

**PORT MARINE SAFETY CODE**

---

**1.0 EXECUTIVE SUMMARY**

- 1.1 This report provides an update on ongoing initiatives to ensure compliance with the Port Marine Safety Code (PMSC).
- 1.2 At the meeting of the Harbour Board in September last year, there were two main findings outstanding and this is reflected in the Designated Person's (DP's) latest report. The two main findings outstanding are 'Harbour Regulations / Limits of Jurisdiction' and 'Pilotage in Campbeltown'.
- 1.3 The approved Marine Safety Plan (MSP) document is available on the Council web site; this ensures all users can review the document. The published Safety Plan shows how the standards in the Code are being measured. Appendix B lists all activity targets and how well these have been achieved. In all circumstances, targets have been met. To summarise, the situation is as follows:-
  - There have been no navigational incidents.
  - Hydrographic surveys continue at all major ports on a rolling calendar basis.
  - PMSC audits by the DP continue on an annual basis.
  - There has been no major incident due to pilotage error.
  - Consultation with users at User Groups continues.
  - Training of marine personnel continues and is recorded in a training matrix.
- 1.4 Members are asked to:-

Consider this report, including the achievement of performance targets in the Marine Safety Plan.

**PORT MARINE SAFETY CODE**

---

**2.0 INTRODUCTION**

- 2.1 This report provides an update on ongoing initiatives to ensure compliance with the Port Marine Safety Code (PMSC).
- 2.2 A copy of the Designated Person's latest audit report is attached in Appendix A to this report.

**3.0 RECOMMENDATIONS**

- 3.1 Members are asked to:-

Consider this report, including the achievement of performance targets in the Marine Safety Plan.

**4.0 BACKGROUND**

- 4.1 In order to comply with the Port Marine Safety Code, the Council must develop and operate an effective marine 'Safety Management System' (SMS). Each harbour authority must appoint a DP to provide independent assurance directly to the "Duty Holder" that the Marine SMS is working effectively; their main responsibility is to determine, through assessment and audit, the effectiveness of the Marine SMS in overall compliance with the Code.
- 4.2 The Council's 'Safety Management System' document is live and a copy can be found here:-  
  
<https://www.argyll-bute.gov.uk/marine-safety-management-system>
- 4.3 The Marine Safety Management System must incorporate a regular and systematic review of its performance. To demonstrate the Council's commitment to marine safety, a Marine Safety Plan was produced and approved by the Harbour Board in 2017. See section 6 in this report for further information on performance targets.

## **5.0 PORT MARINE SAFETY CODE AUDIT FINDINGS**

- 5.1 At the meeting of the Harbour Board in September last year, there were two main findings outstanding and this is reflected in the DP's latest report.

The two main findings outstanding are as follows:-

- Harbour Regulations / Limits of Jurisdiction –
  - Plans have been completed, along with written descriptions, indicating proposed harbour limits for all of Argyll and Bute Council's 39 piers / harbours / slips. Legal Services is currently working on a draft Consolidation Order. The new order will include the power to make Harbour Directions. Details of the consolidation order process were provided in the September report to the Harbour Board.
- Pilotage at Campbeltown –
  - The DP has highlighted concerns over the lack of control that the Council, as harbour authority, has over the Admiralty pilots currently operating within Campbeltown Harbour waters at the MOD facility.
  - The Queen's Harbourmaster (QHM) takes the view that an Admiralty Pilot should be in control for a berthing at a MOD facility, particularly as MOD facilities operate strict security regimes whereby personnel without clearance would not be permitted access - a ship secured to the jetty is regarded as part of the facility. Discussions between the QHM and Marine Operations Manager are continuing with a view to revising the current Memo of Understanding between the QHM and Council.

- 5.2 Other notable, ongoing issues raised in the DP's report are as follows:-

- Designated Person Contract -
  - Issue of tender documentation for DP services is imminent. Through the Northern Roads Collaboration, Angus Council has expressed an interest in sharing DP services with this Council. Compliance audits will be carried out under the new contract.
- Oban Community Harbour Development Association -
  - See separate report to the Harbour Board
- Contravention of directions at Rothesay Harbour –

- This issue relates to harbour users ignoring the traffic light system at Rothesay. This will be raised at the next User Group Meeting for Rothesay Harbour.

