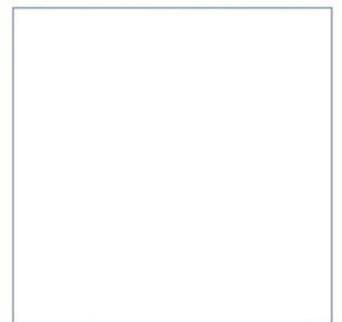
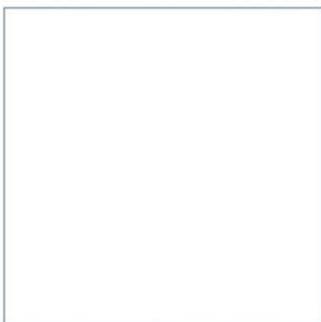
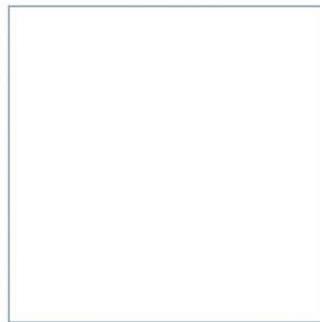


# Argyll and Bute Council

## Port Marine Safety Code

Audit: Isle of Islay (Port Askaig, Bruichladdich, Port Charlotte) 2023

January 2024



Innovative Thinking - Sustainable Solutions

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# Port Marine Safety Code

Audit: Isle of Islay (Port Askaig, Bruichladdich, Port Charlotte) 2023

January 2024



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## Author

M.J. Smedley

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# 1 The Port Marine Safety Code

The Port Marine Safety Code ('the Code') sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses, or works in, the UK port marine environment. It is authored by the UK Government, supported by the devolved administrations and representatives from across the maritime sector and, whilst the Code is not mandatory, these bodies have a strong expectation that all harbour authorities will comply. The Code is applicable both to Statutory Harbour Authorities and to other marine facilities, which may not have statutory powers; these are collectively referred to throughout the Code as 'organisations' (DfT, 2016).

In reading this audit report, the Council and Duty Holder should note the following extract from the Code:

*"The Code does not contain any new legal obligations but includes (amongst other things) references to the main legal duties which already exist. Failure to comply is not an offence in itself. However, the Code represents good practice as recognised by a wide range of industry stakeholders and a failure to adhere to good practice may be indicative of a harbour authority being in breach of certain legal duties. Moreover, the organisation may suffer reputational damage if it has publicly committed to the Code's standards and then fails to meet them."*

(DfT, 2016)

In order to measure compliance with the Code, the table below sets out the 10 Duty Holder responsibilities, and corresponding cross-references with sections of the Code, which this audit has considered.

No	PMSC Duty Holder Responsibilities		PMSC Section Reference
1	Duty Holder	Formally identify and designate the Duty Holder, whose members are individually and collectively accountable for compliance with the Code and their performance in ensuring safe marine operations in the harbour and its approaches.	1.6-1.8, 1.10, 1.16-1.17
2	Designated Person	A 'Designated Person' must be appointed to provide independent assurance about the operation of the marine safety management system. The designated person must have direct access to the Duty Holder.	1.11-1.12
3	Legislation	The Duty Holder must review and be aware of their existing powers based on local and national legislation; seeking additional powers if required in order to promote safe navigation.	2.3-2.6, 4.3-4.5
4	Duties and Powers	Comply with the duties and powers under existing legislation as appropriate.	1.3-1.5, 1.9, 1.13-1.15, 3.1-3.14, 4.2, 4.6-4.20, 4.25-4.32
5	Risk Assessment	Ensure all marine risks are formally assessed and are eliminated or as low as reasonably practicable in accordance with good practice.	2.7-2.11
6	Marine Safety Management System	Operate an effective marine safety management system which has been developed after consultation, is based on formal risk assessment, and refers to an appropriate approach to incident investigation.	2.12-2.17, 2.19-2.23, 2.25, 2.29
7	Review and Audit	Monitor, review and audit the risk assessment and marine safety management system on a regular basis – the independent designated person has a key role in providing assurance for the Duty Holder.	2.2, 2.24, 2.30-2.32
8	Competence	Use competent people (i.e. trained, qualified and experienced) in positions of responsibility for managing marine and navigation safety.	2.18
9	Plan	Publish a safety plan showing how the standard in the Code will be met and a report assessing the performance against the plan at least every 3 years.	2.26-2.28
10	Aids to Navigation	Comply with directions from the General Lighthouse Authorities and supply information and returns as required.	4.21-4.24

## 1.1 About the Harbour Authority

The Isle of Islay is the southernmost island of the Inner Hebrides of Scotland. It lies in Argyll just south west of the Isle of Jura and around 40 kilometres (22 nautical miles) north of the Northern Irish coast. The Isle's main port is Port Ellen, which is owned by Caledonian Maritime Assets Limited (CMAL) and operated by CalMac Ferries Limited (CFL). Islay's other ports includes Port Askaig, Bruichladdich and Port Charlotte. These locations are owned by Argyll and Bute Council (A&BC) as both a Harbour Authority and Marine Facility operator. Other privately owned ports and marine facilities are also located around Islay's coast.

### 1.1.1 Port Askaig

Port Askaig is a Statutory Harbour Authority (SHA) by virtue of 'The Pier and Harbour Order Confirmation (No 3) Act, Schedule: Islay Piers Order, 1904 and the subsequent 'Port Askaig Pier Order Confirmation Act 1975. These are collectively known as the 'Port Askaig Acts and Order 1904 to 1975'. A&BC is therefore the Local Lighthouse Authority (LLA) with respect to aids to navigation through Section 193 of the Merchant Shipping Act 1995. A&BC is not a Competent Harbour Authority for Port Askaig.

Port Askaig is a busy port hosting a CFL ferry terminal with connections to Kennacraig and the Isle of Colonsay. The port also maintains an inter-island ferry to the Isle of Jura, for both foot passengers and vehicle traffic, this ferry service and route is provided by A&BC. The port is an important location for commercial fishing vessels, with quayside facilities for safe berthing, landing catch and vessel mooring. The port also hosts the Royal National Lifeboat Institute (RNLI) who operate a Severn Class Boat named the '*Helmut Schroder of Dunlossit II*' from a dedicated berth, with facilities offered by a fully fitted out office, crew room and operational rooms.

### 1.1.2 Bruichladdich Pier

Bruichladdich Pier is an SHA by virtue of 'The Pier and Harbour Order Confirmation (No 3) Act, Schedule: Islay Piers Order, 1904'. A&BC is therefore the Local Lighthouse Authority (LLA) with respect to aids to navigation through Section 193 of the Merchant Shipping Act 1995. A&BC is not a Competent Harbour Authority for Bruichladdich Pier.

Bruichladdich Pier located on the western shore of Loch Indaal, this Pier is operated commercially by Gleaner Oils on behalf of A&BC and is used exclusively for tankers. The Pier consists of an original solid stone structure augmented by eight berthing and mooring dolphins and associated walkways to accommodate larger double hulled coastal tankers. The stone Pier serves the local community with small inshore fishing vessels, creel boats and day boats making use of the facility. Tanker activity between the years 2015 and 2023 ranges between six vessels and two vessel visits per year.

### 1.1.3 Port Charlotte

Port Charlotte is a village located on the western shore of Loch Indaal. The Pier at Port Charlotte is a solid stone and concrete structure, with a sea wall on its northern side and an open Pier to the south. Securing points in the form of mooring rings are installed on the Pier, as is a water egress ladder and stone access steps. It is used exclusively by recreational and small inshore fishing vessels. The Pier at Port Charlotte is a marine facility, owned and operated by A&BC. It is not an SHA, nor does it have any lighting or ancillary services.

## 2 Purpose and Method

### 2.1 Audit scope

Argyll and Bute Council (A&BC) has contracted ABPmer to provide Designated Person services for its ports, harbours and piers. Part of this service includes the provision of annual auditing to establish if the Harbour Authority is compliant with the requirements of the Port Marine Safety Code (PMSC). The scope of the audit includes a review of Harbour Authority performance against the standard laid out within the latest edition of the Code. Any aspects that do not comply with, or fully address, the requirements of the Code will be identified, and recommendations for improvement will be made.

### 2.2 Audit definitions and outcomes

The following definitions are used in the audit report:

**Non-compliance:** is a failure to adhere to a legal requirement such as an Act, Order or its Regulations. The Port Marine Safety Code requires organisations to confirm compliance with the requirements of the Code. Therefore, Port Marine Safety Code audits are designed to test the requirements of the Code with any failure to comply identified as a 'non-compliance'.

**Non-conformity:** is an opportunity for the management system to improve through the identification of a requirement that is not met. Non-conformities are not regulatory but relate to the port or harbour's own operational instructions which are not met or fully met. Any non-conformities identified through the audit process are identified in bold text in the report.

**Evidence:** Non-compliances and Non-conformities are identified through factual evidence sampled during the audit.

#### 2.2.1 Outcomes

The audit report uses the following outcomes:



**Non-Compliance:** a non-compliance with the requirements of the Code which are a breach of legal obligations or may compromise marine safety, environmental safety or present a significant reputational risk. Recommendations for addressing non-compliances are identified in red.



**Observation:** refers to an improvement opportunity such as an update to information, procedural change, or a non-conformity with local operating instructions. Whilst observations are defined as improvement opportunities, addressing them may improve the overall system standard. Recommendations for addressing observations are identified in yellow.



**Satisfactory:** a system component that meets or exceeds the requirements of the Code. Items of best practice are identified in bold.

**Not applicable:** part of the Code that is not relevant to the Organisation being audited.

## 2.3 Audit date and criteria

The onsite check of port, harbour and pier facilities was carried out on the Isle of Islay on Thursday 11 May 2023 with the check of marine safety management system requirements carried out on 12 October 2023. The latest version of the PMSC, and the accompanying Guide to Good Practice (GtGP), have been used as the benchmarking standard within Appendix A. The audit tables also identify the paragraph numbers from the Code (DfT, 2016) and relevant sections of the Guide to Good Practice (DfT, 2018), for cross reference purposes.

