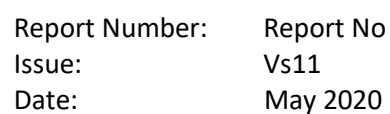




MARINE SAFETY MANAGEMENT SYSTEM





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PURPOSE

The **Argyll & Bute Council Marine Safety Management System** as described in this manual is for the advice and guidance of all ARGYLL & BUTE COUNCIL marine personnel.

DOCUMENT APPROVAL

Designation	Name	Signature	Date
Duty Holder, Chief Executive of Argyll and Bute Council	Pippa Milne		04/09/2018
Marine Operations Manager	Stewart Clark		17/07/2018

MARINE OPERATION PROCEDURES – DISTRIBUTION LIST

1	Pippa Milne – Duty Holder, Chief Executive
2	Stewart Clark – Marine Operations Manager
3	Jim Smith – Head of Roads & Amenity Services
4	Allan Finlay – Technical Officer
5	Alex Leslie – Technical Officer
6	Steven Neilson – Rothesay Harbourmaster (for sharing with all harbour staff)
7	Peter Welsh – Rothesay Assistant Harbourmaster
8	Stephen Scally – Campbeltown Harbourmaster (for sharing with all harbour staff)
9	Vicki McKenzie – Oban Harbourmaster (for sharing with all harbour staff)
10	Paul Lambert – Dunoon Harbourmaster (for sharing with all harbour staff)
11	Gavin Walker – Kilcreggan Piermaster (for sharing with all pier staff)
12	William Heaps – Designated Person, Marico
13	Cllr Roderick McCuish
14	Cllr Ellen Morton
15	Cllr John Armour
16	Cllr Jim Lynch
17	Cllr Alistair Redman
18	Cllr Alan Reid
19	Cllr Richard Trail
20	Cllr Andrew Vennard
21	Cllr Robin Currie

MARINE SAFETY MANAGEMENT SYSTEM – DOCUMENT RECORD

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ABBREVIATIONS

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1 INTRODUCTION

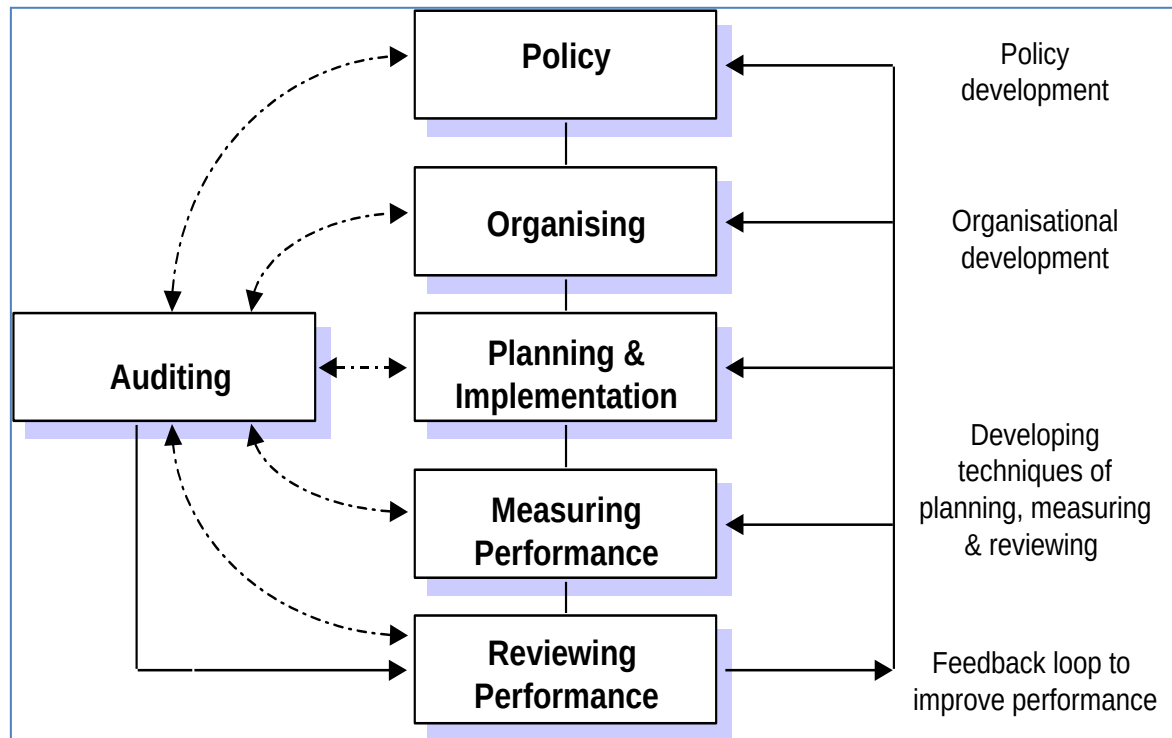
Argyll & Bute Council (ARGYLL & BUTE COUNCIL) own and manage a number of piers and harbours and as a Statutory Harbour Authority (SHA) has responsibilities and duties under health and safety, environmental and maritime legislation and guidance.