## **6.0 PORT MARINE SAFETY PLAN TARGETS**

- 6.1 The approved Marine Safety Plan (MSP) document is available on the Council web site; this ensures all users can review the document.
- 6.2 The published Safety Plan shows how the standards in the Code are being measured. Appendix B lists all activity targets and how well these have been achieved. In all circumstances, targets have been met. To summarise, the situation is as follows:-
- There have been no navigational incidents.
  - Hydrographic surveys continue at all major ports on a rolling calendar basis.
  - PMSC audits by the DP continue on an annual basis – see attached.
  - There has been no major incident due to pilotage error.
  - Consultation with users at User Groups continues – to be rolled out to encompass more piers / harbours.
  - Training of marine personnel continues and is recorded in a training matrix – ‘policy’ statement in SMS to be provided.

## **7.0 CONCLUSION**

- 7.1 The Council’s Designated Person’s latest report states that ‘*the basic requirements for compliance with the Port Marine Safety Code are now in place*’. Furthermore, it states that ‘*it is anticipated that compliance may well be achieved, at least for the larger ports, before the next compliance confirmation is required by the MCA in March 2021*’. This report provides Members with an update on a number of key issues previously identified by the DP. All targets set in the Marine safety Plan, approved in 2017 by Members of the Harbour Board, have been achieved.

## **8.0 IMPLICATIONS**

- |               |  |
|---------------|--|
| 8.1 Policy    | None directly arising from this report   |
| 8.2 Financial | The appointment of Marico Marine as Designated Person has been met through operational budgets.                      |
| 8.3 Legal     | Any failure to implement the PMSC could have legal consequences in the event that there should be a marine incident. |

8.4	HR	None
8.5	Fairer Scotland Duty	
8.5.1	Equalities – protected characteristics	None directly arising from this report
8.5.2	Socio-economic Duty	None directly arising from this report
8.5.3	Islands	See risk below
8.6	Risk	The Council is undertaking to carry out actions to minimise risk to Council as a result of the operation of our Ports and Harbours
8.7	Customer Services	Having a completed Safety Management System in place will assist port customers with the use of our Ports and Harbours and Council staff with their safe operation.

**APPENDIX A - Designated Person Audit Report – Jan 2020**

**APPENDIX B - Marine Safety Plan Targets**

**Interim Executive Director with responsibility for Roads and Infrastructure:**

Kirsty Flanagan

**Policy Lead:** Cllr Robin Currie

February 2020

**For further information contact:**

Stewart Clark, Marine Operations Manager Tel: 01546 604893

Jim Smith: Head of Roads & Infrastructure Services Tel: 01546 604324

## **APPENDIX A**

### **DESIGNATED PERSON AUDIT REPORT – JAN' 2020**



**ARGYLL AND BUTE COUNCIL**

**DESIGNATED PERSON REPORT TO THE ARGYLL AND BUTE**



**HARBOURS BOARD - JANUARY 2020**

Report Number: 14UK1046-Jan-2020  
Issue: 01

Date: 24 January 2020



## **ARGYLL AND BUTE COUNCIL**

### **DESIGNATED PERSON REPORT TO THE ARGYLL AND BUTE HARBOURS BOARD - JANUARY 2020**

Prepared for: Argyll and Bute Council

Kilmory,  
Lochgilphead,  
Argyll,  
PA31 8RT

Author(s): William Heaps

Checked By: Shirley Barnet

Date	Release	Prepared	Authorised	Notes
24 Jan 2020	Draft A	WH		For Comment

Marine and Risk Consultants Ltd

Marico Marine  
Bramshaw  
Lyndhurst  
Hampshire  
SO43 7JB  
United Kingdom

Tel. + 44 (0) 2380 811133

24 January 2020

#### **EXECUTIVE SUMMARY**

In January 2015 Argyll & Bute Council appointed Marine and Risk Consultants Ltd to provide an independent Designated Person service, as required under the Port Marine Safety Code, on a three year contract.