In addition, within Appendix B the Health and Safety Executive (HSE) publication L148 'Safety in Docks: Approved Code of Practice and Guidance' (ACOP) (HSE, 2014) and the Port Skills and Safety (PSS) publications SIP 005 'Guidance on Mooring' (PSS, 2019a) and SIP 014 'Guidance on Safe Access and Egress' (PSS, 2019b) have been used. The Appendix tables to this report contain the test questions and evidence, noting down compliance, non-compliance and observational remarks.

## 2.4 Auditor

The following auditor conducted this audit.

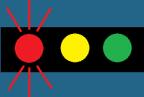
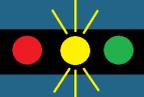
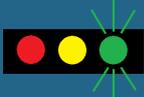
Team Member	Initials	Company, Designation
Monty Smedley	MJS	ABPmer, Principal Maritime Consultant Lead Auditor for Quality Management Systems (QMS ISO 9001) Designed Person (PMSC) Argyll and Bute Council

## 2.5 Auditees

The following individuals participated in the audit.

Team Member	Initials	Role/Designation
Allan Finlay	AF	Piers and Harbours – Technical Officer
John Willis	JW	Assistant Harbour Master – Campbeltown
Scott Reid	SR	Marine Operations Manager

## 3 Audit Summary

Number	Key Measures Ten-Point 'Health Check'			
1	Duty Holder	0	2	5
2	Designated Person	0	0	2
3	Legislation	0	3	5
4	Duties and Powers	0	14	36
5	Risk Assessment	0	2	5
6	MSMS	0	6	10
7	Review and Audit	0	0	4
8	Competence	0	3	2
9	Plan	0	0	3
10	Aids to Navigation	0	0	2
<b>Total</b>		<b>0</b>	<b>30</b>	<b>74</b>

The summary presented in the above table identifies that, for the ten-point health-check, Argyll and Bute Council as the Statutory Harbour Authority for Port Askaig and Bruichladdich Pier, plus the Marine Facility owner for Port Charlotte Pier, is **found to be compliant** with the requirements of the Port Marine Safety Code. The following item of best practice was identified during the audit:

- Provision and maintenance of Aids to Navigation is recognised as an area of best practice with a 100% availability for Category 3 and 99.56% for Category 2 Aids.

### 3.1 Summary of Observations

The PMSC audit (at three locations) identified 30 observations relating to improvement opportunities for management consideration, the detailed findings being presented in Appendix A. The following points identify the more significant items, split by port location.

- Not all Councillors on the Harbour Board have attended Duty Holder training, the Marine Safety Plan has an objective of 100% attendance.
- The MSMS, Section 1.2.2 does not list Bruichladdich Pier as an SHA.
- Marine risk assessments for Port Askaig, Bruichladdich, Port Charlotte were all reviewed in the same month. It is recommended that risk assessment review is staggered over the year.
- Whilst the MSMS provides for Council processes, the Standard Operating Procedures (SOPs) specific to Port Askaig, Bruichladdich and Port Charlotte require further development.
- The MSMS, Section 1.2 and 1.6 provide a high-level structure regarding responsibilities for marine safety. The way these responsibilities are met at Port Askaig, Bruichladdich and Port Charlotte is not clearly laid out. In practice, the Harbour Master team from Campbeltown has operational oversight for these locations, with local Council staff at Port Askaig (whose primary role is the operation of the Jura Ferry) providing both marshalling and onsite support. Lastly, an Islay based Council services operator provides maintenance services. This structure is not documented fully in SOPs.

- There are no routine stakeholder meetings at Port Askaig, Bruichladdich or Port Charlotte. Meetings are held, but around specific needs and requirements. It is recommended that port user groups or forums are set up for Islay.
- The lack of Port or Pier onsite staff at Port Askaig, Bruichladdich and Port Charlotte means there is no-one immediately on-hand to respond to an incident or monitor vessel traffic. Whilst Bruichladdich and Port Charlotte do not have regular vessel traffic, Port Askaig is a busy port. The A&BC operated Jura Ferry is staffed by Council employees; however, their principal focus is the safe and efficient operation of the ferry. It is recommended that the Council conduct a review of staff resource for its Ports and Pier on Islay.
- There is no specific emergency plan for Port Askaig or Bruichladdich Pier.
- There is no LPS provision at Port Askaig outside of port user information available on A&BC's website. There is also no routine arrival or departure contact procedure for the CFL ferry with the Harbour Authority. If the Jura Ferry is using the linkspan berth (due to the tide being too low for the Jura Ferry to use the slipway) vessel traffic management is arranged between vessel Masters. The Council should consider if this is an effective form of berth allocation.

## 3.2 Summary of Quayside Checks

Marine operations and quayside checks were also carried out, 16 observations were identified cumulatively for all three locations. The following provides a summary of more significant items:

### 3.2.1 Port Askaig (Appendix B.1)

- At the time of the quayside checks, there were numerous mooring lines causing obstruction along the southern Pier. It is recommended that housekeeping is improved with vessel Masters and owners required to remove unnecessary lines from quayside areas.
- In several locations, due to the amount of available space and port road layout, both pedestrians and vehicles use the same area. This was especially noted when the CFL Ferry passenger embarked and disembarked, with vehicles dropping off or collecting foot passengers. It is recommended that a review of the layout around the ferry berth is conducted with reference to the Health and Safety Executive (HSE) publication L148 'Safety in Docks: Approved Code of Practice and Guidance' (HSE, 2014) Section 58 to 72 'Safe site – design and activity'.
- Some of the water egress ladders were obstructed by mooring lines and not all life ring housings were fixed in location.

### 3.2.2 Bruichladdich Pier (Appendix B.2)

- The common user stone Pier had a number of mooring lines obstructing the stone steps used to access and egress the launch point and water.
- One of the water egress ladders at the original stone Pier was severely corroded with the rungs unusable.
- Not all life rings were in a serviceable condition and housed correctly.
- A number of Pier signs had weathered and deteriorated to the point of being illegible.

### 3.2.3 Port Charlotte (Appendix B.3)

- The life ring housing was broken and not secured to its support.
- Some of the mooring rings were visibly deteriorated and may not provide sufficient restraint capacity.
- There is no signage at the Pier. It is recommended that signage with A&BC's details as the marine asset owner is installed.

## 4 References

ABPmer, 2016. Port Askaig: Navigational Risk Assessments. R2536. February 2016.

DfT, 2016. Port Marine Safety Code, Department for Transport (DfT) a, November 2016.

DfT, 2018. A Guide to Good Practice on Port Marine Operations Prepared in conjunction with the Port Marine Safety Code 2016, Department for Transport (DfT), February 2018.

Health and Safety Executive (HSE), 2014. 'Safety in Docks: Approved Code of Practice and Guidance' (ACOP)', Publication L148.

ISO 9001: Quality Management Systems. International Organization for Standardization.

Port Skills and Safety (PSS), 2019a. Guidance on Mooring, SIP 005. March 2019.

Port Skills and Safety (PSS), 2019b. Guidance on Safe Access and Egress, SIP 014. September 2019.

### 4.1 Websites

[https://www.argyll-bute.gov.uk/sites/default/files/2023-05/dp\\_contact\\_information3\\_abc.pdf](https://www.argyll-bute.gov.uk/sites/default/files/2023-05/dp_contact_information3_abc.pdf)

<https://www.argyll-bute.gov.uk/moderngov/ielIssueDetails.aspx?IId=123876&PlanId=0&Opt=3#A1150723>

<https://www.argyll-bute.gov.uk/sites/default/files/2023-11/Marine%20Training%20Policy.pdf>

<https://www.argyll-bute.gov.uk/form/reporting-an-accident-or-incident>

<https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/marine-safety-management-system>

<https://www.gov.uk/government/publications/port-marine-safety-code-compliant-ports/port-marine-safety-code-compliant-ports-list>

<https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/port-askaig-pier>

<https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/bruichladdich-pier>

<https://www.calmac.co.uk/article/2150/Port-Askaig>

<https://www.argyll-bute.gov.uk/fees/22/piers>

## 5 Abbreviations/Acronyms

A&BC	Argyll and Bute Council
ACOP	Approved Code of Practice and Guidance
ALRS	Admiralty List of Radio Signals
AtoN	Aid(s) to Navigation
BPA	British Ports Association
CARP	Critical Activity Recover Plan
CAT	Category
CERS	Consolidated European Reporting System
CFL	CalMac Ferries Limited
CHA	Competent Harbour Authority
CMAL	Caledonian Maritime Assets Limited
DfT	Department for Transport
DRA	Dynamic Risk Assessment
FRA	Formal Risk Assessment
GLA	General Lighthouse Authority
GtGP	Guide to Good Practice on Port Marine Operations
HDPCA	Harbour, Docks and Piers Clauses Act 1847
HRO	Harbour Revision Order
HSE	Health and Safety Executive
IMO	International Maritime Organization
ISO	International Organization for Standardization
KPI	Key Performance Indicator
LATON	Local Aids to Navigation
LLA	Local Lighthouse Authority
LPS	Local Port Service
LSE	Lifesaving Equipment
MAIB	Marine Accident Investigation Branch
MARNIS	Marine Risk Software Produced by ABPmer
MCA	Maritime and Coastguard Agency
MGN	Marine Guidance Notes
MSMS	Marine Safety Management System
n/a	Not Applicable

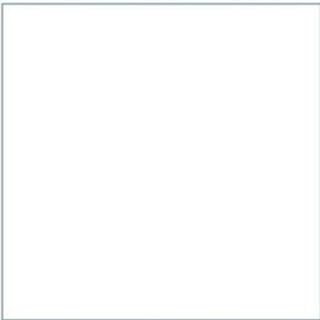
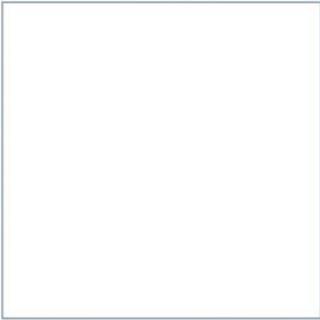
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OPRC	International Convention on Oil Pollution Preparedness, Response and Co-operation
PEC	Pilotage Exemption Certificates
PFSP	Port Facility Security Plan
PMSC	Port Marine Safety Code
PSS	Port Skills and Safety
QMS	Quality Management System
RATSA	Railways and Transportation Safety Act
RNLI	Royal National Lifeboat Institute
SAC	Special Areas of Conservation
SEPA	Scottish Environment Protection Agency
SHA	Statutory Harbour Authority
SIP	Safety in Port
SOPs	Standard Operating Procedures
SOSREP	Secretary of State's Representative
SPA	Special Protection Areas
SWL	Safe Working Load
UK	United Kingdom
UKHO	United Kingdom Hydrographic Office
VHF	Very High Frequency
VTS	Vessel Traffic Service

Cardinal points/directions are used unless otherwise stated.