The Port Marine Safety Code (PMSM)¹, revised in March 2015, is a Department for Transport document, written in consultation with the Port's Industry to produce a code that has been developed to improve safety in UK ports and to enable harbour authorities to manage their marine operations to nationally agreed standards.

It provides the standard against which the policies, procedures and the performance of which ARGYLL & BUTE COUNCIL can be measured. It also describes the role of Argyll & Bute Harbour Board members, officers and key personnel in relation to safety of navigation and summarises the main statutory duties and powers of ARGYLL & BUTE COUNCIL.

ARGYLL & BUTE COUNCIL has a Marine Safety Management System (MSMS) that sets out the duties of management and staff to assist them in achieving this goal and to continually monitor and improve their standards.

¹ <https://www.gov.uk/government/publications/port-marine-safety-code>



1.1 PURPOSE

The purpose of this document is to describe, at a high level, the overall framework for the management and co-ordination of marine activities necessary for the effective facilitation of navigational safety.

The manual describes primary accountability and procedures, communication and monitoring regimes. The MSMS arrangements referred to in this manual comply with the Code.

This MSMS manual takes precedence over all previously issued ARGYLL & BUTE COUNCIL Marine Safety Control Documents.

The Marine Operations Manager (MOM) is responsible for maintaining the design, the overall content, approval and subsequent management of the MSMS.

As with many Argyll & Bute Council documents, the SMS is considered to be a “live” document and, as such, will be subject to change from time to time as circumstances alter. The document will be available for viewing online and links to other relevant documents will be provided to ensure that the latest versions of documentation are being viewed.

1.2 THE PORT MARINE SAFETY CODE REQUIREMENTS

The MSMS procedures and guidelines fulfil the requirements of the Port Marine Safety Code (PMSC) including but not limited to, the following:

- Making risk control the basis of all marine activities, procedures and regulations applied to or required of port users;
- Using risk assessment to identify the requirement for navigation aids;
- Applying risk assessment to all harbour works;
- Subjecting wrecks to risk assessment and programming periodic review;
- Maintaining systems to implement the findings of risk assessments;
- Identifying and designating safe pilot boarding and landing areas;
- Applying and adhering to current pilot transfer arrangement regulations;
- Reporting deficiencies on visiting vessels;
- Providing procedural advice for giving Directions in relation to dangerous vessels or substances;
- Regulating the use of harbour craft;

- Maintaining and developing a competence based training scheme to support delivery of all marine functions;
- Maintaining appropriate plans and procedures for emergency response and associated training/exercises; and
- Using verification/audit systems.

1.3 SCOPE OF MARINE SAFETY MANAGEMENT SYSTEM

The MSMS, as administered and managed by ARGYLL & BUTE COUNCIL, applies to marine operations and activities within ARGYLL & BUTE COUNCIL statutory areas of jurisdiction.

The scope of the MSMS includes:

- Commercial shipping operations;
- Marine leisure and sports activities; and

Marine operations undertaken by any support or service organisation; including ship and craft towage, pilot boarding and landing, mooring and line handling, dredging and other marine services, and the navigational activities of the emergency services and voluntary organisations.