By mutual agreement between Argyll & Bute Council and Marico Marine the 3-year contract has been extended until 30 November 2018 and continues to be extended on an ad hoc basis until such time as a tender is issued by the Council for a new contract.

William Heaps is currently the named Designated Person and has established an effective relationship with Argyll & Bute Council marine operational staff and management team.

This report covers the period between 1 January and 31 December 2019, and details visits made by the Designated Person to the ports and meetings held with council officers.

Following an introduction, sections 2 to 14 of the report give more detail on the current status of compliance with each aspect of the Port Marine Safety Code, related to the relevant chapters of the accompanying Guide to Good Practice.

The following key observations are noted:

- The Designated Person contract requires renewal to ensure ongoing compliance;
- PMSC compliance audits at all locations are overdue;
- The work to develop a consolidated Harbour Order should be completed as soon as possible;
- The Council should continue to engage with the Oban Community Harbour Development Association to clarify SHA areas of jurisdiction in Oban Bay;
- The Harbours Committee is recommended to consider PMSC matters at every meeting;
- The Marine Plan should be kept under review;
- When all Risk Assessments are in place and reviewed a Navigational Risk Assessment Working Group should be established;
- The Campbeltown Pilotage MOU with the MOD should be reviewed and formally adopted as soon as possible;
- The small vessel licensing arrangements should be finalised and documented in the MSMS;
- A marine training matrix and policy requires development; and
- Consideration should be given to taking enforcement action against an identifiable mariner contravening Directions in Rothesay.

In summary, while the council wrote to the MCA in March 2018 to confirm that, overall, **compliance with the PMSC cannot be confirmed**, considerable progress has been made since that date, and it is anticipated that compliance may well be achieved, at least for the larger ports, before the next compliance confirmation is required by the MCA in March 2021. In the absence of a recent audit it is not currently possible to formally confirm the current level of compliance. However, good communications are maintained between the DP and Marine Managers, and there is no reason to believe that the level of compliance has reduced. Indeed, some aspects such as incident reporting, risk assessments and proactive management of navigation are showing some improvement.

## CONTENTS

Executive Summary .....	ii
Contents.....	iv
1 Introduction .....	11
1.1 Visits / audits undertaken during the reporting period .....	11
1.2 Plan for further work .....	11
2 The Legal Background .....	12
2.1 Byelaws and General and Directions .....	13
2.2 Limits of Jurisdiction .....	13
3 Accountability of the Duty Holder .....	13
3.1 Harbour Board Meetings .....	14
3.2 PMSC Compliance .....	14
4 Consultation and Communication .....	15
5 Risk Assessment .....	15
5.1 Navigational Risk Assessment .....	15
5.2 Proactive Management of Navigation.....	16
5.3 Navigational Risk Assessment Working Groups .....	16
6 Marine Safety Management Systems (MSMS) .....	16
7 Emergency Preparedness and Response .....	17
8 Conservancy .....	17
9 Management of Navigation .....	17
10 Pilotage .....	17
11 Towage Operations .....	18
12 Marine Services .....	18
13 Professional Qualifications and Competencies .....	18

14 Accident Reporting and Investigation	18
14.1 Rothesay	18
14.2 Oban	
19	
14.3 Dunoon	
19	
14.4 Campbeltown	19
14.5 Jetties / Slipways	

## **1 INTRODUCTION**

In January 2015 Argyll & Bute Council (A&BC) appointed Marine and Risk Consultants Ltd (Marico Marine) to provide an independent Designated Person (DP) service, as required under the Port Marine Safety Code (PMSC), on a three-year contract.

By mutual agreement between A&BC and Marico Marine the 3-year contract has been extended until 30 November 2018 and continues to be extended on a monthly ad hoc basis until such time as a tender is issued by the Council for a new contract.