SI units are used unless otherwise stated.

# Appendices



Innovative Thinking - Sustainable Solutions

# A Detailed Audit Findings

## A.1 PMSC Section 1 – Accountability for Marine Safety

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
1.3-1.5	Duties and Powers	Is the Organisation’s Duty of Care for users of the harbour, port of facility stated?	<b>Satisfactory</b> – A&BC’s Marine Safety Management System (MSMS), ‘Policies and Statements’, Volume 1, revision 01, issued November 2023. The MSMS, Section 3.1 under National Legislation states: <i>“Harbour Authorities have a range of statutory and non-statutory duties and powers relating to marine operations. The Council has a Duty of reasonable Care to its harbour users and will ensure the safety at work of employees and other persons who may be affected by the Authority’s activities as far as is reasonably practicable to do so”</i> . Additionally, Section 10 ‘Conservancy’ also states that: <i>“There is a duty to conserve a harbour so that it is reasonably fit for use as a port, and a duty of reasonable care to see that the harbour is in a fit condition for vessels to use.”</i>		MJS_001	MJS
		Are local Acts and Orders identified?	<b>Satisfactory</b> – the harbour authority has a copy of its local legislation. Local Acts and Orders 1904 to 1975 include: <ul style="list-style-type: none"> <li>▪ The Pier and Harbour Order Confirmation (No 3) Act, 1904. Schedule ‘Islay Piers Order 1904’.</li> <li>▪ The Port Askaig Pier Order Confirmation Act 1975.</li> </ul>		MJS_008 MJS_009	MJS
		Is the Harbour, Docks and Piers Clauses Act (HDPCA) 1847 incorporated into local Acts and Orders?	<b>Satisfactory</b> – the HDPCA has been incorporated into the ‘Pier and Harbour Order Confirmation (No 3) Act, 1904. Schedule ‘Islay Piers Order 1904’, with certain exceptions.		MJS_008 MJS_009	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
1.6 – 1.7	The Duty Holder	Has the organisation appointed and confirmed who the Duty Holder is?	<b>Satisfactory</b> – A&BC has assigned the post and accountability of the Duty Holder to the Council's Executive Director of Development and Infrastructure Services. The Harbour Board retains responsibility for providing policy direction to the officers of the Authority. An organisational structure is provided the MSMS, Section 1.6.		MJS_001	MJS
1.8	The Duty Holder	Are the Duty Holder's responsibilities for compliance with Code defined?	<b>Satisfactory</b> – the MSMS, Section 1.4 lists the principal requirements of the Duty Holder.		MJS_001	MJS
1.10	The Duty Holder	Does the Duty Holder (and Harbour Board members) have a clear understanding of the port's marine activities and MSMS?	<p><b>Satisfactory</b> – the Harbour Board and Duty Holder receive information from officers of the Authority, presented as technical reports to Board Meetings. Periodically the Harbour Board and Duty Holder visit one of the Council's ports, harbours or piers. The last Oban visit was on 24 September 2021. The Harbour Board were also invited to the Campbeltown Emergency Response Exercise in November 2021. The MSMS is provided on the Council's website.</p> <p><b>Observation</b> – the Council is encouraged to arrange an opportunity in 2024 for the Duty Holder and Board to visit one of the Authority's ports, harbours or piers.</p>	<p><b>Recommendation</b> – to provide awareness of the Council's ports, harbours and piers, arrange an annual visit for the Duty Holder and Board.</p>	MJS_001	MJS
		Has the Duty Holder (Harbour Board members) been provided with a clear brief or training on their role under the requirements of the Code?	<p><b>Satisfactory</b> – six (of the eight) Councillors of the Harbour Board, plus the Council's Executive Director of Development and Infrastructure Services (as Duty Holder) have attended training run on 05 September 2022.</p> <p><b>Observation</b> – not all Councillors on the Harbour Board have attended Duty Holder training, the Marine Safety Plan has an objective of 100% attendance.</p>	<p><b>Recommendation</b> – that members of the Harbour Board who have not attend Duty Holder training, complete this training as soon as practical.</p>	MJS_011	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
1.11-1.12	The Designated Person	Has the Harbour Authority appointed an individual as the Designated Person?	<b>Satisfactory</b> – the Duty Holder has appointed ABPmer to provide Designated Person services, with Monty Smedley as the named Designated Person. This contract commenced on 01 November 2021. The Designated Person’s contact details are hosted on the Council’s website.		<a href="https://www.argyll-bute.gov.uk/sites/default/files/2023-05/dp_contact_information3_abc.pdf">https://www.argyll-bute.gov.uk/sites/default/files/2023-05/dp_contact_information3_abc.pdf</a>	MJS
		Is the Designated Person’s role explained in the MSMS?	<b>Satisfactory</b> – the MSMS, Section 2.0 lists the duties of the Designated Person.		MJS_001	MJS
1.13	Chief Executive [or equivalent]]	Have executive and operational responsibilities for marine safety been clearly assigned?	<b>Satisfactory</b> – the MSMS, Section 1.6.1 lists the responsibilities of the ‘Head of Roads and Infrastructure Services’, and Section 1.6.2 lists the responsibilities of the ‘Marine Operations Manager’.		MJS_001	MJS
		How is marine safety funded within the organisation?	<b>Satisfactory</b> – funding is identified and agreed through the Council’s approvals process. Officers of the Authority have delegated spending powers within their spending limits. All significant funding decision outside of spending limits come to the Harbour Board, officers of the Authority provide technical input to Harbour Board decisions.		n/a	MJS
1.9, 1.14 – 1.15	Harbour Master	Have executive and operational responsibilities for marine safety been clearly assigned?	<b>Satisfactory</b> – the MSMS, Section 2.5 states that: <i>“Harbour Masters and their Assistants are appointed by the Harbour Authority to support the Marine Operations Manager to develop the team’s service plans by working in partnership with colleagues (within and out with the service) and by taking personal responsibility for planning how these are delivered effectively and efficiently”</i> . Section 1.6.4 lists specific duties. Additionally, the Council also appoints Pier Masters in selected locations, the duties of which are identified in Section 1.6.5.		MJS_001	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 1.9, 1.14 – 1.15	Cont. Harbour Master	Does an officer with responsibilities for marine safety attend Board meetings?	<b>Satisfactory</b> – three times a year, a report is provided by the Executive Director with responsibility for Roads and Infrastructure Services; major issues are raised to the Harbour Board. Evidence from the Harbour Board meeting of 31 August 2023 identifies reports including the Oban Harbour Update, Port Marine Safety Code Update, Piers and Harbours marine asset management plan and the Argyll and Bute Harbour Board Workplan.		MJS_012 MJS_013  <a href="https://www.argyll-bute.gov.uk/sites/default/files/2023-05/dp_contact_information3_abc.pdf">https://www.argyll-bute.gov.uk/sites/default/files/2023-05/dp_contact_information3_abc.pdf</a>	MJS
1.16 – 1.17	The Organisation's Officers	Does the MSMS provide details of the organisation's Officers and their responsibilities for marine safety?	<b>Satisfactory</b> – the MSMS, Section 1.6.3 lists the responsibilities of the Marine Technical Officer, and Section 1.6.6 provides detail on the Council's Assistant Harbour Masters.		MJS_001	MJS

## A.2 PMSC Section 2 – Key Measures Needed to Secure Marine Safety

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
2.2	Further guidance	Does the organisation review any of the following: <ul style="list-style-type: none"> <li>▪ MAIB digest / reports</li> <li>▪ MCA health check trends</li> </ul>	<b>Satisfactory</b> – the MCA Health Checks trends was included in the Designated Person’s briefing note which was tabled at the 02 September 2021 Harbour Board meeting. Information from the MAIB and the BPA in the former of safety circulars are distributed by the Marine Operations Admin Officer. Evidence sighted.		MJS_014  <a href="https://www.argyll-bute.gov.uk/moderngov/ielssueDetails.aspx?IId=123876&amp;PlanId=0&amp;Opt=3#AI150723">https://www.argyll-bute.gov.uk/moderngov/ielssueDetails.aspx?IId=123876&amp;PlanId=0&amp;Opt=3#AI150723</a>	MJS
2.3 – 2.6	Review existing powers	Does the Harbour Authority have an understanding of local legislation?	<b>Satisfactory</b> – the Harbour Authority has a list of local Acts and Orders in the MSMS, Section 3.2 ‘Local Legislation’ with the ‘Islay Piers Order 1904’ listed.  <b>Observation</b> – the MSMS, Section 1.2.2 does not list Bruichladdich Pier as an SHA, nor does Section 3.2.	<b>Recommendation</b> – the MSMS, Section 1.2.2 and 3.2 should be adjusted to show Bruichladdich Pier as an SHA.	MJS_001 MJS_008 MJS_009	MJS
		Are local Acts and Harbour Orders referenced in MSMS?	<b>Satisfactory</b> – the MSMS, Section 3.2, has a list of local Acts or Orders.  <b>Observation</b> – the bullet point entry for Port Askaig reads: “Port Askaig, by virtue of the ‘Islay Piers Order 1904’”. This should read: Port Askaig, by virtue of the Acts and Order 1904 to 1975’.  <b>Observation</b> – there is no bullet point for Bruichladdich Pier, which was established as an SHA by the Islay Piers Order 1904.	<b>Recommendation</b> – the MSMS, Section 3.2 bullet point for Port Askaig should be updated to include the 1975 Act.  <b>Recommendation</b> – the MSMS, Section 3.2 has an additional bullet point added for Bruichladdich Pier SHA.	MJS_001	MJS
	Have the Harbour Authority’s existing powers been reviewed?	<b>Satisfactory</b> – the harbour acts have been reviewed by A&BC lawyers. Recommendations for update have been presented to the Council and a Harbour Revision Order (HRO) consolidation process initiated. Evidence provided.		MJS_015 MJS_016 MJS_017	MJS	