1.4 MSMS COMPONENTS

ARGYLL & BUTE COUNCIL MSMS (described by this document) will be regularly reviewed and updated in line with good practice, and to reflect experiences and lessons learned both by ARGYLL & BUTE COUNCIL and by other ports and organisations (for example Marine Accident Investigation Branch (MAIB) reports).

The MSMS will help to ensure that the requirements of the PMSC are consistently achieved.

Argyll and Bute Harbours Board (ARGYLL & BUTE HARBOUR BOARD) has, in consultation with harbour users, undertaken navigational risk assessments and adopted a generic MSMS that applies in all of the harbours and marine facilities.

The MSMS focuses on the operational and administration of:

- Organisation (**Section 3**);
- Consultation (**Section 4**);
- Navigation Safety Policy (**Section 5**);
- Training (**Section 6**);
- Safety Planning (**Section 7**);

- Risk Assessment (**Section 8**);
- Emergency preparedness (**Section 9**);
- Conservancy (**Section 10**);
- Environmental (**Section 11**);
- Pilotage Policy (**Section 12**);
- Marine Services (**Section 13**);
- Measuring performance (**Section 14**);
- Reviewing (**Section 15**); and
- Recording (**Section 16**).

In order to cover the varying operational activities in each of the main harbours, specific policies and procedures are set out in the Annex.

1.5 PURPOSE AND USE OF THE POLICIES

The primary purpose of the ARGYLL & BUTE COUNCIL “Safety and Marine Policies” is to provide an overall standard for marine operations throughout ARGYLL & BUTE COUNCIL areas of jurisdiction. They also provide a reference point for a variety of operational decisions including the selection of resources and the design and implementation of safe working practices.

1.6 COMMITMENT STATEMENT

The Chief Executive as “Duty Holder” and the person with ultimate responsibility, has committed to compliance with the requirements of the PMSC. Furthermore, it is committed to ensuring that adequate resources are available to discharge its navigational safety obligations.

The purpose of this document is to show a link between the policies set by the Argyll Bute Harbours Board and the management arrangements, controls and provisions that discharge those policies.

The Duty Holder has confirmed, to the Maritime & Coastguard Agency (MCA), its continued compliance with the requirements of the PMSC.

1.7 POLICY REVIEW

The Marine Management Team proposes to undertake a formal review of all marine policies on a 3-yearly basis or as circumstances dictate.

1.8 SUMMARY

In summary, the primary objective of the MSMS is to:

- Provide the organisation, arrangements and resources to manage marine activities safely;
- Recognise that people are ARGYLL & BUTE COUNCIL'S most important asset; and
- Ensure that due importance and priority is accorded to navigational safety issues.