William Heaps is currently the named Designated Person and has established an effective relationship with A&BC marine operational staff and management team.

This report covers the period between 1 January and 31 December 2019.

### **1.1 VISITS / AUDITS UNDERTAKEN DURING THE REPORTING PERIOD**

During the reporting period the following activity took place:

- Regular communications with the Marine Operations Manager and Harbour Masters / Marine Team members;
- A visit to Oban on 25 January 2019 to attend and present at a Harbour Board development day; and
- An informal visit to Marine Operations Manager, Lochgilphead 4 October 2019. Note, that due to the uncertainties surrounding contract renewal since late 2018, the annual audit visit due for 2019 has been postponed and, at the time of writing, remains overdue.

### **1.2 PLAN FOR FURTHER WORK**

As noted above, a good relationship has been established with the A&BC marine team, and the audits carried out during 2018 and ongoing communications and reports received continue to indicate that progress is being made towards overall PMSC compliance, particularly at the larger ports.

The basic requirements for compliance (an engaged Duty Holder and a functional Marine Safety Management System, based on Risk Assessment principles) are now in place.

It is recommended that an audit visit takes place as soon as possible, and the audit should particularly review the following aspects of PMSC compliance highlighted in the previous report (January 2019):

- Ensuring that the MSMS is fit for purpose, and evidence can be shown that it is being followed;
- Ensuring that the progress made at the larger ports is transferred to the safe management of marine activities at the outlying locations (jetties and slipways); and
- A full review of risk assessments and incident reports at all locations.

## **2 THE LEGAL BACKGROUND**

There have been no amendments published to either the PMSC or the accompanying Guide to Good Practice since February 2018.

The MCA has still not filled the vacancy for a Port Liaison Officer, but Health Checks are being undertaken by other MCA staff who appear to be maintaining the programme of a minimum of 8 port visits per year.

### **2.1 BYELAWS AND GENERAL AND DIRECTIONS**

Please refer to comments in previous reports regarding the importance of reviewing and updating the local legislation applicable to each marine facility (including byelaws and directions). The previous advice still stands, and the DP is not aware of any progress in this regard, other than the ongoing discussion in Oban regarding the establishment of a new Trust Port.

### **2.2 LIMITS OF JURISDICTION**

The geographical limits of the Council's Statutory Harbour Areas are unclear in a number of locations and it is understood that work to develop a single Harbours Order is now well advanced.

The possible establishment of a new Trust Port in Oban has been considered by the Harbour Authority but requires considerably more work before a Harbour Revision Order is likely to be promoted. Until that time, the Council is operating Oban North Pier within the declared limits of jurisdiction and continuing to liaise with existing local stakeholders including the Oban Community Harbour Development Association (OCHDA).

## **3 ACCOUNTABILITY OF THE DUTY HOLDER**

This section reaffirms the Duty Holder's responsibilities under the PMSC. As the "Duty Holder", the Argyll & Bute Harbour Board are individually and collectively accountable for managing the safety of navigation as well as managing operations in A&BC ports and harbours, based on these general principles:

1. *'The Duty Holder is accountable for managing safe and efficient marine operations'* PMSC Article 1.1;
2. Harbour authorities '*should make a clear published commitment to comply with the standards laid down in the Code*' PMSC Article 1.1;
3. *'This Code represents the national standard against which the policies, procedures and performance' of harbour authorities may be measured* PMSC Article 1.1;
4. *'Executive and operational responsibilities for marine safety must be clearly assigned, and those entrusted with these responsibilities must be appropriately trained, experienced and qualified to undertake their duties and be answerable for their performance'* PMSC Article 1.1; and
5. *'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.'* PMSC Article 1.1.

The Duty Holder (Harbour Board) now formally recognises their accountability for Port Marine Safety and has undertaken additional training in the form of a "Development Day" facilitated by the Designated Person in January 2019.

William Heaps of Marico Marine continues to fulfil the role of Designated Person, and receives regular reports from all main harbours, and provides advice and assistance under the terms of the most recent contract.