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
<p>Cont.  2.3 – 2.6</p>	<p>Cont.  Review existing powers</p>	<p>Is the organisation's jurisdiction known and mapped?</p>	<p><b>Satisfactory</b> – the 'Port Askaig Pier Confirmation Order 1975', Section 28(1) and (2) states:</p> <p><i>1. The limits within which the Council shall exercise in relation to the pier undertaking the powers conferred on them by the Order of 1904 and this Order shall comprise the existing pier and the works and so much of the sea as is included within the area marked "Port Askaig Pier Limits" on the pier limits map (hereinafter referred to as "the pier limits").</i></p> <p><i>2. In relation to the pier undertaking subsection (1) of Section 5 (Limits) of the Order of 1904 shall have effect.</i></p> <p>The 'Pier and Harbour Order Confirmation (No 3) Act, 1904. Schedule: Islay Piers Order 1904', in Section 4(3) states that: <i>"The term 'Port Askaig Pier' as used in this Order shall not include the existing passenger slip adjoining Port Askaig Pier on the south and that slip and the existing old Cattle Ferry pier at Port Askaig situated two hundred feet or thereabouts to the south of Port Askaig Pier are expressly excluded from the limits of this Order"</i></p> <p>The Islay Piers Order 1904 further states that: <i>"The limits within which the Undertakers shall in respect of each of the Piers have authority and within which the powers of the Pier Master may be exercised shall comprise each of the Piers and an area below high-water mark within a distance of one hundred feet at Port Askaig and fifty feet at Bruichladdich Pier measured in any direction seawards from any part of each of the Piers which limits are in this Order termed 'the harbour limits'"</i></p>		<p>MJS_008 MJS_009 MJS_025 MJS_026 MJS_027</p>	<p>MJS</p>

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 2.3 – 2.6	Cont. Review existing powers	Cont. Is the organisation's jurisdiction known and mapped?	A&BC holds a copy of the 'the pier limits' plan and is able to demonstrate the limits and jurisdiction. In addition, as part of the planned Consolidated Harbour Act, these limits will be reviewed, evidence provided.		MJS_008 MJS_009 MJS_025 MJS_026 MJS_027	MJS
2.7 – 2.11	Use of Formal Risk Assessment (FRA)	Have risks associated with marine operations been assessed and a means of controlling them deployed?	<b>Satisfactory</b> – the MSMS, Section 5 describes the assessment methodology. A set of 21 risk assessments are in place, split into: Port Askaig (12), Bruichladdich (7) and Port Charlotte (2). Risk Assessments are managed via the MARNIS Port Risk Assessment Software. All assessments were in-date at the time of audit with all reviews completed in May 2023. The hazard scenarios cover a range of foreseeable eventualities based on current harbour activities. A selection of two risk assessments per location were sampled.  <b>Observation</b> – staggering review dates for Marine Risk Assessments is considered best practice. All the assessments for Islay had the same revision date.	<b>Recommendation</b> – that a staggered approach to risk assessment review is adopted, on a cyclic basis, over the year.	MJS_018 MJS_019 MJS_020 MJS_021	MJS
		How does the organisation ensure those undertaking marine risk assessment are competent in the role?	<b>Satisfactory</b> – the Harbour Master has undertaken a training course for marine risk completed on 05 April 2016. Certificate sighted.		MJS_022	MJS
2.7 – 2.11	Use of Formal Risk Assessment (FRA)	Are stakeholders included in marine risk review/assessments?	<b>Satisfactory</b> – the original risk assessments conducted in October 2015 included stakeholders at Port Askaig, ABPmer report R2536 (ABPmer, 2016) contains a list of these involved in creating the risk assessments.  <b>Observation</b> – there is no evidence that Bruichladdich or Port Charlotte risk assessments have been reviewed with stakeholders.	<b>Recommendation</b> – the experience and knowledge of harbour users should be sought, and their engagement documented in the risk assessments.	MJS_023	MJS
		Does the MSMS prescribe the review frequency for risk assessments?	<b>Satisfactory</b> – the MSMS, Section 5.1.3 states that: "Navigational risk assessments are maintained for the main ports and harbours as a minimum. The regular (annual) review of these risk assessments and any new risk assessments caused by operational changes will identify new risks".		MJS_001	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 2.7 – 2.11	Cont. Use of Formal Risk Assessment (FRA)	Is a system of Dynamic Risk Assessment (DRA) used?	<b>Satisfactory</b> – the MSMS, Section 5.2 provides information on the DRA requirement. The Council has a DRA flowchart to aid decision making.		MJS_001 MJS_024	MJS
2.12-2.14	Implement a MSMS	Is there an MSMS? Does this incorporate policies and procedures? The MSMS must incorporate a regular and systematic review of its performance.	<b>Satisfactory</b> – A&BC’s Marine Safety Management System (MSMS), ‘Policies and Statements’, Volume 1, revision 01, issued November 2023. A revision history table is included, with a draft noted as being issued in January 2023. The MSMS was approved by the Harbour Board in August 2023. The MSMS, Section 7.1 under the sub-heading ‘periodic review’ identifies that: <i>“Additional to the above the Marine Safety Management System will be reviewed and reissued by the Marine Operations Manager every three years.”</i>  <b>Observation</b> – whilst the MSMS provides for Council processes, the Standard Operating Procedures (SOPs) specific to Port Askaig, Bruichladdich, Port Charlotte require further development.	<b>Recommendation</b> – a review of port specific SOPs to consider operations at each location and ensure that any site-specific requirements have been captured and recorded in a systematic way.	MJS_001	MJS
2.15	Key Performance Indicators (KPIs)	Does the harbour authority detail KPIs and/or make a statement about performance in the organisation’s annual report?	<b>Satisfactory</b> – A&BC’s key performance indicators are detailed in the ‘Marine Safety Plan’ as measured objectives. The MSMS, Section 9.1 provides information on active and reactive system measurements.		MJS_001 MJS_007	MJS
2.16	MSMS assigning responsibility	Does the MSMS explicitly assign responsibility for appropriate safety/conservancy matters?	<b>Satisfactory</b> – the MSMS, Section 1.6 ‘Marine Operational Management Structure’ details the assignment of responsibility to key officers of the Authority. The MSMS, Section 1.2 identifies the grouping of ports by region.		MJS_001	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont.  2.16	Cont.  MSMS assigning responsibility	Cont.  Does the MSMS explicitly assign responsibility for appropriate safety/conservancy matters?	<b>Observation</b> – whilst the MSMS, Section 1.2 and 1.6 provide a high-level structure, the way in which responsibilities for marine safety are met at Port Askaig, Bruichladdich and Port Charlotte is not clearly laid out. In practice, the Harbour Master team from Campbeltown has operational oversight for these locations, with local Council staff at Port Askaig (whose primary role is the operation of the Jura Ferry) provide both marshalling and onsite support. Lastly, an Islay based Council services operator provides maintenance services. This structure is not documented fully in the MSMS or supporting SOPs.	<b>Recommendation</b> – a review of port specific SOPs to detail the local level onsite operational and support services.	MJS_001	MJS
2.17	MSMS Consultation	Are forum/consultation meetings held?	<b>Satisfactory</b> – the ‘Navigational Safety, Pilotage and Towage Policy’ states that Argyll and Bute Council will: <i>“Consult widely with port and other relevant stakeholders in respect of navigational safety issues.”</i> At Port Askaig, the RNLI, CFL and local fishing users form the stakeholder community. At Bruichladdich, Gleaner Limited, operate the Pier during tanker visits. Stakeholder consultation centres on any new developments and initiatives.  <b>Observation</b> – there are no routine stakeholder meetings at Port Askaig, meetings are held, but around specific needs and requirements.  <b>Observation</b> – there is no evidence of stakeholder engagement at Bruichladdich or Port Charlotte. Whilst Port Charlotte may not warrant a user meeting (as it was not evident if there is a regular set of users) there was evidence of local use at Bruichladdich Pier.	<b>Recommendation</b> – scheduling routine user meetings and documenting this in minutes.  <b>Recommendation</b> – scheduling routine user meetings for Bruichladdich Pier (which could also include Port Charlotte).	MJS_002	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
2.18	Competence standards	Are personnel qualified and trained for their marine safety role?	<p><b>Satisfactory</b> – training records are held centrally, in a MS Excel sheet titled 'Training Matrix July 2022'. The training matrix identifies dates training was completed for each member of staff. The MSMS, Section 8.1 states: <i>"The Marine Operations Department shall maintain a training matrix for all staff and the respective line managers are responsible for keeping it up-to-date. The training matrix and training records is held and maintained centrally"</i>. Induction records sampled for Rothesay staff.</p> <p><b>Observation</b> – it is not clear what the terms 'Essential' and 'Required' mean on the matrix.</p> <p><b>Observation</b> – whilst line managers are responsible for keeping records up to date, there is no assurance that a full set of training records are held centrally.</p>	<p><b>Recommendation</b> – provide definitions for the terms used on the matrix for the avoidance of doubt.</p> <p><b>Recommendation</b> – a full internal audit/check of certification against role is conducted. This should confirm that all mandatory training is held, or courses are booked, with certification held centrally.</p>	MJS_001 MJS_026 MJS_027	MJS
		Is there a policy on revalidation or maintenance of qualifications in place?	<p><b>Satisfactory</b> – a Marine Training Policy is in place, dated v1 August 2023, and available for download from the A&amp;BC website. The Marine Operations Admin Officer maintains a central record of training. Individual staff are identified with dates of training and certification held in day/month/year format.</p> <p><b>Observation</b> – the training records do not clearly record, date taken and expiry date for qualifications</p>	<p><b>Recommendation</b> – adding date taken and expiry date (named columns) to training records.</p>	MJS_003  <a href="https://www.argyll-bute.gov.uk/sites/default/files/2023-11/Marine%20Training%20Policy.pdf">https://www.argyll-bute.gov.uk/sites/default/files/2023-11/Marine%20Training%20Policy.pdf</a>	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
2.19 – 2.22	Incident reporting and investigation	Does the MSMS identify the organisation’s instruction regarding: <ul style="list-style-type: none"> <li>▪ reporting</li> <li>▪ recording of incidents</li> <li>▪ investigation</li> <li>▪ enforcement (if relevant).</li> </ul>	<p><b>Satisfactory</b> – the MSMS Section 4.5 details the process to follow should an incident occur, this addresses investigation and reporting. There were no recorded marine incidents for Port Askaig, Bruichladdich or Port Charlotte. An online reporting method is available.</p> <p><b>Observation</b> – the lack of incident records may represent a lack of stakeholder awareness on reporting processes, or the relatively low level of use at Bruichladdich and Port Charlotte. Given the volume of traffic and users at Port Askaig, it may be expected that marine incidents have occurred. Anecdotal information from CFL Masters identify potential near miss incidents with passing traffic in the approaches to the Port Askaig berthing area.</p> <p><b>Observation</b> – the lack of Port or Pier onsite staff at Port Askaig, Bruichladdich and Port Charlotte means there is no-one immediately on-hand to respond to an incident or monitor traffic. Whilst Bruichladdich and Port Charlotte do not have regular vessel traffic, Port Askaig is a busy port. The A&amp;BC operated Jura Ferry is staffed by Council employees; however, their principal focus is the safe and efficient operation of the ferry.</p>	<p><b>Recommendation</b> – port community stakeholders are reminded of the reporting processes for marine incidents.</p> <p><b>Recommendation</b> – the Council should conduct a review of staff resource for its Ports and Pier on Islay.</p>	<p>MJS_001</p> <p>Anecdotal</p> <p><a href="https://www.argyll-bute.gov.uk/for m/reporting-an-accident-or-incident">https://www.argyll-bute.gov.uk/for m/reporting-an-accident-or-incident</a></p>	MJS
GtGP 13.2	Incidents involving Death or Crime	Are procedures in place for incidents involving death or crime?	<b>Satisfactory</b> – the MSMS, Section 4.6 details actions to be taken in the event of death or crime.		MJS_001	MJS
GtGP 13.9	Incident publication	Does the Harbour Authority disseminate information from accident investigations?	<b>Satisfactory</b> – the MSMS, Section 4.8 details statutory reporting requirements, incident reports are distributed to the Scottish Environment Protection Agency (SEPA) and the MCA.		MJS_001	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
2.23	Incident statutory reporting	Are procedures for reporting incidents to the MAIB in place?	<b>Satisfactory</b> – the MSMS, Section 4.8 details statutory reporting requirements, including the Marine Guidance Note (MGN) 564 'Incident reporting and investigation'. There have been no MAIB reportable incidents within A&BC's SHA since MARNIS records commenced in 2017.		MJS_001	MJS
2.24	Monitoring performance and auditing	Has the MSMS been subject to audit (internal and/or external)?	<b>Satisfactory</b> – the last external audit of the MSMS was conducted in September 2022 at Oban (North Pier). The MSMS, Section 7.2 and 7.3 detail the audit process for A&BC.		MJS_001 MJS_031	MJS
2.25	Enforcement	Are local officers aware of enforcement powers and responsibilities?	<b>Satisfactory</b> – the MSMS, Section 4.9 provides the enforcement procedure.		MJS_001	MJS
		Is there a policy on enforcement and prosecution in place?	<b>Satisfactory</b> – A&BC publish an Enforcement and Prosecution policy, as version 1, dated August 2023.		MJS_004	MJS
2.26	Publication of plans and reports	Does the organisation commit itself to developing policies and procedures to satisfy the requirements of the Code?	<b>Satisfactory</b> – this requirement is evidenced through the publication of 'Navigational Safety, Pilotage and Towage Policy' and its Marine Safety Plan, published on A&BC's website.		<a href="https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/marine-safety-management-system">https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/marine-safety-management-system</a>	MJS
2.27	Plan assessment	Is an assessment of the organisation's performance against the plan published?	<b>Satisfactory</b> – the Marine Safety Plan contains an assessment of the previous plan.		MJS_007	MJS
2.28	Safety plan for marine operations	Is a 'Safety Plan for Marine Operations' published (every three years).	<b>Satisfactory</b> – a signed and issued 'Marine Safety Plan' approved by the Harbour Board on 04 March 2021 is hosted on the A&BC's website. The plan covers the years 2021 to 2023.		MJS_007	MJS
2.29	Consensus	Has the Harbour Board maintained consensus with harbour users?	See response in this Audit report, Section 2.17 on Consultation.		n/a	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
2.30 – 2.32	Monitoring compliance	Has the Harbour Authority confirmed compliance with the PMSC for the port to the MCA within the last three years?	<b>Satisfactory</b> – the Council wrote to the MCA on 10/03/21 to confirm its current state of compliance with the Code. Letter evidenced. The DfT list of ports reporting compliance does not include A&BC ports, harbours or marine facilities. This position has been taken by the DfT, guided by the MCA, as the Council has confirmed it was not (at that time) fully compliant with the requirements of the Code. At the time of writing the letter the Council was working towards full compliance in a number of key areas, including: legislation review, policy review, MSMS documentation and creation of SOPs.		MJS_032  <a href="https://www.gov.uk/government/publications/port-marine-safety-code-compliant-ports/port-marine-safety-code-compliant-ports-list">https://www.gov.uk/government/publications/port-marine-safety-code-compliant-ports/port-marine-safety-code-compliant-ports-list</a>	MJS
GtGP 2.2.3 (also, Code Executive Summary)	Monitoring compliance	Has the Harbour Authority confirmed all organisations with its jurisdiction comply with the requirements of the Code?	<b>Satisfactory</b> – there are no other Organisations within the Port Askaig or Bruichladdich SHA area owning marine facilities. Port Charlotte is a marine facility and therefore does not have a statutory jurisdictional area.		n/a	MJS

