

APPENDIX 1

ROTHESAY - PMSC Recommendations (January 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
1. Ensure that once appointed members of the new Harbour Board are appropriately trained in their respective duties and responsibilities as Duty Holder.	Marine Operations Manager / Head of service	Training provided at last Harbour Board Meeting			Completed
2. The Designated Person to be given terms of reference (to be included in the Safety Management System) and contact details and independent access to the appropriate Duty Holder(s).	Names of Harbour Board members to be established and forwarded to Marine Operations Manager / Head of service	Details provided			Completed
3. Set-up a local harbour users' group forum at the earliest opportunity.	Consultant to take forward	Initial meeting held through NRA process. Formal meetings to be set up.			Ongoing - Mar 16
4. Publish a generic Marine Safety Management Plan for all harbours controlled by Argyll and Bute Council and with appropriate appendices for each of the main ports. The plan should set performance standards against proposed plans and against the standard in the Code over a three yearly period.	Consultant to prepare generic SMS	Generic plan currently at draft stage.			Ongoing - Mar 16
5. The navigation risk assessment methodology and how the hazard input scores were arrived at is not clear nor understood, it is therefore imperative that this is ascertained at the earliest opportunity.	Consultant to clarify Navigational risk Assessment with ABP	NRA Workshops have taken place			Completed
6. Once the navigation risk assessment scoring system is understood, the harbour should undertake a review of the hazards, with appropriate consultation to ensure that all navigation hazards have been clearly identified and appropriately scored.	Review of Hazards to be undertaken by Consultant	As above - NRA Workshops have taken place			Completed
7. Review, correct and update the Safety Management System as identified in this report.	Harbourmaster to update SMS	Draft document is now complete			Ongoing - Mar 16
8. Update, amend and correct the Port Emergency Plan.	Harbourmaster to update PEP	Ongoing			Ongoing - Mar 16
9. Put in place an emergency plan exercise time-table.	Harbourmaster to produce programme	Port security exercise at Campbeltown carried out in Aug 2015. To compile programme			Ongoing - Mar 16

ROTHESAY - PMSC Recommendations (January 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
10. Review the relationship between the incident reporting system, incident investigation reports, the NRA, the SMS and the subsequent amendment of the related regulations i.e. new Byelaws and procedures, to ensure that there is a well-documented system in place.	Consultant to undertake review	Relates to Marnis software - All information to be logged on and retained in the new system - ongoing			Ongoing - April / May 16
11. A improved reporting system should be set-up and promulgated via a Notice to Mariners and details added to the harbour website. Incidents should be formally recorded in a database for ease of reference and performance measured against periodic audits, safety inspections or following an incident. The harbour can then evaluate performance and identify any lessons learnt and improvements to be made to operational procedures	Technical Officer to produce central database. All Harbourmasters/Ferry Staff <u>must</u> report centrally.	New Marnis software system to be installed by end of January			Ongoing - Feb 16
12. On inspection the HM does not have a copy of the post dredge maintenance survey following the 2012 survey identifying "humps" in the outer harbour which have supposedly been removed. The 2014 survey only details soundings outside the northern pier.	Bathymetric survey to be carried out by Aspect Surveys	E-mail sent 10/7 requesting timesales/costs.		Survey located	Completed
13. A check needs to be made with the UKHO that the 2 x Fixed Yellow lights (as recommended by the NLB on the eastern end of the linkspan have been promulgated.	Technical Officer to establish with UKHO	To be completed this month.			Ongoing - Jan 16

