



Refer to: General Navigation Policy (PL0018)

Purpose

To provide direction in the preparation of passage planning, covering berth-to-berth passage.

Scope

This applies to all vessels that are certified under Teekay Shipping Limited's Document of Compliance.

Responsibilities

Master

- Ensuring a safe and expedient passage by preparing a detailed passage plan, which should be transferred, and identified on the nautical charts, prior to commencement of the passage.
- Take into account the marine environmental protection measures that apply, and avoid, as far as possible, actions and activities which could cause damage to the environment.
- Monitoring the passage plan regularly and initiating revisions – taking into account navigational warnings, weather reports, ice reports, pirate reports etc.
- Conducting a meeting with all the Watchkeeping Officers prior to arrival / departure to explain the passage plan to all concerned and ensuring their full understanding of it. If the plan is revised, these revisions must be communicated to the relevant officers.
- Reviewing and approving the initial plan as well as any notifications.

Navigation Officer

- Preparing the passage plan in ample time for the voyage. Ensuring the inclusion of up to date chart corrections, navigational warnings, weather / ice reports, etc., (For further reading refer to International Maritime Organization (IMO) Passage Planning guide and other publications listed in List of Shipboard Publications (SP0607)).
- Studying all relevant hydrographic, company and regulatory publications.
- Seeking approval of Master for the passage plan prepared.

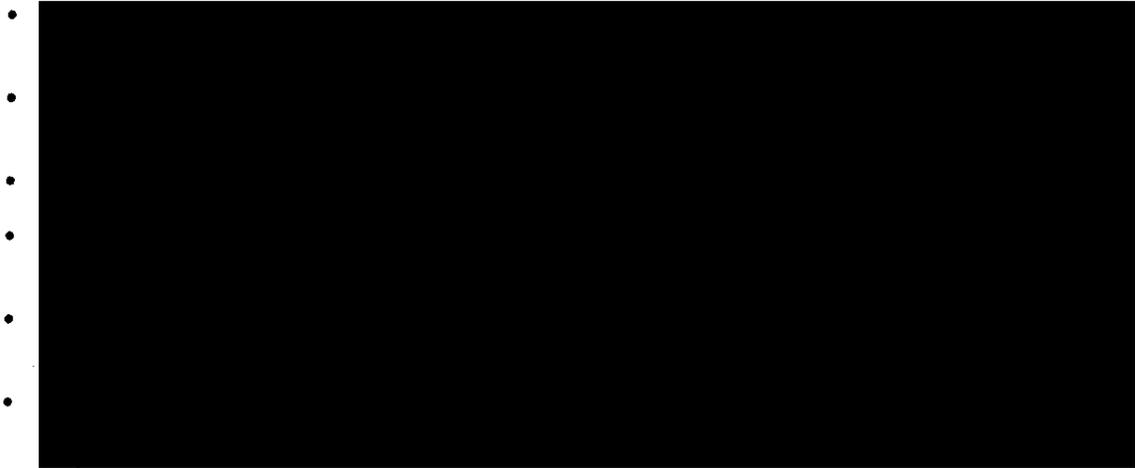
Bridge Watchkeeping Officer

- Studying, understanding, and executing the passage plan diligently.

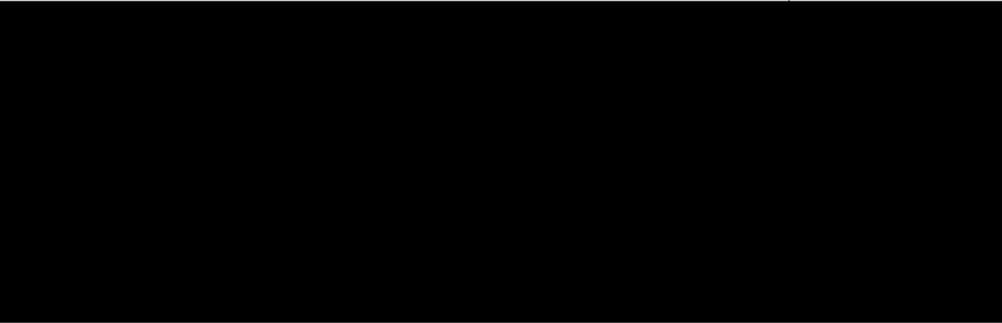
Procedure

- Complete the passage plan by using the appropriate passage planning forms: Passage Plan Form (located in Maritime Workstation / Maritime Form CD), Passage Plan Waypoint Summary Form (located in Maritime Workstation / Maritime Form CD).

- Ensure that the plan is based on the latest voyage orders received by the Master.



- Ensure that the following points are considered and that appropriate entries / notes / remarks are inserted in the passage plan.

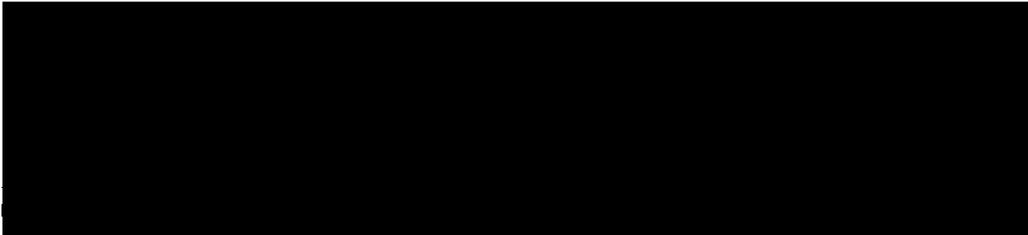
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4. Use transit bearings if appropriate, to determine the safe navigational limits for the vessel's track. A buoy or any such marker is liable to shift (not a fixed point). It shall not be used to fix the vessel's position unless no alternative exists. Isolated rocks, beacons, etc., which are clearly defined and shown on navigational charts and not subject to shifting with winds and currents, are preferable.

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6. In restricted waters, decide upon alternative tracks and emergency anchorages, and contingency.
7. Denote Vessel Traffic System (VTS) reporting points and prepare VTS reporting cards in advance.
8. Ensure clear instructions regarding minimum time intervals for position plotting.

9. The interval shall be commensurate to the location of the vessel, prevailing conditions, proximity to dangers, and the scale of charts in use. During coastal passage positions must be plotted out at least once every 30 minutes, and during unrestricted ocean passage this shall be carried out at least once a watch. The recommended interval for a location shall be noted to Passage Plan Waypoint Summary Form (located in Maritime Workstation / Maritime Form CD).



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- Consider all local and national reporting requirements and prepare reporting format / text in advance.



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- Draw courses and calculate distances (berth-to-berth).
- Once the passage plan is approved by the Master, conduct a meeting of all watchkeeping personnel to explain the salient features of the passage plan and the methods to be adopted to execute the plan successfully.
- Be guided by the content of Passage Plan Monitoring & Execution Guideline (SP0120).