

APPENDIX 1

ROTHERSAY - 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 Ops Manager - to provide training to 2 members of the Harbour Board	Training provided at last Harbour Board Meeting	No	Training to be carried out in accordance with guidance in the SMS document.	Reported previously as complete - However, Cllrs Morton and Strong still to receive training.
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).	n/a	Details provided	Done		Completed
3. Set-up a local harbour users' group forum at the earliest opportunity.	Marine Manager organising for April	Initial meeting held through NRA process. Formal meetings to be set up.	No	Names of members on Users Group will be listed in appendices to SMS for each specific port.	Action to be complete by end of April'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.	Appendix to document to be progressed for each of the main port facilities	Generic plan currently at draft stage.	Ongoing	SMS document update ongoing - see target completion date.	Target completion October 2016
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.	Further training on Marni's software has been arranged for April.	NRA Workshops have taken place	No - methodology to be explained in SMS document.	Previously reported as complete - however, further training has been arranged.	Complete in April 2016
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.	n/a	As above - NRA Workshops have taken place	Done	Working groups considered hazards. Further consultation has taken place with users of the port.	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	SMS document update ongoing.	As per item 4 above - Target completion October 2016.
8. Update, amend and correct the Port Emergency Plan.	Harbourmaster to update PEP	Template document has been circulated to harbourmasters for consistent approach.	No	Port Emergency Plans for each specific port will be added to SMS appendices.	Action to be complete by end of April'16
9. Put in place an emergency plan exercise time-table.	n/a	Port security exercise at Campbeltown carried out in Aug 2015. Programme complete.	To be added to SMS appendix	Programme complete and circulated.	Completed

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.	Marni's software now installed - training to harbourmasters in April - thereafter, hm's to install.	Relates to Marni software - All information to be logged on and retained in the new system - ongoing	No	Statement to be added to SMS document.	Action to be complete by end of 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 Marni software system has now been installed. Website now requires updating.	No	A port specific website exists for Oban Harbour - Similar work required for other main Council ports	Target date for completion Oct. 2016
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.	n/a	Bathymetric survey carried out by Aspect Surveys	n/a	Next survey due mid-2018	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	UKHO to be contacted.	n/a	To be checked and confirmed by end of April.	Action to be complete by end of Apr'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	Request to Legal Services - Oban Pier and Harbour Order, 1864, as confirmed by the Pier and Harbour Orders Confirmation Act, 1864.	No		Ongoing - awaiting confirmation from Legal Services.
2. Ensure that once appointed, members of the new Harbour Board are appropriately trained in their respective duties and responsibilities as Duty Holder.	Marine Ops Manager - to provide training to 2 members of the Harbour Board	Training provided at last Harbour Board Meeting	No	Training to be carried out in accordance with guidance in the SMS document.	Reported previously as complete - However, Cllrs Morton and Strong still to receive training.
3. A formal assessment of navigation hazards needs to be undertaken which will help to develop the safety management system.	n/a	As above - NRA Workshops have taken place	Done	Working groups considered hazards. Further consultation has taken place with users of the port.	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.	Marine Ops Manager - Appendice to document to be progressed for each of the main port facilities	Generic plan currently at draft stage.	Ongoing	SMS document update ongoing - see target completion date.	Target completion October 2016
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.	As above - Appendice to document to be progressed for each of the main port facilities - Marine Manager with input from harbour masters	As above - Draft generic plan completed	Ongoing	SMS document update ongoing - see target completion date.	Target completion October 2016
6. Carry out a hydrographic survey for the North Pier berths and ensure that the results are promulgated to harbour users' accordingly.	n/a	Bathymetric survey carried out.	n/a	Next due end of 2018.	Completed
7. Set-up a local harbour users' group forum in conjunction with Caledonian Maritime Assets Ltd., at the earliest opportunity.	Marine Manager organising for April	Initial meeting held through NRA process. Formal meetings to be set up.	No	Names of members on Users Group will be listed in appendices to SMS for each specific port.	Action to be complete by end of April'16

OBAN - PMSC Recommendations (April 2015)	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
8. Prepare a harbour emergency plan.	Harbourmaster to update PEP	Template document has been circulated to harbourmasters for consistent approach.	No	Port Emergency Plans for each specific port will be added to SMS appendices.	Action to be complete by end of April'16
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.	n/a	Port security exercise at Campbeltown carried out in Aug 2015. Programme complete.	To be added to SMS appendix	Programme complete and circulated.	Completed
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.	n/a	Risk Assessments in place		Procedure in place.	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.	Involvement from HM's in process.	Procedure available on A&BC website - Legal services issue a licence. DP asks for the process to be revised.	No	A process is currently in place	Reported previously as completed - now being revisited.
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.	Marine Ops Manager - to ensure that SMS is updated accordingly.	Generic plan currently at draft stage.	No	Document to be updated with a statement on roles and responsibilities.	Target completion October 2016
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.	n/a	Done	n/a	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 has discussed with H&S officer.	Proforma received from central H & S - to be adjusted to suit.	n/a	To be in place shortly with NTM to be issued.	Action to be complete by end of April'16