OBAN - PMSC Recommendations (April 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
1. Clarification should be sought as soon as possible with regards to ascertaining the relevant maritime local legislation describing the main duties and powers pertaining to the Statutory Harbour Authority. Alternatively, identify the enabling local legislation and from this establish the status and the area of jurisdiction of the Argyll and Bute Council marine involvement in Oban Harbour.	A&BC legal to advise	Donnie Kelly requesting Oban Pier and Harbour Order, 1864, as confirmed by the Pier and Harbour Orders Confirmation Act, 1864.			Ongoing
2. Ensure that once appointed, members of the new Harbour Board are appropriately trained in their respective duties and responsibilities as Duty Holder.	Marine Operations Manager / Head of service	Training provided at last Harbour Board Meeting			Completed
3. A formal assessment of navigation hazards needs to be undertaken which will help to develop the safety management system.	Consultant organised formal assesment	NRA Workshops have taken place			Completed
4. Prepare a generic safety management system for the four main harbours supported with appropriate policies and procedures for the safety of navigation, enforcement, accident investigation and conservancy. Relevant information applicable to Dunoon, Campbeltown, Oban and Rothesay should be added as appendices.	Consultant to prepare generic SMS	Generic plan currently at draft stage.			Ongoing - Mar 16
5. Publish a generic Marine Safety Management Plan for all main harbours setting performance against proposed plans and against the standard in the Port Marine Safety Code over a three yearly period.	Consultant to prepare Marine Safety Management Plan	As above - Draft generic plan completed			Ongoing - Mar 16
6. Carry out a hydrographic survey for the North Pier berths and ensure that the results are promulgated to harbour users' accordingly.	Bathymetric survey carried out.	E-mail sent 10/7 requesting timesales/costs.			Completed
7. Set-up a local harbour users' group forum in conjunction with Caledonian Maritime Assets Ltd., at the earliest opportunity.	Consultant to take forward	Initial meeting held through NRA process. Formal meetings to be set up.			Ongoing - Mar 16
8. Prepare a harbour emergency plan.	Harbourmaster to produce E.P.	Ongoing			Ongoing - Mar 16

OBAN - PMSC Recommendations (April 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
9. It is recommended that a 3 year exercise (security, pollution and emergency) programme is published for all the main harbours under A&BC authority with joint participation and lead shared.	Harbourmaster to produce programme	Port security exercise at Campbeltown carried out in Aug 2015. To compile programme			Ongoing - Mar 16
10. A procedure is required to ensure that the transfer of gas oil across the jetty is properly administered and the vessel operator and fuel delivery driver are compliant with the prevention of oil pollution.	Harbourmaster to ensure RA's in place	RA's in place		Harbourmaster instructed to undertake work	Completed
11. Clarify the procedure for the allocation of licences for vessels carrying 12 or less passengers plying for trade in Oban Bay ensuring that a competent person undertakes periodic checks of vessel equipment and crew competence.	Legal services to issue licence.	Procedure available on A&BC website			Completed
12. There is currently no published documentation in place describing the PMSC requirements relating to roles and responsibilities of executive and operational posts as well as a commitment to complying with the standards of the PMSC.	Consultant to prepare document	Draft generic plan completed			Ongoing - Mar 16
13. It would be beneficial if the "Code for Safe Navigation" is published on the Council website, wider distribution through a Notice to Mariners as well as being sent to appropriate yachting organisations and publications such as Clyde Cruising Club etc.	A&BC to publish on website	Oban Harbourmaster was tasked with this.		The Code for Safe Navigation is now on Council website	Completed
14. Consideration should be given to having a Permit to Work system for any hot work undertaken onboard any vessel whilst alongside North Pier. This should be promulgated by a Local Notice to Mariners.	Technical Officer to discuss implications with H&S	Proforma received from central H & S - to be adjusted to suit.			Ongoing - Jan 2016

OBAN - PMSC Recommendations (April 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
<p>15. A formal Accident/Incident procedure should be put in place which links into the enforcement process. The relationship between the incident reporting system, incident investigation reports, the Navigation Risk Assessment, the Safety Management System and any subsequent amendment of the related regulations .</p>	<p>Technical Officer to produce central databse. All Harbourmasters/Ferry Staff <u>must</u> report centrally.</p>	<p>New Marnis software system to be installed by end of January</p>			<p>Ongoing - Feb 16</p>