

# LAUNCH GUIDELINES

- Communications should be established between the launch and the ship or tug before commencing a transfer operation. Pertinent information should be exchanged to coordinate a safe transfer between the two vessels. This conversation might include: which side of the ship the ladder/crane is rigged; the type of ladder/gangway to be used; how high off the water; what speed the ship will be making (if any); what heading will provide the best lee for the launch, number of persons to transfer; any physical constraints of the person(s) transferring; luggage/freight to be transferred; or any other pertinent information that may affect the safe transfer of personnel and/or freight.
- Persons disembarking a vessel via launch who are unfamiliar with procedures for safe transfer to/from a launch should be briefed by a ship's officer prior to commencing the transfer. The substance of the briefing might include the applicable sections of this letter.
- There should always be a person from the ship's crew at the rail prior to any passenger proceeding up or down the ladder, regardless of ladder type.
- All persons to be transferred to/from the launch shall wear a PFD (personal flotation device), and hands shall be free of bags/equipment during the transfer. This applies to wearing a backpack. Such items should be lowered/hoisted to or from the launch separately. Refusal to comply with these guidelines may result in denial of transfer to/from the launch.
- A PFD can be provided by the launch.

## LAUNCH GUIDELINES (Continued)

- When using a pilot ladder, the person on the ladder should not hold onto the rungs, but should hold onto the side-rope portion of the ladder to avoid falling from a broken rung, or crushing his/her fingers if the ladder swings against the side of the ship. The person on the ladder should not put both feet on any one rung at the same time. Rather the person should place one foot per rung to afford quicker access up and down the ladder, and to prevent the person from falling should a rung break.
- The person on the ladder should not travel farther down the ladder than one rung above the highest point of the launches rise-on the waves/swell. Furthermore, no person should attempt to transfer between the two vessels until the launch crew is ready and in place to assist.
- When transferring to/from a launch, the person stepping to/from the launch should “time the swell” to transfer at the highest point of the launch’s vertical travel. Immediately after stepping onto a ladder he/she should proceed up the ladder.

**Persons Under the Influence:** Arrow Launch Service, Inc. will not transport any person that appears to be under the influence of drugs or alcohol or otherwise in a condition that might be unsafe. This policy is not meant to discriminate against any individual, but to protect the safety of our passengers and crewmembers. Should any individual feel that he/she is not in an impaired condition, and that he/she is being singled-out without cause, we will be happy to send the launch to the ship to retrieve a senior representative of the ship who will return to shore and make a determination if the subject person(s) is/are in a condition that is acceptable for return to the ship.

**Arrow Launch can be reached via:  
VHF Channel 10A or via phone 1+ (360) 457-1544**

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*The information provided above may not be all-inclusive for all purposes, and the author expressly disclaims any right to rely upon the enclosed as an exhaustive analysis of all types and kinds of risks associated with waterborne transportation operations.*