


Reference	<b>HM-10</b>	Issued	<b>9/12/2023</b>	Owner	<b>Layer, Adam</b>
Version	<b>1.0</b>	Review Due	<b>9/11/2024</b>	Author	<b>Layer, Adam</b>
Type	<b>FORM</b>	Classification	<b>EXTERNAL - UNCLASSIFIED</b>		
	<b>Craft Towage Movement Form</b>				Page 1 of 2

**PART 1 – DETAILS OF TOWAGE OPERATION – ALL FIELDS MANDATORY**

<b>TOW MASTER</b>		<b>PASSAGE PLAN DETAILS</b>	
Tow Master* Name		Origin	
Tow Master Email Address		Destination	
Tow Master Phone Number			
<b>TOW DETAILS</b>		<b>TUG DETAILS</b>	
Type of Towage Operation (e.g. barge, jack-up, dead-ship)		Tug Name	
Name or Identification of Towed Craft/Vessel		LOA (m)	
LOA (m)		Draft (m)	
Beam (m)		Bollard Pull (t)	
Draft (m)		Towing Arrangement	
POB (if manned)		<b>SECOND/ASSISTING TUG DETAILS</b> <i>* If necessary, for the operation. Any additional tugs to be recorded on additional sheet.</i>	
Manoeuvring Aids (e.g. thrusters)		Tug Name	
Other Comments		LOA (m)	
		Draft (m)	
		Bollard Pull (t)	
		Towing Arrangement	
		Make fast location (e.g.. SR1)	

**\* The tow master has overall responsibility for the safety and the conduct of the towage operation.**

## PART 2 – REQUIRED DOCUMENTATION

The tow master or agent confirms that the following documentation has been submitted with this form

Document	Completed (Yes/No)
A comprehensive passage plan from berth-to-berth including; reporting information, weather and tidal data and limits, contingency plans, towage plans and details on manning of the craft.	
A comprehensive risk assessment including as a minimum the risks of collision, grounding, contact girting and where applicable, pilot transfer.	

**The tow master must sign below to confirm that they have fully reviewed the passage plan and risk assessment and fully understand their contents.**

Tow Master (Name)	Tow Master (Sign)	Date

**Should the tow master or pilot wish to deviate from the agreed plan, the revised plan must be approved by the harbour master.**

**Completed forms should be submitted to [harbourmaster@pla.co.uk](mailto:harbourmaster@pla.co.uk)**

## PART 3 – PORT OF LONDON AUTHORITY ACCEPTANCE – OFFICE USE ONLY

Passage Plan Checked	
Risk Assessment Checked	
Pilotage Required?	
Pilot Station(s)	

Harbour Master Comments

**This non-routine tug and tow/tow to/from sea has been accepted by the harbour master.**

Accepted By	Position	Date

Completed form to be distributed to: tow master, harbour masters, pilotage, VTS, HSL.