### A.3 PMSC Section 3 – General Duties and Powers

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
3.1 – 3.4	Safe and Efficient Port Operations	Does the Duty Holder have regard to efficiency, economy and safety of operation in respect to the services and facilities provided?	<p><b>Satisfactory</b> – the MSMS, Section 9.0 'Marine Safety Plan' outlines the requirements from the Code and points to the 'Marine Safety Plan' to deliver this requirement.</p> <p><b>Observation</b> – the Marine Safety Plan does not specifically mention 'safe and efficient port/marine operations', however, the items in the plan identify key performance indicators required to achieve this.</p>	<p><b>Recommendation</b> – that the Marine Safety Plan has wording added at its next revision, to confirm how the Council delivers the requirement for delivering 'safe and efficient port/marine operations'.</p>	MJS_001 MJS_007	MJS
3.5	Open port duty	Is the port or harbour subject to Open Port Duty?	<p><b>Satisfactory</b> – it is considered highly likely that both Port Askaig and Bruichladdich Pier incorporate an Open Port Duty under Section 33 of the 'Harbours, Docks and Piers Clauses Act 1847'. The HDPCA 1847 provisions are referenced in the 'Islay Piers Order 1904'. Port Charlotte as a marine facility, does not have an Open Port Duty.</p>		MJS_008	MJS
3.6	Conservancy duty	How does the harbour authority conserve the harbour?: <ul style="list-style-type: none"> <li>▪ Survey as necessary</li> <li>▪ Place navigation marks</li> <li>▪ Keep 'vigilant watch' for any seabed changes</li> <li>▪ Keep hydrographic records</li> <li>▪ Ensure hydrographic information is published</li> <li>▪ Update UKHO.</li> </ul>	<p><b>Satisfactory</b> – the MSMS, Section 10.0 providing information on the Council's approach to conservancy. This includes conservancy duty, hydrographic survey policy, dredging, Aids to Navigation (AtoN), wreck removal, dangerous vessels and licensing marine works. The MSMS, Section 10.1 details hydrography, with the last bathymetric survey was conducted for Port Askaig was conducted on 12 April 2021, with Bruichladdich Pier surveyed on the 13 April 2021. Port Charlotte has no harbour survey based on its low-level usage and lack of port user community that would benefit from a survey. Information was passed by the survey contractor to UKHO, evidence seen.</p>		MJS_001 MJS_028 MJS_029	MJS
3.7	Updates provided to UKHO	Does the organisation have an Agreement with UKHO, and/or do they provide survey information to UKHO?	<p><b>Satisfactory</b> – a bilateral agreement between A&amp;BC and the UKHO is in place, dated 17 March 2017.</p>		MJS_034	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
GtGP 1.9.11, and 7.8	Licensing, Regulating Harbour Works and Dredging?	Does the harbour authority have the power to licence works?	<b>Satisfactory</b> – there is no evidence that A&BC as Harbour Authority at Port Askaig or Bruichladdich Pier having any powers to licence third party marine works under its local Acts and Orders. The 1904 provides powers to make improvements, maintain and regulate the Piers. Any works at Port Charlotte would require a Marine Licence. Mooring licences are required for individual and commercial moorings, via the Crown Estate, with navigation consent required from A&BC as the SHA.		MJS_008 MJS_009 MJS_052 MJS_053 MJS_054	MJS
3.8	Environmental duty	Does the Organisation understand its obligations: <ul style="list-style-type: none"> <li>▪ Nature conservation Section 48A of Harbours Act 1964</li> <li>▪ Obligations for SPA, SACs under Habitat Regs.</li> <li>▪ the Nature Conservation (Scotland) Act 2004</li> </ul>	<b>Satisfactory</b> – the MSMS, Section 3.1 lists National legislation, including several Acts relating to Environmental Duties. These requirements are delivered through the Harbour’s services. A&BC also issue a ‘Marine Conservancy and Hydrographic Policy’, Version1, issued August 2023 which has intrinsic links to environmental duties. Information regarding local habitat is contained in the Oil Pollution Response plan.		MJS_001 MJS_005 MJS_035	MJS
3.9	Civil Contingency Duty	Does the MSMS include reference to the Harbour Authority’s obligations as a Category 2 responder?	<b>Satisfactory</b> – the MSMS, Section 4.4.6 includes reference to Civil Contingency duties within supporting port, harbour and pier Annexes.		MJS_001	MJS
GtGP 6.2.4, 6.5	Emergency Planning / Pollution control	Does the MSMS include emergency planning and oil pollution response?	<b>Satisfactory</b> – an Oil Pollution Response Plan is in place, which was approved by the MCA on 04 December 2018 and is valid until the 27 November 2023. The annual OPRC return form was evidenced. A&BC maintain a Critical Activity Recover Plan (CARP) which incorporates the Council’s Civil Contingency duties.  <b>Observation</b> – there is no specific emergency plan for Port Askaig or Bruichladdich Pier.	<b>Recommendation</b> – the development of an SOP or specific plan for Port Askaig and Bruichladdich Pier.	MJS_035 MJS_036	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
Cont. GtGP 6.2.4, 6.5	Cont. Emergency Planning / Pollution control	Does the port/harbour carry out emergency plan exercises?	<b>Satisfactory</b> – a training exercise for oil pollution was carried out for A&BC in Campbeltown on 23 November 2021, as operation 'Smerby'. The Campbeltown team are operationally responsible for the delivery of marine services at Port Askaig, Bruichladdich Pier and Port Charlotte.		MJS_038	MJS
3.10 – 3.11	Harbour Authority Powers review	Has the Harbour Authority reviewed its powers?	See the audit report response in Section 2.3 – 2.6.		n/a	MJS
3.12 – 3.14	Revising Duties and Powers	Evidence of Harbour Revision Orders, or Harbour Closure.	<b>Satisfactory</b> – the last HRO was made in 1975.		MJS_009	MJS