However, the original contract to provide services expired in early 2018 and has been subject to two extensions (the second including a renegotiation of costs to reflect inflationary increases).

As noted above, the most recent version of the contract continues to be extended on a monthly adhoc basis as the invitation to renew has been expected through the formal Council tendering process since mid-2018 (and has still not been issued). This has led to a degree of uncertainty and reluctance to make future plans (incurring travel costs) to undertake audits and port visits while the contract end date is uncertain.

The DP is therefore in a less certain position than normal to assure the Board in respect of PMSC compliance (but see **section 3.2** below).

### **3.1 HARBOUR BOARD MEETINGS**

The Harbour Board has held three meetings during 2019, and the DP has accessed agendas, supporting papers and minutes from the Council website.

While the need to follow council meeting protocol is recognised, it is recommended that an agenda item to consider PMSC / Navigation Safety matters should be considered at every meeting. It is noted that this was the case in March and September 2019, but not the December meeting.

The format of the March / September PMSC items (receiving a written report) is considered appropriate.

As harbour and navigational safety is the principal responsibility of the Board, there should be an opportunity to consider relevant matters at every meeting, even if only to note a very

brief verbal or written report if it is agreed that full reports will be considered at (say) 6-monthly intervals.

### **3.2 PMSC COMPLIANCE**

While the council wrote to the MCA in March 2018 to confirm that, overall, compliance with the PMSC could not be confirmed, considerable progress has been made since that date, and it is anticipated that compliance may well be achieved, at least for the larger ports, before the next compliance confirmation is required by the MCA in March 2021.

As noted above, in the absence of a recent audit it is not currently possible to formally confirm the current level of compliance. However, good communications are maintained between the DP and Marine Managers, and there is no reason to believe that the level of compliance has reduced. Indeed, some aspects such as incident reporting and risk assessments are showing some improvement (following staff training provided by ABPmer), closing out a recommendation from the 2018 audits.

Regular Navigation Safety meetings at the larger ports demonstrate a more proactive engagement with the Code than was previously evident.

## **4 CONSULTATION AND COMMUNICATION**

Occasional minutes continue to be received by the DP, confirming the observation made during the 2018 audit, and attendance at Harbour Master meetings, that stakeholder consultation is effective at the larger ports. It appears that there have been fewer of these meetings during 2019 (or minutes have not been received).

It is noted in the January 2019 report that there was an intention to increase the number of visits to the smaller locations during 2019 to increase stakeholder engagement at the jetties and slipways. Although the DP was not made aware of progress during the year, it became apparent during the drafting of this report that at least three successful user group meetings had been held at the small ports (Port Askaig, Coll and Carradale). It is pleasing to note that these were well attended, constructive, and all had minuted discussions regarding navigational safety.

As a general observation, communication with the DP is much improved with all harbours regularly submitting monthly reports.

It was noted in January 2019 that a marine plan for 2017-2020 exists internally. The plan has now been approved by the Harbours Committee and published on the Council website.

The Committee is urged to keep progress against this plan under review and to refresh it as targets are achieved and closed off.

## **5 RISK ASSESSMENT**

### **5.1 NAVIGATIONAL RISK ASSESSMENT**

Following recommendation made in 2018/19 all relevant staff have received training in the use of the MarNIS risk assessment and incident recording software supplied to the Council by ABPmer.

This should have greatly improved the quality of both assessments and incident reporting, but the DP has not had the opportunity to review the current status, which should be done during the next audit visit.

### **5.2 PROACTIVE MANAGEMENT OF NAVIGATION**

Both the previous and current DPs have recommended proactive management of navigation which should show an auditable trail of how navigational risks are managed day-to-day and show what actions are required and how and when they are enacted. The larger ports now hold regular navigation safety meetings and provide meeting minutes to the DP. While this process still has room for development, and should be extended to all locations, there is now evidence that navigation safety matters are both regularly reviewed, and actions followed up at the larger ports.

