

Tendering Operations on board Glacial Bear

I. Purpose of the document

This document intends to describe the management of the tendering operations. This document does not deal with the initial training process of tender drivers.

II. Scope

Master, Deck & Engine officers, Deck ratings, Bosun

The guidance below also applies to external tender operation regarding the safety of guests stepping on/off.

III. Definitions

Tender driver: Crew member driving the tender

IV. Tendering operations

A. Responsibilities

Master

Before any tendering operation, the Master assesses the conditions & the forecast. He/she is the one to decide whether the tendering operations may be conducted. He/she should consider the safety of the operations of disembarkation and embarkation, during the transit and ashore.

Chief Officer

Chief Officer is responsible for the tendering operations: launching & recovering of tenders, number of tenders in operation, schedule, training, briefing, embarking and disembarking people, assessing the overall safety condition and behavior of external tender. The Chief Officer is also responsible for the tender maintenance (engines excluded).

Chief Engineer

Chief Engineer is responsible for the maintenance of the tender engines.

Tender driver

The tender driver is the captain on board the tender that he/she is driving. He is in charge of the navigation and the safety. The tender driver has full authority on the guests & crew to ensure safe operations. His attitude should be professional. The passengers should feel confident with his drive. Oily bilge water and garbage should be retained on board and returned to the yacht.

Bridge Officer

The Deck Officer of the Watch follows the progress of the operations at all times. He/she keeps watching on the VHF working channel and keeps radio contact with tenders. He/she reports to the Chief Officer any event, failure, or weather change.

B. Tender drivers briefing

When necessary, the Chief Officer may organize a scouting with the tender drivers.

Before starting operations, the Staff Captain should provide instructions to the tender drivers:

- ✓ Routes to be followed & maximum speeds
- ✓ Position of shallow waters
- ✓ Weather conditions & forecast (wind, sea state, visibility, ice)
- ✓ Current
- ✓ Tide
- ✓ Mooring on the shore side
- ✓ Maneuvering procedures
- ✓ VHF working channel
- ✓ Time schedule of operations

C. Tender launching / recovering

The choice of the side and other details of the launching and recovery of the tender are defined before each operation, taking into account external events and conditions as well as those on board. Instructions should be provided by the Chief Officer.

D. Approaching the ship

As the yacht propellers may generate strong current at the aft, the drivers shall request permission to the bridge before approaching the aft. Instructions should be provided by the Bridge Officer of the Watch regarding the yacht status (at anchor/maneuvering/using thrusters).

E. Embarkation/disembarkation of guests

Crew members from the deck department stand on the aft platform, take care of the tender mooring and assist guests & crew for embarking/disembarking. The driver should handle his/her tender to allow safe operations. The embarkation/disembarkation should be stopped if the conditions make the operations temporarily unsafe.

F. Communications and positioning

During the tendering operations, VHF radios are used for communications. The VHF working channel is defined at the beginning of the operations & communicated to the drivers. When decided to change the working channel during the operations, the new working channel should be announced to all stations involved on the present working channel. Then a radio check should be made with all stations involved on the new working channel.

AIS trackers should be used for the Bridge Officer of the Watch to know the tenders' position, route and speed, and to provide assistance to the driver if necessary.