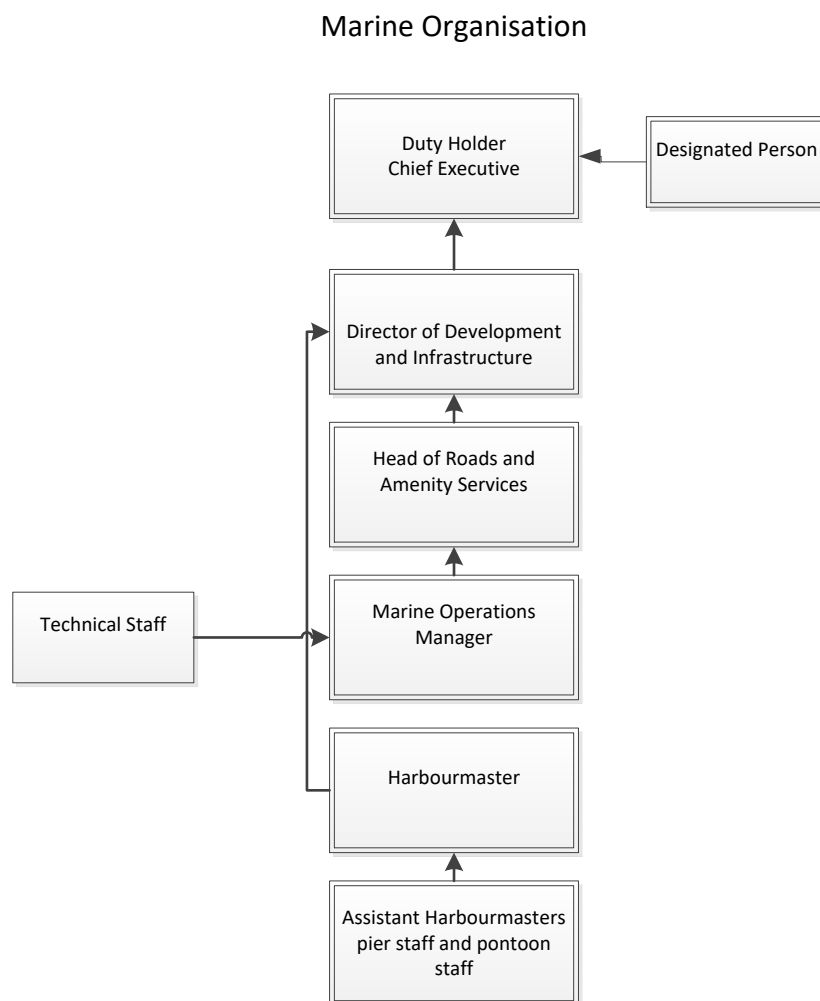
2 KEY PERSONNEL & RESPONSIBILITIES

The principal roles identified within the structure are defined below.

2.1 ARGYLL AND BUTE COUNCIL HARBOUR BOARD

Executive Responsibilities and Terms of Reference

Marine Organisation



The Council has assessed the suitability of all persons appointed to positions with responsibility for safety of navigation and port operations. These match the competence standards associated with the Code or are fully equivalent.

2.1.1 Argyll & Bute Council Harbour Board

ARGYLL & BUTE COUNCIL recognises that under the requirements of the Port Marine Safety Code, it is the Statutory Harbour Authority for all piers and harbours under its ownership and has delegated that function to the Harbour Board. The members of the Harbour Board have responsibility for providing policy direction to the officers and others involved in the operational management and use of these facilities, and for scrutinising the implementation of these.

The members of the Harbour Board have received specialist training to enable them to discharge their duties in respect of the Port Marine Safety Code.

The Argyll & Bute Harbour Board has assigned the post of Duty Holder to the Chief Executive of Argyll and Bute Council.

The Duty Holder has the responsibility for ensuring that Argyll and Bute Council's duties and powers as Harbour Authority are met. The Argyll & Bute Harbour Board is responsible for the proper exercise of its legal duties as a Harbour Authority and as the Duty Holder.

Argyll and Bute Council, as Harbour Authority has powers to appoint personnel, including the Marine Operations Manager and Harbour Masters, to manage the operation of the harbour area. Argyll and Bute Council also exercises a number of its functions as Harbour Authority through the Development and Infrastructure Director. However, Argyll and Bute Council through the Argyll and Bute Harbour Board retain ultimate accountability as the Competent Harbour Authority. Ref – Report to Harbour Board August 2015.

Argyll and Bute Council as Harbour Authority along with the Duty Holder has a number of powers, duties and responsibilities:-

Duty to ensure an effective Safety Management System is in place as defined by the Port Marine Safety Code. This duty embraces:-

- Development and maintenance of its harbours and areas to meet the requirements of port users and safe operation of its harbour areas;
- Development and implementation of appropriate policies, plans and procedures;

- Ensuring that risk assessments and reviews of the Safety Management System are undertaken as required;
- Duty to adopt appropriate powers as required for effective enforcement of its statutory duties (Harbour Bye-laws & directions)
- Responsibility for setting harbour dues at a level, which adequately funds the discharge of their duties;
- Powers to appoint a Harbour Master / Port Marine Operations Manager
- Duty to provide marine services and facilities to meet their obligations as Harbour Authority.

Members of Argyll and Bute Harbour Board

Councillor Robin Currie (Chair)

Councillor Ellen Morton (Vice Chair)

Councillor John Armour

Councillor Jim Lynch

Councillor Alastair Redman

Councillor Alan Reid

Councillor Richard Trail

Councillor Andrew Vennard

2.2 DUTY HOLDER

The nominated Duty Holder is the Chief Executive of Argyll and Bute Council.

