



# Port information notice

**Number:** 01  
**Year:** 2025  
**To:** All masters, owners, shipping agents and tug operators  
**Issued:** 02 January 2025  
**In force:** **2010:** 04, **2013:** 04,06, **2015:** 01,05, **2016:** 04, **2017:** 01, **2018:** 02,03,04, **2019:** 02,03 **2020:** 03, **2022:** 01 **2023:** 01, **2025:** 01

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## Towage Guidance for the Harwich Haven

Updated 02 January 2025

Your attention is drawn to the towage guidelines table below which outlines the typical tug numbers required for vessels under pilotage to Haven Ports. For further information or advice, please contact Haven Pilots.

Additionally, there is guidance on the correct procedure for making fast and releasing a tug's line. Please assist by promulgating this flyer to ship's crews.

William Barker  
Marine Director (Harbour Master)

### Notes:

Update 02/01/25 – version 3.0 of Towage Guidelines, added 17m+ draft vessels

Update 11/09/23 – version 2.0 of Towage Guidelines

Update 22/11/23 – added Safe Return of Tug's Lines

## Harwich Haven Authority - Towage Guidelines

These tables contain recommended tug numbers and are an advisory guideline only to assist with early planning. The pilot (in agreement with the Master) retains the discretion to decide the final requirement, and will take into account a wide variety of factors (see note 1 on page 2).

Port of Felixstowe				
Arrival / Departure - swinging				
Vessel Size + Draft (LOA / meters)	Wind (knots)			
	< 15	15-20, gusts ≤25	20-25, gusts ≤30	25-30, gusts ≤35
> 200 ≤ 310	1 - 2	1 - 2	2	2 - 3
> 310 ≤ 355	2	2 - 3	3 - 4	3 - 4
> 355 ≤ 390	2 - 3	2 - 3	3 - 4	3 - 4
> 355 ≤ 390 16m+ draft	3	3	3 - 4	4 - 5
< 390m 17m+ draft	4	4	4	4 - 5
> 390 under 16m draft	3	3 - 4	4	4
> 390 with 16m+ draft	4	4	4	5
Megamax < 16m draft	3	3 - 4	5	5
Megamax 16m+ draft	4	4	5	5
Megamax 17m+ draft	5	5	5	Out of Limits

Departure - no swing				
Vessel Size + Draft (LOA / meters)	Wind (knots)			
	< 15	15-20, gusts ≤25	20-25, gusts ≤30	25-30, gusts ≤35
> 200 ≤ 310m	1	1	1 - 2	2 - 3
> 310m ≤ 355m	1	1 - 2	2 - 3	3
> 355m ≤ 390m	2	2 - 3	3	3 - 4
> 355 ≤ 390 16m+ draft	2 - 3	2- 3	3 - 4	4
< 390m 17m+ draft	3	3	3	4 - 5
> 390 under 16m draft	2	2 - 3	3	4
> 390 with 16m+ draft	4	4	4	5
Megamax < 16m draft	2 - 3	3 - 4	5	5
Megamax 16m+ draft	3	3 - 4	5	5
Megamax 17m+ draft	4	4	5	Out of Limits

Navyard				
Vessel Size (LOA / meters)	Wind (knots)			
	< 15	15-20	20-25, gusts >25	25-30, gusts ≤35
Large vessel >120m and > 7000 grt	0 - 1	1	1 - 2	2

Harwich International Port (HIP) Berth 6 - swinging				
Vessel Size (LOA / meters)	Wind (knots)			
	< 15	15-20	20-25, gusts >25	25-30, gusts ≤35
>100 ≤ 140	0	1	1	1
140+	1	1	1	1

### Definitions:

1. LOA = vessel length overall
2. Megamax = 390m+ LOA with beam in excess of 60m (or 24 containers wide) and 225,000+ gt

**Notes:**

1. The pilot will make allowance for various factors including (but not limited to); vessel handling characteristics inc. suitable sized working bow thruster, draft, underkeel clearance, hydrodynamic forces, weather forecast / wind direction, suitable tug types, requirement for escort towage and any other factors deemed relevant.
2. Tug numbers for Felixstowe are based on the harbour fleet of Svitzer ASD tugs 2x70t and 3x80t bollard pull. The pilot may adjust the overall tug number requirement for replacement tugs, especially if less capable or not suitable for use as escort tug.
3. For Felixstowe vessels less than 200m LOA the master or agent should discuss with Haven Pilots to confirm requirements.
4. These guidelines are not designed to be applied to ferries who have their own procedures in place.
5. If in any doubt, please contact Haven Pilots for further advice.