## A.4 PMSC Section 4 – Specific Duties and Powers

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
4.2	Appointment of Harbour Master	Is there a Harbour Master appointment for the port?	<b>Satisfactory</b> – a Harbour Master is appointed for Port Askaig and Bruichladdich Pier, evidence of appointment letter provided. The Harbour Master based at Campbeltown (with an appointment date of 09 September 2007) references an appointment for Port Askaig and Bruichladdich Pier under the 'Islay Piers Order 1904'.		MJS_008 MJS_042	MJS
4.3 – 4.5	Byelaws	Does the organisation have powers to make Byelaws, are these published?	<b>Satisfactory</b> – under the 'Islay Piers Order 1904', Section 28(1), the undertakers may make Byelaws under Section 83 of the HDPCA 1847. This relates to Port Askaig and Bruichladdich Pier only. Port Charlotte is a marine facility with no power under harbour legislation to make Byelaws.		MJS_008	MJS
		Date of last byelaw review?	<b>Not Applicable</b> – no known Byelaws are issued.		n/a	MJS
4.6 – 4.7	Special Directions	Are the Harbour Master's powers of Direction shown in the MSMS, how is delegation identified?	<b>Satisfactory</b> – the MSMS, Section 5.1.1, details the use of Special Direction stating: <i>"Special directions – may be given by the harbour master, deputies or their assistants: these directions are time and vessel specific and are apt for operational purposes of short duration and for emergencies"</i> .  <b>Observation</b> – there is no SOP detailing how Special Directions are given or recorded by the Harbour Master, Deputy or Assistants. It should also be noted that under the Islay Piers Order 1904, powers cannot be delegated and must be used by appointed Harbour Masters, Pier Masters or Dock Masters, or their Deputies.	<b>Recommendation</b> – an SOP for the use of Special Directions is drafted and agreed. This should detail the giving of the direction and its recording. This relates to Port Askaig and Bruichladdich Pier only. Port Charlotte is a marine facility with no power under harbour legislation to issue directions.	MJS_001	MJS
4.8	General Directions	Are the powers of General Directions available to the Harbour?	<b>Not applicable</b> – powers of General Direction are not available.		n/a	MJS
4.9	Harbour Directions	Are Harbour Directions used and published?	<b>Not applicable</b> – Harbour Directions have not been applied for.		n/a	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
4.10 GtGP 6.4	Dangerous Vessels	Does the MSMS (or other plan) make provision for giving directions to dangerous vessels?	<b>Satisfactory</b> – the Harbour Masters have powers under the Dangerous Vessels Act 1985. This is listed in the MSMS, Section 3.1 under 'National Legislation'.  <b>Observation</b> – as there is no appointed Harbour Master or Pier Master for Port Askaig and Bruichladdich Pier, therefore there is no appointee to make use of this power.	<b>Recommendation</b> – the creation of a SOP based around actions a Pier or Harbour Master should take in respect of a dangerous vessel. This relates to Port Askaig and Bruichladdich Pier only. Port Charlotte is a marine facility with no power under harbour legislation to issue directions.	MJS_001	MJS
		Is the role of the Secretary of States' Representative for Maritime Salvage and Intervention (SOSREP) acknowledged?	<b>Satisfactory</b> – the MSMS, Section 4.4.3 details the role of the SOSREP.		MJS_001	MJS
GtGP 6.2	Dangerous Substances	Are there clear requirements for declaration of dangerous goods/substances?	<b>Satisfactory</b> – the MSMS, Section 4.4.4 details the entry and control of dangerous goods and substances in the harbour. The Council's website contains reporting forms for 'Dangerous Good Notification Procedures'. At Port Askaig, CFL (as ferry operator) manages the dangerous goods notification process at the ferry terminal with A&BC as the harbour operator provided with summary information.		MJS_001 MJS_043 MJS_044  <a href="https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/marine-safety-management-system">https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/marine-safety-management-system</a>	MJS
GtGP 8.4	Vessel Traffic Management	Is vessel traffic managed within the port area, how is this achieved?	<b>Satisfactory</b> – vessel traffic is monitored and managed through: <ul style="list-style-type: none"> <li>Visual observation and communications by Very High Frequency (VHF) between port traffic.</li> <li>Scheduled visits by the Campbeltown team when tanker traffic visits Bruichladdich Pier.</li> </ul>		MJS_043 MJS_044  Observational	MJS
		Is vessel traffic monitoring information passed to the MCA by the quickest means?	<b>Satisfactory</b> – the Council has a CERS login.		Observational	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
Cont.  GtGP 8.4	Cont.  Vessel Traffic Management	Has the need for VTS/LPS been reviewed recently?	<p><b>Satisfactory</b> – the current method of vessel traffic management has been arranged to meet the demands of harbour use at Bruichladdich Pier and Port Charlotte with scheduled visits made to view tanker traffic arrivals at Bruichladdich.</p> <p><b>Observation</b> – whilst Port Askaig has Council staff operating the Jura Ferry, there is no dedicated onsite staff to manage the harbour. There is no LPS provision outside of port user information available on A&amp;BC's website.</p> <p><b>Observation</b> – there is no arrival or departure contact procedure for the CFL ferry with the Harbour Authority. If the Jura Ferry is using the linkspan berth (due to the tide being too low for the Jura Ferry to use the slipway) vessel traffic management is arranged between vessel Masters.</p>	<p><b>Recommendation</b> – the provision of LPS at Port Askaig should be reviewed by A&amp;BC to consider if improved vessel traffic management is needed.</p> <p><b>Recommendation</b> – the requirement for LPS at Port Askaig is reviewed to ensure that berth allocation processes are in place.</p>	Observational	MJS
GtGP 13.2.2	Drink and drugs	Do staff know what to do if they suspect that a mariner (master, pilot, seaman) has committed an offence whilst on duty?	<p><b>Satisfactory</b> – the MSMS, Section 3.1 references the Railways and Transportation Safety Act (RATSA) 2003. The Council has a Drink and Drugs Policy for its own staff.</p> <p><b>Observation</b> – there is no specific instruction on the actions to take if a professional mariner is suspected of a drink or drugs offence when on duty.</p>	<p><b>Recommendation</b> – the creation of an SOP or procedure to inform the Authority's officers of their expected action for a drink or drugs offence under the RATSA 2003.</p>	MJS_001	MJS
4.11 GtGP 9.0	Pilotage	Is the port a CHA?	<b>Not applicable</b> – the Organisation is not a Competent Harbour Authority.		n/a	MJS
		Has the requirement for pilotage been reviewed?	<b>Satisfactory</b> – the Organisation is not a Competent Harbour Authority; marine risk assessments do not identify the need for pilotage as a risk control.		MJS_019 MJS_020 MJS_021	MJS
4.12 GtGP 9.4	Pilotage Directions	Are Pilotage Directions issued?	<b>Not applicable</b> – the Organisation is not a Competent Harbour Authority.		n/a	MJS
4.12 GtGP 9.4	Pilotage Directions	Were stakeholders consulted during the drafting phase of the most recent Pilotage Direction?	<b>Not applicable</b> – the Organisation is not a Competent Harbour Authority.		n/a	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
4.13 GtGP 9.4	Authorisation of pilots	Is the process for appointing Pilots referenced in the MSMS?	Not applicable – the Organisation is not a Competent Harbour Authority.		n/a	MJS
4.14 GtGP 9.4.31	Pilot Training	Does the CHA implement the International Maritime Organisation (IMO) resolution A960?	Not applicable – the Organisation is not a Competent Harbour Authority.		n/a	MJS
GtGP 9.5.43	Pilotage	Does the authority operate an effective Pilot Fatigue Management System?	Not applicable – the Organisation is not a Competent Harbour Authority.		n/a	MJS
4.15 – 4.16 GtGP 9.5	Pilot Exemption Certificates	Is a clear process for the issuing of PECs published?	Not applicable – the Organisation is not a Competent Harbour Authority.		n/a	MJS
		Are the requirements equivalent to those for an authorised pilot?	Not applicable – the Organisation is not a Competent Harbour Authority.		n/a	MJS
GtGP 8.7.15 – 8.8.10	Port Passage Plan	Is there a published passage plan?	<p><b>Satisfactory</b> – information is included in the Admiralty List of Radio Signals (ALRS), Volume 6, the Reeds Nautical Almanac and Marina Guide and the Port of Scotland publication. Port entry information is also available on the Bute Berthing Company website.</p> <p><b>Observation</b> – information in ALRS Volume 6 for Port Askaig provides a contact phone number and VHF channel only.</p>	<p><b>Recommendation</b> – reviewing ALRS Volume 6 for Port Askaig and advise UKHO of any updates.</p>	MJS_048	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
GtGP 8.10	Recreational navigation	Are recreational users of the harbour considered?	<p><b>Satisfactory</b> – information is published on A&amp;BC’s website for Port Askaig and Bruichladdich Pier. Ferry terminal information is provided by CFL for its service operating from Port Askaig.</p> <p><b>Observation</b> – the ‘Our Piers and Harbours’ website information, whilst a valuable resource, does not contain recreational information (or an indication/heading as to whether there are berths for recreational vessels).</p>	<p><b>Recommendation</b> – a review of the ‘Our Piers and Harbours’ website information to specifically include recreational information.</p>	<p><a href="https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/port-askaig-pier">https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/port-askaig-pier</a></p> <p><a href="https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/bruichladdich-pier">https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/bruichladdich-pier</a></p> <p><a href="https://www.calmac.co.uk/article/2150/Port-Askaig">https://www.calmac.co.uk/article/2150/Port-Askaig</a></p>	MJS
4.17 – 4.20	Collecting Dues	Are dues clearly defined?	<p><b>Satisfactory</b> – charges (including dues) are laid out on the Council’s website. The process for setting charges uses a benchmarking exercise with other local ports. Charges are increased at the rate of inflation.</p>		<p><a href="https://www.argyll-bute.gov.uk/fees/22/piers">https://www.argyll-bute.gov.uk/fees/22/piers</a></p>	MJS
4.21-4.23	Aids to Navigation	Are defects and rectification of defects recorded?	<p><b>Satisfactory</b> – as the Local Lighthouse Authority (LLA) the following Aids to Navigation are maintained.</p> <p>Port Askaig:</p> <ul style="list-style-type: none"> <li>▪ 2 fixed red lights (vertical) on the West Arm.</li> <li>▪ 1x Sectored Light.</li> </ul> <p>Bruichladdich:</p> <ul style="list-style-type: none"> <li>▪ 2 fixed red lights (vertical) on the West Arm.</li> </ul> <p>Port Charlotte is a marine facility and has no LLA function, nor does it have any navigation lights.</p>		<p><a href="https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/port-askaig-pier">https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/port-askaig-pier</a></p> <p><a href="https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/bruichladdich-pier">https://www.argyll-bute.gov.uk/roads-and-travel/marine-services/bruichladdich-pier</a></p>	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
4.24	GLA returns	Are returns made to the GLA?	<p><b>Satisfactory</b> – the LATON three-year return for A&amp;BC identifies the availability return values for the period April 2020 to April 2023 as:</p> <ul style="list-style-type: none"> <li>Cat 2 = 99.56% (target is 99.0%)</li> <li>Cat 3 = 100% (target is 97.0%)</li> </ul> <p>Provision and maintenance of Aids to Navigation is recognised as an <b>area of best practice</b>.</p>		MJS_040	MJS
4.25-4.32	Wrecks, Abandoned or unseviceable vessels	Does the MSMS refer to powers for dealing with wrecks?	<p><b>Satisfactory</b> – the MSMS, Section 10.4 addresses wrecks within the Conservancy section and with respect to marking of wrecks. There are no known wrecks in Port Askaig, Bruichladdich or Port Charlotte.</p>		MJS_001 Anecdotal	MJS
GtGP 9.4.17 -9.4.21	Pilot Launches	Do pilot boats meet statutory requirements and appropriate Codes?	<p><b>Not applicable</b> – the Organisation is not a Competent Harbour Authority and therefore has no requirement to operate a pilot boat.</p>		n/a	MJS
GtGP - 10	Towage Operations	Does the organisation produce towage guidelines?	<p><b>Satisfactory</b> – towage is commented on in the 'Navigational Safety, Pilotage &amp; Towage Policy'.</p> <p><b>Observation</b> – there is no procedure for dealing with towage (either routine or non-routine) at other A&amp;BC ports, harbours or piers. This is important for any marine works that may require towage operations.</p>	<p><b>Recommendation</b> – drafting of appropriate towage guidelines for all A&amp;BC ports, harbours and piers.</p>	MJS_002 Observational	MJS
		Is there a process for approving towage providers?	<p><b>Not applicable</b> – there are no towage providers at Port Askaig, Bruichladdich or Port Charlotte.</p>		n/a	MJS
		Are non-routine tows pre-approved / managed by the organisation?	<p><b>Satisfactory</b> – towage is commented on in the 'Navigational Safety, Pilotage &amp; Towage Policy'.</p>		MJS_001	MJS
GtGP 1.9.11	Licensing Harbour Tugs?	Does the harbour authority have the power to licence tugs?	<p><b>Not applicable</b> – there are no known powers to licence tugs.</p>		n/a	MJS
GtGP - 10.4	Diving Operations (commercial)	Is there a process for managing commercial diving?	<p><b>Satisfactory</b> – a 'Permission to Dive Permit' is used in A&amp;BC's ports and harbours.</p> <p><b>Observation</b> – there is no diving SOP for Port Askaig, Bruichladdich or Port Charlotte.</p>	<p><b>Recommendation</b> – the creation of a diving SOP or procedure that applies to all AB&amp;C ports or harbours, or is specific to Port Askaig, Bruichladdich and Port Charlotte.</p>	MJS_047	MJS

