



SUPERIOR BAY MARINE OF ALABAMA



TOWBOAT DECKHAND TRAINING & EVALUATION PACKET

New Hire / Green Deckhand Program

1 EMPLOYEE INFORMATION

Employee Name: _____ Position: _____

Vessel/Towboat: _____ Office Location: _____

Hire Date: _____ Review Period: _____

Evaluator/Trainer: _____

Start Hitch: _____ End Hitch: _____

2 PROGRAM OVERVIEW

- 1 Vessel Orientation Checklist
- 2 First Five-Day Safety Training
- 3 30-Day Green Deckhand Program of Instruction
- 4 30-Day Performance Evaluation and 60-Day Advancement Recommendation

3 PURPOSE / INSTRUCTIONS

This packet documents the new deckhand's orientation, training progress, practical skill sign-offs, and performance evaluations. It is designed to ensure safety, develop proficiency, and confirm readiness for advancement.

Complete all sections as required, maintain accurate records, and provide constructive feedback throughout the program.

4 INITIAL ASSIGNMENT

Assigned Captain/Trainer: _____

Assigned Vessel: _____

Training Start Date: _____

Expected 30-Day Review Date: _____

Expected 60-Day Review Date: _____

5 EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received this Towboat Deckhand Training & Evaluation Packet. I understand the information contained herein and agree to participate fully in the New Hire / Green Deckhand Program.

Employee Signature / Date

Trainer Signature / Date





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TOWBOAT DECKHAND TRAINING & EVALUATION PACKET

Vessel Orientation & First Five-Day Safety Training Checklist

TOPIC / TASK	DATE TRAINED	TRAINER INITIALS	EMPLOYEE INITIALS	COMMENTS
A. EMERGENCY & SAFETY ORIENTATION				
1. General alarm and emergency signals				
2. Life jackets and life rings				
3. Fire extinguishers and fire stations				
4. Emergency exits and escape routes				
5. Person-overboard response				
6. Abandon vessel basics				
7. Reporting injuries and unsafe conditions				
B. VESSEL FAMILIARIZATION				
1. Vessel layout and safe walkways				
2. Boarding and barge access				
3. Housekeeping standards				
4. Watertight / weathertight doors				
5. Basic engine room awareness				
6. Fuel and water station awareness				
C. PPE & HAZARD AWARENESS				
1. PPE requirements and locations				
2. Fall prevention and slip/trip hazards				
3. Line snap-back and pinch-point hazards				
4. Hazard communication / SDS				
5. Hazardous material awareness				
D. EQUIPMENT & SAFE WORK PRACTICES				
1. Winch and capstan safety				
2. Hand tools and power tools				
3. Rigging and line inspection basics				
4. Lockout/tagout awareness				
5. Confined-space awareness				

INSTRUCTIONS:

Applicable training listed above shall be completed and documented within the employee's first five (5) days when required by company policy and vessel assignment.

Trainer Signature / Date

Employee Signature / Date





SUPERIOR BAY MARINE OF ALABAMA



TOWBOAT DECKHAND TRAINING & EVALUATION PACKET

30-Day Green Deckhand Program of Instruction

1 EMPLOYEE INFORMATION

Employee Name: _____ Vessel/Towboat: _____ Trainer: _____
Review Date: _____

2 PRACTICAL SKILLS TRAINING CHECKLIST

LEGEND: NT = Not Trained AS = Performs With Assistance
S = Performs Under Supervision Q = Qualified

Skill / Task	Status (NT, AS, S, Q)	Date	Trainer Initials	Comments
A. VESSEL FAMILIARIZATION				
1. Proper terminology				
2. Deck layout				
3. Housekeeping				
4. Safe movement around vessel				
5. Identify alarms				
6. Basic emergency equipment locations				
B. LINE HANDLING & RIGGING				
1. Identify line types and sizes				
2. Proper line storage				
3. Throwing and receiving lines				
4. Securing to bitts / kevels / timberheads				
5. Safe use of ratchets and chain				
6. Recognize damaged rigging				
C. TOW WORK				
1. Making tow				
2. Breaking tow				
3. Working between barges safely				
4. Crossing from vessel to tow				
5. Communication with wheelhouse during deck work				
6. Basic face wire / backing wire understanding				
D. WATCHSTANDING & COMMUNICATION				
1. Maintain lookout				
2. Report vessels, lights, and hazards				
3. Understand watch change expectations				
4. Use proper radio / communication etiquette				
5. Follow instructions promptly				
E. DECK WORK & MAINTENANCE				
1. Cleaning and maintenance basics				
2. Proper use of hand tools				
3. Safe lifting and carrying				
4. Spill prevention basics				
5. Secure equipment after use				

3 PRACTICAL SIGN-OFF

Captain/Trainer Overall Comments: _____

Final 30-Day Recommendation (select one):

☐ Continue Training

☐ Satisfactory Progress

☐ Additional Instruction Needed

Captain/Trainer Signature

Date





SUPERIOR BAY MARINE OF ALABAMA



TOWBOAT DECKHAND TRAINING & EVALUATION PACKET

Performance Evaluation & 60-Day Advancement Recommendation

1 EMPLOYEE INFORMATION

Employee Name: _____ Evaluation Date: _____
Vessel/Towboat: _____ Hire Date: _____
Evaluator: _____ Review Period: _____

2 PERFORMANCE EVALUATION

1 = Unsatisfactory 2 = Needs Improvement 3 = Meets Expectations 4 = Above Expectations 5 = Excellent

EVALUATION FACTOR	RATING 1	RATING 2	RATING 3	RATING 4	RATING 5	COMMENTS
Safety Awareness	☐	☐	☐	☐	☐	
Follows Instructions	☐	☐	☐	☐	☐	
Line Handling Ability	☐	☐	☐	☐	☐	
Tow Work / Deck Skills	☐	☐	☐	☐	☐	
Equipment Care	☐	☐	☐	☐	☐	
Watchstanding / Lookout	☐	☐	☐	☐	☐	
Communication	☐	☐	☐	☐	☐	
Teamwork	☐	☐	☐	☐	☐	
Attendance / Dependability	☐	☐	☐	☐	☐	
Initiative	☐	☐	☐	☐	☐	
Judgment	☐	☐	☐	☐	☐	
Professional Conduct	☐	☐	☐	☐	☐	
Overall Readiness	☐	☐	☐	☐	☐	

3 RECOMMENDATION

☐ Satisfactory Progress ☐ Extend Green Deckhand Period ☐ Continue Training
☐ Additional Training Required ☐ Advance to Experienced Deckhand ☐ Not Recommended for Advancement at This Time

4 REMARKS / COACHING NOTES

5 SIGNATURES

Evaluator Signature / Date

Captain Signature / Date

Employee Signature / Date

I acknowledge that I have reviewed this performance evaluation and had the opportunity to discuss it with my evaluator.

Employee Acknowledgment Signature / Date: _____