### **5.3 NAVIGATIONAL RISK ASSESSMENT WORKING GROUPS**

As noted in previous annual reports, these working groups will become necessary and useful once regular reviews of the Navigational Risk Assessments are fully established. This stage has still not been reached within Argyll and Bute Harbours, but such a group might be formed by a subset of Harbour Masters and meet in conjunction with Harbour Master's meeting for convenience.

## **6 MARINE SAFETY MANAGEMENT SYSTEMS (MSMS)**

A Marine Safety Management System comprises all the procedures, policies, documents, forms, systems and legislation which together are used to safely manage navigation and the day to day activities within a port, harbour or other marine facility. The term is, however, commonly used to describe the overarching manual describing all these components.

A&BC has a well-developed manual entitled "Argyll and Bute Marine Safety Management System". The document should be updated regularly (at least once per year) as it is designed to be the daily "go to" reference document for all operational staff, and the document against which the Duty Holder can measure performance against stated objectives.

It is noted from the minutes of the May 2019 Harbour Master's meeting that the manual has been reviewed in 2019 to include MAIB reporting, vessel defect reporting, Notification of Dangerous Goods procedure and Towage directions.

The review status of the manual, and evidence that the procedures within are both followed and effective should be a focus of the next audit.

## **7 EMERGENCY PREPAREDNESS AND RESPONSE**

At the larger ports, emergency plans are generally well developed and tested, though exercise programmes are not generally published.

Preparedness at the smaller locations could not be readily demonstrated (even to the extent that emergency response may be delegated to others, e.g. Police or Coastguard).

The Oil Pollution Response Plan was out of date (expired December 2017) when last checked by the DP. It is now understood that the plan has been renewed and should be available to all ports.

Consideration was being given (May 2019) to publishing it on the website (not found January 2020).

## **8 CONSERVANCY**

Conservancy duties are generally well understood and now covered by procedures in the MSMS. Clarity of responsibilities will come with a full review of the extent of legal powers, and geographical extents of the SHA.

## **9 MANAGEMENT OF NAVIGATION**

The regular Harbour Master's meeting provides a useful forum to ensure consistent application of the Harbour Authority polices across all ports and facilities. The last such meeting for which minutes were received was May 2019, and those minutes evidenced a very comprehensive and constructive discussion, with clearly assigned improvement actions being identified.

The challenges of bringing the marine team together across such an extensive geographical area are recognised, but it is strongly recommended that the aim should be to hold this meeting at least twice a year.

## **10 PILOTAGE**

Campbeltown is the only A&BC port where pilotage is provided. The status of the current MOU with the MOD regarding Admiralty Pilots operating within the A&BC Competent Harbour Area was discussed in the January 2019 report.

While progress was made during 2019 and further discussion held with the MOD, the MOU has not been renewed, and it is recommended that attempts are made to formalise current arrangements as soon as possible.

(It is noted that the Marine Operations Manager is in contact with the Queens Harbour Master, Clyde regarding this matter during January 2020)

## **11 TOWAGE OPERATIONS**

Campbeltown is the only location with regular towage provision. Nothing to report during 2019.

## **12 MARINE SERVICES**

The council provides few traditional marine services, but small vessel licensing has been a concern for several harbours. This matter was discussed at the May 2019 Harbour Master's meeting, but it is unclear whether the concerns outlined in the January 2019 Board report have been completely resolved.

## **13 PROFESSIONAL QUALIFICATIONS AND COMPETENCIES**

Although harbour staff do have some appropriate qualifications, and are certainly experienced, the Harbour Authority has not given any special regard to required marine qualifications. It was previously recommended that a specific marine training requirement should be developed and approved by the harbour authority (e.g. a job role specific matrix of required skills and ongoing training needs). It is unclear if this has been achieved.

## **14 ACCIDENT REPORTING AND INVESTIGATION**

As was the case during 2018 there were few significant marine incidents reported.

Such incidents as do occur are included in the monthly Harbour Master reports, which are received for the larger ports.

It remains important that all incidents at all locations are recorded and followed up. It is still not clear that this is happening across all of the Council's marine locations. (This will be identified through review of the MarNIS system during future audits).