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
GtGP - 10.4	Diving Operations (recreational)	Is there a process for managing recreational diving?	Not applicable – there is no history of recreational diving.		n/a	MJS
GtGP - 6.7.3	Hot Work Permits	Is there a process for managing Hot Works?	<b>Satisfactory</b> – a 'Marine Department Hot Work Permit' is used in A&BC's ports and harbours.  <b>Observation</b> – there is no hot work SOP for Port Askaig, Bruichladdich or Port Charlotte.	<b>Recommendation</b> – the creation of a hot work SOP or procedure that applies to all AB&C ports or harbours, or is specific to Port Askaig, Bruichladdich and Port Charlotte.	MJS_045 MJS_046	MJS
GtGP – 6.7.3	Bunkering	Is there a process for managing Bunkering?	<b>Satisfactory</b> – CalMac ferries do not bunker at Port Askaig. The Jura Ferry and fishing vessels may bunker by road tanker or from fuel cans. Bunkering does not occur at Bruichladdich or Port Charlotte.  <b>Observation</b> – there is no evidence of third parties bunker check lists in use at Port Askaig.	<b>Recommendation</b> – the Harbour Authority should retain bunkering check lists.	n/a	MJS
GtGP – 11.3, 11.4	Regulation of Port Craft, Pilot Launches and Workboats	Does the Authority have a procedure for regulating port craft?	<b>Satisfactory</b> – for vessels booked into Port Askaig by the Campbeltown team, a check of workboats is made.  <b>Observation</b> – the Council does not have a formalised process for checking commercially operated Coded vessels.	<b>Recommendation</b> – the Harbour Authority considers the requirements of the GtGP (Section 11.3, 11.4) with respect to regulating third party commercial workboats and launches within its area of jurisdiction and creates a registration scheme for workboats using the Authority's area.	MJS_001	MJS

## B Quayside Check

Visual observation of Port Askaig, Bruichladdich Pier and Port Charlotte quayside during the site visit on the 11 May 2023.

### B.1 Quayside Check: Port Askaig

Reference	Subject	Evidence Required For Compliance	Observation	Recommendations	Auditor
PMSC 3.0 GtGP 8.11.19 ACOP 207-208 SIP 014	Access	Is the quayside and its access locations clear of debris and obstructions?	<p><b>Satisfactory</b> – Port Askaig is comprised of a north basin used mainly by fishing vessels, the main (ferry) berth and the Jura Ferry Slipway, with a southern Pier forming the southern basin. The lifeboat berths at a dedicated facility to the south of the port. Generally, the port infrastructure is of good quality with quayside areas appropriate to their use.</p> <p><b>Observation</b> – at the time of the quayside checks, there were numerous mooring lines causing obstruction along the southern Pier. In a number of locations, vessel waste and other general rubbish was left on the quayside. See Image B1 and B2.</p>	<p><b>Recommendation</b> – housekeeping should be improved with vessel Masters required to remove unnecessary lines from quayside areas and waste from vessels removed or disposed of properly.</p>	MJS
		Pedestrian/Disabled access for passengers or leisure users?	<p><b>Satisfactory</b> – walkways were generally clear of obstructions with footpaths and vehicle marshalling areas for both the CFL ferry and Jura ferry.</p> <p><b>Observation</b> – in several locations, due to the amount of available space and port road layout, both pedestrians and vehicles use the same area. This was especially noted when the CFL Ferry passenger embarked and disembarked, with vehicles dropping off or collecting foot passengers passing close to, and around queuing passengers. See Image B3.</p>	<p><b>Recommendation</b> – the Health and Safety Executive (HSE) publication L148 ‘Safety in Docks: Approved Code of Practice and Guidance’ (ACOP) (HSE, 2014) Section 58 to 72 ‘Safe site – design and activity’ provides the requirements for designing and operating pedestrian and vehicle assess. The layout of Port Askaig should be considered in light of the ACOP with the aim of removing risks to pedestrians from moving vehicles associated with ferry traffic.</p>	MJS
		Is the type and condition of quayside surface appropriate to the operation?	<p><b>Satisfactory</b> – the quayside surfaces of the Piers and berthing areas were appropriate to their intended use and operation.</p>		MJS

Reference	Subject	Evidence Required For Compliance	Observation	Recommendations	Auditor
ACOP 211-223 SIP 014	Rescue and Lifesaving equipment (LSE) at the water's edge	Is there appropriate means of egress from the water?	<b>Satisfactory</b> – the Piers and quayside areas had good quality and appropriately spaced water egress ladders, with grab rails fitted at deck level.  <b>Observation</b> – some of the water egress ladders were obstructed by mooring lines, this was noted on the south Pier. See Image B4.	<b>Recommendation</b> – housekeeping should be improved with vessel Masters required to remove mooring lines from water egress ladders.	MJS
		Is there appropriate LSE at quay edge?	<b>Satisfactory</b> – Life saving equipment (life rings) were installed along all Piers and quayside.  <b>Observation</b> – not all life rings were fixed. See Image B5.	<b>Recommendation</b> – life rings should be checked on a routine basis with any damaged items repaired or replaced.	MJS
SIP 005	Bollards and securing equipment	Does the general condition of bollards appear to be in good order?	<b>Satisfactory</b> – the bollards along the Piers are (visually) in good condition.  <b>Observation</b> – the quay bollards were not numbered, or Safe Working Loads (SWL) identified. See Image B6.	<b>Recommendation</b> – bollards and bits are inspected, numbered and SWL added.	MJS
SIP 005	Fenders	Is the fendering appropriate to the vessel being handled?	<b>Satisfactory</b> – fendering on the Pier is vertical rubber sections on timber, the condition of which is considered to be good from visual observation. In other areas, the fendering is wood vertical sections with some tyres used for fishing vessels and workboat berths.		MJS
		Is the condition of the fendering in good order?	<b>Satisfactory</b> – fitted fendering was observed to be in serviceable condition.		MJS
		Are chaffing plates used?	<b>Satisfactory</b> – wooden beams/toe rails are used along the Pier edge as protection from lines chaffing on the quay and also double as barriers to prevent items being knocked off the Piers onto vessels moored below.  <b>Observation</b> – the wooden beams/toe rails along the southern Pier has some sections that had sustained damage. See Image B7. It was also noted that equipment may have been installed at the Pier that was causing damage to wooden sections. See Image B8. The attachment of this item had caused the wooden beam to loosen.	<b>Recommendation</b> – that inspection and maintenance of quayside beams/rails is conducted. Any equipment fitted to the Pier should be fitted in such a way as to prevent damage to infrastructure.	MJS