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 database. All Harbourmasters/Ferry Staff <u>must</u> report centrally.</p>	<p>New Marnis software system has now been installed.</p>	<p>No</p>	<p>Further training to staff to be provided by ABPmer in April.</p>	<p>Action to be complete by end of April'16</p>

A&BC SLIPWAYS / PIERS - PMSC Recommendations	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
PORT BEAG (April 2015)					
1. There are a number of derelict boats on the waste ground to the east of the slipway. It is understood that notices have previously been placed on the boats warning the owners that the boats will be removed. It is recommended that this notice is enforced, the boats are removed and the area is tidied up accordingly.	n/a	Land ownership issues, previous investigation by our Estates Dept into surrounding area proved inconclusive. A general tidy up of the slip area by the slip users carried out October 2014. A & BC provided skip	n/a	Council land is clear - remaining boats not in Council ownership	Completed
2. It is considered that it would be beneficial if advisory / information notices were posted at the sea end and the entrance to the slip from the road.	Standard sign to be produced for all unmanned slipways.	Ongoing	n/a	New signage to be commissioned by Marine Operations	A review of all signing at Piers and Harbours is currently being carried out - due for completion, including installation by March '17.
OBAN TIMES SLIP (April 2015)					
1. The overall general condition of the slipway and fendering is considered to be good. There are a number of stainless steel mooring rings on the slip. It was unclear from discussion with the Oban North Pier harbour master when the rings were last inspected and it is therefore recommended that this is checked with the A&BC Technical Officer.	n/a	Inspection carried out 19 May 2015 prior to arrival of QM2. Next inspection due on May 2017.	n/a	Some minor defects found, recorded in report. Defects passed on to council engineers to undertaken as part of improvements to Oban slip through Lorn Arc works.	Completed
CUAN FERRY SLIP – ISLE OF SEIL (April 2015)					
1. Concerns were expressed by the ferry crew about the state of the underpinning of the jetty and the possible evidence of erosion. It would therefore seem appropriate to undertake an inspection of the structure as soon as practicable.	Dive survey carried out 18 October 2013 which highlighted the undermining at the base of slipway wall. Subsequent repairs carried out to the slipway deck slab. The undermining issue has yet to be resolved (difficult to repair and keep ferry running). Similar problems exist to the pillars at Point Jetty Lismore.	Monitoring by Technical Staff. Ongoing	n/a	Works programmed for 16/17.	Target completion August 2016.
2. There appeared to be some doubt about the last inspection undertaken of the mooring rings whereby it was understood by the crew that some were condemned, albeit they are still in use. This needs to be verified as soon as possible and if the mooring rings are condemned they should be removed and/or replaced.	n/a	Done	n/a	Inspected and works carried out by a contractor. 2 rings replaced / 2 rings fixed	Completed

A&BC SLIPWAYS / PIERS - PMSC Recommendations	Action required and if so by whom and when	Progress	SMS updated	Comment	Completed date
3. The method of tying up the ferry and use of mooring rings was discussed with the mate and in the opinion of the observer was considered inadequate and unsafe. The rope is currently being put underneath the ring and around the ring connection to the concrete and is likely to slip-off. The rope should either be placed through the ring and tied accordingly or alternatively pass the eye of the rope through the ring and use a wooden/metal spike to secure.	n/a	Done	n/a	Letter to all Cuan ferry staff was issued in July 2015 by H of S.	Completed
4. The fuel pump cabinet was inspected and there is a significant leak behind the fuel line which apparently has been getting steadily worse and was apparently reported 3/4 years ago. This needs to be investigated and repaired accordingly.	n/a	Done	n/a	Procedure has been altered, fuel now being delivered by tanker direct to the vessel. Diesel tank removed.	Completed
CRINAN HARBOUR QUAY (April 2015)					
1. There are several quay ladders along the jetty-face one of which seems to have been poorly installed and outwith of the correct fixings and probably needs to be removed.	n/a	Inspections carried out on all Council rings and ladders fixed in position	n/a	One non fixed ladder supplied by private individual - remains in place	Completed
2. The jetty and steps are uneven but taking into account the age are in a reasonable condition. It is unclear at what intervals the jetty is inspected and what records are maintained. An auditable inspection regime should be set up (for all areas under the jurisdiction / responsibility of A&BC)	n/a	Done	n/a	Inspection regime in place - completed	Completed
3. The signage approaching the jetty and entrance to the adjacent car park states numerous rules and regulations, none of which are monitored or enforced. A review of signage needs to be undertaken (here as well as elsewhere as above).	Standard sign to be produced for all unmanned slipways.	Ongoing	n/a	New signage to be commissioned by Marine Operations	A review of all signing at Piers and Harbours is currently being carried out - due for completion, including installation by March '17.