### **14.1 ROTHESAY**

Comprehensive reports are received, including navigational incidents. Failure of harbour users to obey directions (and traffic signals) remains an ongoing issue and is a clearly foreseeable risk. This was highlighted by the DP during 2019, who strongly recommended considering enforcement action against an identifiable offender in order to set an example.

It was also recommended that:

- Relevant risk assessments are up to date;
- The controls are fully operational and effective;
- The control measures are well publicised to local and visiting yachtsmen;
- The enforcement policy is clear and published;
- Incident records are reviewed to ensure consistent recording and follow up of these incidents, and repeat offenders, or other patterns are identified; and
- Enforcement procedures are reviewed (taking evidence under caution, etc).

Through the Harbour Master, the Harbour Authority has identified there is a problem, which is likely to result in harm. The Authority cannot therefore stand back and do nothing. The Harbours Committee should give this due consideration and give direction to the council legal team.

### **14.2 OBAN**

Regular reports received. No significant incidents reported.

#### **14.3 DUNOON**

Regular reports received. Many ferry cancellations reported, but no significant navigational incidents.

#### **14.4 CAMPBELTOWN**

Regular reports received. Significant incidents included:

- Fishing vessel fire alongside;
- Crewman seriously injured on board a visiting vessel; and
- Grab on timber handling plant “snapped off” while in use on quay side.

#### **14.5 JETTIES / SLIPWAYS**

No separate reports received although a report of illegal forklift use at Port Askaig was reported via Campbeltown.

## **APPENDIX B**

### **MARINE SAFETY PLAN – TARGETS**

<b>Number</b>	<b>Service Provision</b>	<b>Activity Target</b>	<b>Targets Achieved – Jan 2020</b>
1	Navigational Incidents	No major incidents, serious injuries or serious pollution as a result of a failure of the Councils Marine Safety Management System. All incidents investigated in accordance with defined procedures and closed out within an agreed timeframe.	There have been no major incidents since the Safety Plan was approved in 2017.
2	Conservancy and Hydrographic Surveys	Aids to Navigation Meet the availability targets of IALA Hydrographic Surveys Ensure that the Ports and Harbours have an adequate plan of hydrographic surveys and that these are undertaken in line with the agreed schedule and that the results are published within the target timescales.	AtoN – A formal agreement is now in place (Service Level Agreement) between Marine Services and Street Lighting to ensure navigation lighting faults are dealt with expeditiously. The Northern Lighthouse Board (NLB) carries out an audit every 5 years – the last audit was in 2016 and we were found to be compliant.  A contract is in place with the hydrographer ‘Aspect’, to carry out Bathymetric surveys on a rolling 3 year basis at all major ports.
3	Audit of SMS	Ensure that the audit is carried out on annual basis by the Designated Person and any deficiencies are corrected in a timely manner. SMS to reflect lessons learnt from other ports and incorporate the recommendations and conclusions of any port related MAIB investigation as appropriate.	Designated Person audits continue – last audit took place in January 2019. Audit findings are addressed and the Harbour Board is advised of progress on all related matters.  An internal audit will also be carried out this year by one of the Harbourmasters.

4	Pilotage services	No major incident due to Pilot/PEC holder error.	There have been no major pilotage-related incidents since the Safety Plan was approved in 2017.
---	-------------------	--	---

<b>Number</b>	<b>Service Provision</b>	<b>Activity Target</b>	<b>Targets Achieved – Jan 2020</b>
5	Liaison and consultation with stakeholders	Ensure good communication on marine safety matters for new and existing activities with Harbour Users Groups.	User Group meetings are continuing. Special consultation meetings take place where major works are being planned i.e. Rothesay, Iona, Fionnphort and Craignure.
6	Training of marine personnel	Ensure continuous professional development	A training matrix is held centrally and appropriate training is arranged accordingly. Next training courses being organised for harbourmasters will be:- <ul style="list-style-type: none"> <li>• MARNIS training</li> <li>• Marine Incident investigation</li> <li>• Auditing</li> </ul>