Reference	Subject	Evidence Required For Compliance	Observation	Recommendations	Auditor
ACOP 232-235 SIP 005 SIP 014	Lighting	Is lighting appropriate and appear to be in compliance with ACOP 'safety in docs' and the PFSP?	<b>Satisfactory</b> – there is ample lighting on the Piers, ferry berth and the slipway. The marshalling area and footpaths has street lighting.		MJS
ACOP 58-60	Layout	Is adequate separation delineated between quayside operations?	<b>Satisfactory</b> – there is adequate delineated between quayside operations along the Piers.  <b>Observation</b> – there is mixed pedestrian, public and fishing use away from the quayside. This is unavoidable given the space and roadway layout. See previous response to 'Access'.	See previous recommendation on Access.	MJS
ACOP 82	Signage	Is appropriate signs and markings provided	<b>Satisfactory</b> – the harbour has adequate signage.		MJS



Image B1. Port Askaig, mooring lines South Pier



Image B2. Port Askaig, vessel waste and rubbish on the quayside



Image B3. Port Askaig, mixed passenger and vehicle use



Image B4. Port Askaig, obstructed water egress ladder



**Image B5. Port Askaig, unattached life ring**



**Image B6. Port Askaig, bollard**



Image B7. Port Askaig, broken capping rail



Image B8. Port Askaig, equipment inappropriately fixed

## B.2 Quayside Check: Bruichladdich Pier

Reference	Subject	Evidence Required For Compliance	Observation	Recommendations	Auditor
PMSC 3.0 GtGP 8.11.19 ACOP 207-208 SIP 014	Access	Is the quayside and its access locations clear of debris and obstructions?	<p><b>Satisfactory</b> – the quayside is comprised of an original stone pier used by the local community and inshore fishing vessels, leading to a new jetty with eight mooring dolphins connected by walkways. The new pier and dolphins are clear of debris and obstructions with access controlled through security gates.</p> <p><b>Observation</b> – the common user stone Pier had a number of mooring lines obstructing the stone steps used to access and egress the launch point and water, the quayside also had an amount of plant growth which could present a slip or trip hazard. See Image B9.</p>	<p><b>Recommendation</b> – housekeeping on the stone pier is improved with redundant mooring lines removed and plant growth removed from the pier surface.</p>	MJS
		Pedestrian/Disabled access for passengers or leisure users?	<p><b>Satisfactory</b> – walkways were clearly marked for pedestrians to access the pier.</p>		MJS
		Is the type and condition of quayside surface appropriate to the operation?	<p><b>Satisfactory</b> – the stone pier and new pier with mooring dolphins is appropriate to its use and operation.</p>		MJS
ACOP 211-223 SIP 014	Rescue and Lifesaving equipment (LSE) at the water's edge	Is there appropriate means of egress from the water?	<p><b>Satisfactory</b> – the pier has appropriately spaced LSE. At the stone pier, some of the water egress points were built into the dockside infrastructure.</p> <p><b>Observation</b> – one of the water egress ladders at the original stone Pier was severely corroded and not in a usable condition. See Image B10.</p>	<p><b>Recommendation</b> – the water egress ladder is replaced and/or removed.</p>	MJS
		Is there appropriate LSE at quay edge?	<p><b>Satisfactory</b> – life saving equipment (life rings) were installed along the Pier.</p> <p><b>Observation</b> – not all life rings were in a serviceable condition and housed correctly. See Image B11.</p> <p><b>Observation</b> – some of the oil pollution response equipment storage bins had been used for waste. See Image B12.</p>	<p><b>Recommendation</b> – life rings should be checked on a routine basis with any damaged items repaired or replaced.</p> <p><b>Recommendation</b> – oil pollution response equipment storage should be checked, and any unnecessary items removed.</p>	MJS

Reference	Subject	Evidence Required For Compliance	Observation	Recommendations	Auditor
SIP 005	Bollards and securing equipment	Does the general condition of bollards appear to be in good order?	<b>Satisfactory</b> – the bollards and mooring hooks along the new Pier were (visually) in a serviceable condition.  <b>Observation</b> – the bollards were not numbered, or Safe Working Loads (SWL) identified. See Image B13.	<b>Recommendation</b> – bollards and bits are inspected, numbered and the SWL added.	MJS
SIP 005	Fenders	Is the fendering appropriate to the vessel being handled?	<b>Satisfactory</b> – fendering on the new Pier is sprung fender units, secured with chains. This appeared (visually) to be in a serviceable condition. Fendering on the original Pier was in the form of tyres or timber sections.		MJS
		Is the condition of the fendering in good order?	<b>Satisfactory</b> – fitted fendering was observed to be in serviceable condition.		MJS
		Are chaffing plates used?	<b>Satisfactory</b> – metal tubular rails are used along the outer edge of the new Pier to allow mooring lines to run over them without fouling or chaffing. Chaffing plates or wooden sections are not used on the original Pier.		MJS
ACOP 232-235 SIP 005 SIP 014	Lighting	Is lighting appropriate and appear to be in compliance with ACOP 'safety in docs' and the PFSP?	<b>Satisfactory</b> – there is ample lighting around all berths at the new Pier and original Pier. (Note, quayside checks carried out in daylight only).		MJS
ACOP 58-60	Layout	Is adequate separation delineated between quayside operations?	<b>Satisfactory</b> – there is adequate delineated between the commercially operated new Pier and the public use original Pier. Security gates are used to restrict access.		MJS
ACOP 82	Signage	Is appropriate signs and markings provided	<b>Satisfactory</b> – the harbour has signage.  <b>Observation</b> – a number of Pier signs had weathered and deteriorated to the point of being illegible. See Image B14.	<b>Recommendation</b> – a full check of signage should be conducted with degraded or illegible signed replaced.	MJS



**Image B9.** Bruichladdich, stone pier plant growth and moorings



**Image B10.** Bruichladdich, severely corroded water egress ladder



Image B11. Bruichladdich, life ring incorrectly secured



Image B12. Bruichladdich, oil pollution equipment storage



Image B13. Bruichladdich, bollard



Image B14. Bruichladdich, illegible signage

## B.3 Quayside Check: Port Charlotte

Reference	Subject	Evidence Required For Compliance	Observation	Recommendations	Auditor
PMSC 3.0 GtGP 8.11.19 ACOP 207-208 SIP 014	Access	Is the quayside and its access locations clear of debris and obstructions?	<b>Satisfactory</b> – the Pier was clear of debris and obstructions.		MJS
		Pedestrian/Disabled access for passengers or leisure users?	<b>Satisfactory</b> – there was one area comprised of a stone and concrete Pier, with open access to the public and for vessel berthing.		MJS
		Is the type and condition of quayside surface appropriate to the operation?	<b>Satisfactory</b> – the Pier was appropriate to its use.		MJS
ACOP 211-223 SIP 014	Rescue and Lifesaving equipment (LSE) at the water's edge	Is there appropriate means of egress from the water?	<b>Satisfactory</b> – the Pier had a water egress ladder at the end which was in good condition, and a set of stone access steps half way along the Pier which had railings to reduce the risk of an accidental fall.		MJS
		Is there appropriate LSE at quay edge?	<b>Satisfactory</b> – the Pier had one life ring.  <b>Observation</b> – the life ring housing was broken and not secured to a support. See Image B15	<b>Recommendation</b> – life rings should be checked on a routine basis with any damaged items repaired or replaced.	MJS
SIP 005	Bollards and securing equipment	Does the general condition of bollards appear to be in good order?	<b>Satisfactory</b> – mooring rings are installed on the Pier.  <b>Observation</b> – some of the mooring rings are visually deteriorated and may not provide sufficient restraint capacity. See Image B16.	<b>Recommendation</b> – mooring rings should be inspected and replaced if significantly deteriorated.	MJS
SIP 005	Fenders	Is the fendering appropriate to the vessel being handled?	<b>Satisfactory</b> – fendering on the Pier is vertical rubber sections on timber, the condition of which is considered to be good from visual observation. In other areas, the fendering is wood vertical sections with some tyres used for fishing vessels and workboat berths.		MJS
		Is the condition of the fendering in good order?	<b>Satisfactory</b> – fitted fendering was observed to be in serviceable condition.		MJS
		Are chaffing plates used?	<b>Not applicable</b> – chaffing plates and/or wood sections are not used on the Pier.		MJS
ACOP 232-235 SIP 005 SIP 014	Lighting	Is lighting appropriate and appear to be in compliance with ACOP 'safety in docs' and the PFSP?	<b>Not applicable</b> – there is no lighting at the Pier, the facility is not used for loading or unloading vessels at night.		MJS

Reference	Subject	Evidence Required For Compliance	Observation	Recommendations	Auditor
ACOP 58-60	Layout	Is adequate separation delineated between quayside operations?	<b>Satisfactory</b> – the facility is one Pier, extending from the shore. The layout is comprised of one Pier section.		MJS
ACOP 82	Signage	Is appropriate signs and markings provided	<b>Observation</b> – there is no signage at the Pier.	<b>Recommendation</b> – a sign with contact details for A&BC as the marine asset owner would be advisable, this will allow users to make contact if the facility is damaged or assistance is required.	MJS



Image B15. Port Charlotte, life ring incorrectly secured



Image B16. Port Charlotte, degraded mooring ring

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