul style="list-style-type: none"> 2 powerful ASD tugs (48-ton & 69-ton BP power). 1 conventional Stan tug with up to 54-ton BP power.
	2 conventional Stan tugs (for vessel with no bow-thruster).				
08 - 10m		<u>2 conventional Stan tugs:</u> <ul style="list-style-type: none"> 1 tug up to 37-ton BP power. 1 tug up to 54-ton BP power. 			
> 10 – 13m		<u>2 tugs:</u> <ul style="list-style-type: none"> 1 powerful ASD tug (48-ton BP power). 1 conventional Stan tug up to 54-ton BP power. 	<u>2 ASD tugs:</u> <ul style="list-style-type: none"> 2 powerful ASD tugs (48-ton & 69-ton BP power). If required to turn the vessel, an additional conventional tug with a BP power up to 37-ton may be used. 	<u>3 tugs:</u> <ul style="list-style-type: none"> 2 powerful ASD tugs (48-ton & 69-ton BP power). 1 conventional Stan tug with up to 54-ton BP power. 	<u>3 ASD tugs:</u> <ul style="list-style-type: none"> 48-ton, 69-ton and 80-ton BP power.
> 13 – 14m			<u>3 tugs:</u> <ul style="list-style-type: none"> 2 powerful ASD tugs (48-ton & 69-ton BP power). 1 conventional Stan tug, up to 37-ton BP power. 	<u>3 tugs:</u> <ul style="list-style-type: none"> 2 powerful ASD tugs (69-ton & 80-ton BP power). 1 conventional Stan tug, up to 54-ton BP power. 	<u>4 tugs:</u> <ul style="list-style-type: none"> 3 powerful ASD tugs (48-ton, 69-ton & 80-ton BP power). 1 conventional Stan tug, up to 37-ton BP power.
> 14 – 15m			<u>3 tugs:</u> <ul style="list-style-type: none"> 2 powerful ASD tugs (48-ton & 69-ton BP power). 1 conventional Stan tug, up to 54-ton BP power. 		
> 15m					

Table 1 – Tug Allocation for ships calling at Saqr Port, RAK Maritime City FZA & Stevin Rock Harbour

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TUG ALLOCATION TABLES [CONT'D]

FOR TUG & BARGE COMBINATIONS CALLING SAQR PORT, RAK MARITIME CITY FZA & STEVIN ROCK HARBOUR			
Vessel Draft	Required number of tugs		
	< 115m (LOA)	≥ 115m (LOA) Ballast	≥ 115m (LOA) Laden
===	2 conventional Stan tugs (1 tug will be with a BP power up to 30-ton).	2 conventional Stan tugs (1 tug will be with a BP power up to 37-ton).	<u>2 conventional Stan tugs:</u> <ul style="list-style-type: none"> • 1 tug up to 37-ton BP power. • 1 tug up to 30-ton BP power.

Table 2 – Tug Allocation for tug & barge combination calling at Saqr Port, RAK Maritime City FZA & Stevin Rock Harbour

TUG ALLOCATION TABLES [CONT'D]

FOR VESSELS CALLING AL JAZEERA & RAS AL KHAIMAH PORTS

The allocation of tugs is subject to order by agent to Port Control based on:

- Specific vessel dimensions, design and characteristics.
- Manoeuvring characteristics and particular berth/area features in the Port.
- Expected or prevailing weather and tidal conditions in the Port.

Table 3 – Tug allocation for vessels calling Al Jazeera & Ras Al Khaimah Ports

AD-HOC VESSELS

- Ad-hoc vessel movements that fall outside parameters covered in this document will be reviewed on a case-by-case basis.
- The number of tugs required may be adjusted on the advice of the RAK Ports pilot or Harbour Master taking into consideration all of the circumstances prevailing at the time.
- This will be determined by the associated dynamic risk assessment involving all relevant parties i.e. the master/owner, pilot, Port management and/or berth facilitator.

Table 4 – Tug allocation for ad-hoc vessels

Note:

- These tables are based on typical fair-weather conditions (i.e., average wind speed up to 15 knots and swell <1.2m).
- Additional tug or substitute will be used as necessary, i.e., if the wind speed increases or gusts steadily above 15 knots or swell rises above 1.2m, or if vessel restricted in her ability to manoeuvre or due to particular berth/area features in the port.
- The allocation of tugs will be subject to availability* of above specified tugs, and dependent on the draught of vessel, and tidal conditions (UKC), proximity of other vessels, and the dynamic risk assessment made by duty pilot/senior tug master prior to vessel movement.
- There may be special circumstances, including conditions of tide, current, wind and weather or other unusual operating parameters when duty pilot may require additional tugs.
- Tug allocations for vessels over 160m LOA and calling at RAK Maritime City, Ras Al Khaimah Port and Al Jazeera Port are subject to approval of the Harbour Master.
- Tug allocation for vessels which require swinging to stern/stern manoeuvring to/from Ras Al Khaimah Port will be subject to associated risk assessment and approval of the Harbour Master.
- The duty pilot and senior tug master will be consulted to determine tug requirements, in the cases where unusual or severe weather or where strong tidal current may adversely affect manoeuvre/operation.
- Tug allocation for cold moves shall be as directed by Harbour Master/Deputy Harbour Master.
 - * Hire of the Port Authority tugs is at all times subject to availability of the tugs and crews and to the UK Standard Conditions for Towage and Other Services (1983).