# Making Tugs Fast at Felixstowe



Harwich Haven Authority



**NO!**

NO SHIP MESSENGER LINE! ONLY HEAVING LINE FROM SHIP!

(...TUG BOAT WILL SUPPLY MESSENGER)



SHIP'S HEAVING LINE- MUST BE WITH SANDBAG OR MONKEY FIST KNOT ONLY!



**NO!**

MUST HAVE WEIGHT! ...BUT NOT DANGEROUS OBJECTS!



**NO!**



USE PANAMA LEAD ONLY!



ONLY PUT EYE OF TUG LINE ON BITT!

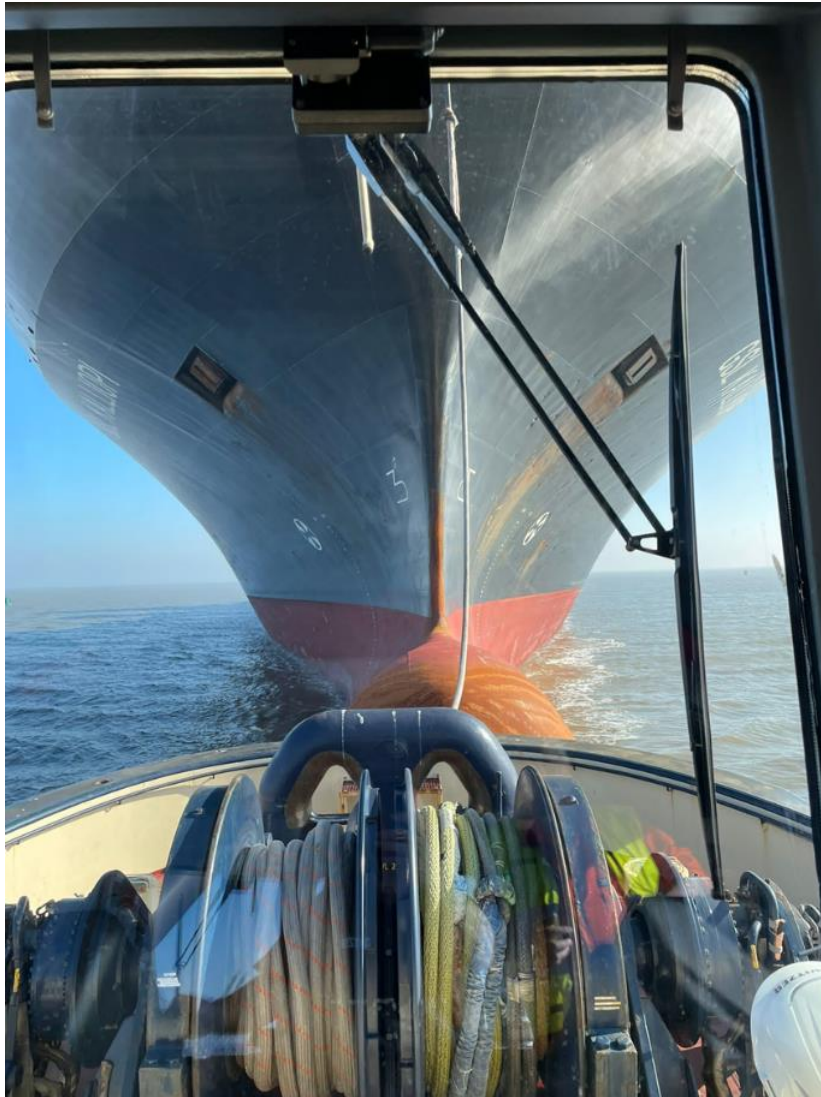
**...THANK YOU!**



# Safe Return of Tug's Lines

For the Attention of Vessel Masters, Officers and crew

It is essential for the safety of the tug that the towing lines are returned in a controlled manner on completion of towage operations. If a towing line is dropped from the ship's deck without warning, there is a risk of injury to the tug crew, damage to the tug or running over the line.



The following methodology is considered best practice:

- The pilot informs the tug that they may be released when the tug is ready.
- The tug will position itself to retrieve the line and confirm to the pilot when ready.
- The pilot informs the ship's Master, who will give the order to the crew to release the tug.
- The crew may only remove the tug line on receipt of an order and when the weight is off the line.
- The crew should lower the line onto the tug deck using the messenger, in a controlled manner.

If the towline is allowed to run out uncontrolled, it could whiplash and strike a crew member causing severe injuries. See the Code of Safe Working Practices for Merchant Seafarers (COSWP) and MGN 592 (M+F) for more detailed information on [www.gov.uk](http://www.gov.uk).