CAMPBELTOWN - PMSC Audit Recommendations (January 2016)	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 establishing the statutory harbour limits and ascertaining the relevant local enabling legislation describing the main duties and powers pertaining to the Statutory Harbour Authority.	n/a	Done	No	A&BC Legal has confirmed location of statutory harbour limits and further confirmed that Bye-laws do not exist for Campbeltown.	Complete
2. Improve the dissemination of marine information available to harbour users.	Technical Officer to produce central database. All Harbourmasters/Ferry Staff <u>must</u> report centrally.	New Marnis software system has now been installed. Website now requires updating.	No	As new and revised information is produced and becomes available - Navigational Risk Assessments (NRA's) / Safety Management System (SMS) / revised Pilotage Manual etc. - this will be circulated via the Harbour Users' Group and	Target date for completion Oct. 2016
3. Several of the 'local' navigation risk assessment risk controls itemised require clarification as there appears to be no formal procedures / policies supporting them.	Marine Ops Manager	To be progressed	No	Further NRA Workshops to be organised - Marine Manager with input from HM's	Target date for completion Oct. 2016
4. The navigation risk assessment has ignored any reference to military and commercial tankers using the Oil Fuel Depot situated in the loch.	Meeting to be arranged with Queens' Harbour Master - Marine Manager to arrange.	To be progressed	No	Risk Assessments and related info to be requested from QHM.	Target date for completion Oct. 2016
5. The SMS is still in draft format and needs to be progressed and finalised soonest. Once completed it is recommended that it is presented at the next stakeholder meeting as well as published on the website.	Marine Ops Manager	Generic plan currently at draft stage.	No	Appendix to document to be progressed for each of the main port facilities	Target date for completion Oct. 2016
6. Publish a generic Marine Safety Management Plan for all the main Council harbours, setting performance against proposed plans over a three yearly period.	Dependent upon 5.above.	Dependent upon 5.above.	No	Dependent upon 5.above.	Target date for completion Oct. 2016
7. Amalgamate the Council and Calmac Port Emergency Plans.	Calmac has provided the relevant documentation and this will be incorporated in the Council's port emergency plans	Document being compiled.	No	Information available - Council document to be compiled.	Target date for completion Apr. 2016
8. A 3 year exercise (security, pollution and emergency) programme should be published for all the main harbours under Council authority.	n/a	Done	No	Programme has been completed.	Complete

<p>9. The Pilotage Manual and associated Pilotage Directions (April 2011 issue No.4) requires reviewing and updating by the CHA and Campbeltown Pilotage Association in order to reflect current requirements and practices. The review should include reference to Admiralty Pilots to Admiralty Pilots being used for military vessels arriving / departing at the Oil Fuel Depot.</p>	<p>As Item 4 above - Meeting to be arranged with Queens' Harbour Master - Marine Manager to arrange.</p>	<p>To be progressed</p>	<p>No</p>	<p>Risk Assessments and related info to be requested from QHM.</p>	<p>Target date for completion Oct. 2016</p>
<p>10. Formalise the towage requirements (including use of tugs in restricted visibility) for vessels using Campbeltown with published towage guidelines.</p>	<p>Marine Ops Manager. To meet with towage company to discuss towage requirements.</p>	<p>To discuss requirements with MOD at forthcoming meeting and promulgate through pilotage manual.</p>	<p>No</p>	<p>Towing guidelines in place - to be revisited for 'restricted visibility'.</p>	<p>Target date for completion Oct. 2016</p>
<p>11. The relevant towage operators risk assessments, policies and procedures should be requested.</p>	<p>As per item 10 above.</p>	<p>Meeting to be arranged.</p>	<p>No</p>	<p>As per 10. above - To discuss requirements with MOD at forthcoming meeting.</p>	<p>Target date for completion Oct. 2016</p>
<p>12. Clarify the procedure for the allocation of licences for vessels carrying 12 or less passengers plying for trade in Campbeltown ensuring that a competent person undertakes the periodic checks of vessels equipment and crew competence.</p>	<p>Involvement from HM's in process.</p>	<p>Procedure available on A&BC website - Legal services issue a licence. DP asks for the process to be revised.</p>	<p>No</p>	<p>A process is currently in place</p>	<p>Reported previously as completed - now being revisited.</p>
<p>13. Once the statutory powers of the harbour authority have been established ensure a clear enforcement policy is promulgated accordingly.</p>	<p>Marine Ops Manager</p>	<p>To be progressed</p>	<p>No</p>	<p>SMS document to be produced / information to be provided on Web site / User Groups to meet regularly / DP audits to continue to ensure established powers are duly enforced.</p>	<p>Target date for completion Oct. 2016</p>