Marine responsibilities of the Duty Holder

In respect of marine navigational safety:

- Discharges the duties and exercises the powers given to it, both directly and by delegation, as it considers appropriate.
- Discharges the function of "Duty Holder" as defined in the PMSC by ensuring compliance with the Code, and the safe management of navigation.
- Makes recommendations to the Harbour Board and other appropriate committees within the Council.
- Reviews the performance of ARGYLL & BUTE COUNCIL against its strategic and operational objectives, plans and budgets.

2.3 OFFICERS

Jim Smith, Head of Roads and Amenity Services.

In respect of Marine Safety Operations:

- To lead the delivery and provision of Marine Operations ensuring that appropriate mechanisms are in place to deliver high quality services and best value to service users, and that agreed plans are implemented efficiently and effectively.
- To work cooperatively with others (including external organisations where appropriate) to meet and maintain the objectives of the Safety Management System.
- To provide effective management and team leadership.
- To proactively manage the health and safety of employees and ensure that all key elements of health and safety management are in place.
- To demonstrate resilience and integrity and lead through challenging circumstances.
- To develop service plans and continually review performance, striving to improve the quality and efficiency of Marine Operations.
- To recruit and train competent employees.

Stewart Clark, Marine Operations Manager

Marine Responsibilities

Responsible for the overall management of the Council's Marine services, ensuring that appropriate mechanisms are in place to deliver high quality services and best value to service users, and that agreed plans are implemented efficiently and effectively. In addition, introduce continuous improvement in the performance of the service, responding positively to statutory, and other external and internal requirements.

In relation to Marine operations, ensure that:

- All Council piers and harbours are safe for operational use by mariners, including infrastructure and navigational aids.
- All ferry vessels are compliant and certificated for public service, including arranging for the annual inspections and maintenance.
- Ferry crews are appropriately qualified.
- Ferry timetables meet the needs of relevant communities.
- Those facilities which are ISPS approved remain compliant.
- Any necessary actions are taken as a result of attending Port Security meetings.
- The Council has a validated oil pollution response plan for harbours and the coastal environment.

2.4 HARBOUR MASTERS

Campbeltown	Stephen Scally
Dunoon	Paul Lambert
Oban	Vicki McKenzie
Rothesay	Steven Neilson

Harbour Master Roles and Responsibilities

Harbour Masters and their Assistants will 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. In particular to take responsibility for:

- a) Implementing Argyll and Bute Council's Safety Management System.
- b) Marine Risk Assessments.
- c) Compliance with Port Marine Safety Code.

Harbour Masters and their Assistants will assist the Marine Operations Manager to ensure that high quality services and best value are delivered to service users by ensuring that all agreed plans are implemented efficiently and effectively. In particular:

- a) Local bye-laws and General Directions.
- b) Compliance with the SMS in their ports and harbours.
- c) Issuing Local Notices to Mariners.
- d) Advising mariners of available water depths on approaches and in berths.
- e) Health & Safety legislation.
- f) Control of berthing and departure, loading, unloading, mooring of vessels.
- g) The safety of all Harbour users, staff and members of the public.
- h) Keeping records of all shipping movements.
- i) To liaise with the Statutory Bodies as required.
- j) To liaise with the Emergency Services as required.
- k) Monitoring of Safety Traffic and Operation of VHF radio as required.
- l) To ensure harbour/pier is kept clean, tidy and safe for public use and that all safety equipment is in good working order.
- m) To inspect berths to ensure no obstruction to berthing.

Assistant Harbour Masters

The Authority employs Assistant Harbour Masters who aid and support the Harbour Master in the operation of the port. The Assistant Harbour Masters are vested with the same statutory discretions as the Harbour Master and are authorized to deputise for the Harbour Master, in their absence.

2.5 DESIGNATED PERSON

In meeting its obligations under the PMSC the ARGYLL & BUTE HARBOUR BOARD has appointed a 'Designated Person' (DP) from Marico Marine & Risk Consultants Ltd, who maintains a right of direct access to the Duty Holder.

The role of the DP is to:

- Provide independent assurance that the Duty Holder has an effective and appropriate MSMS; and
- Provide the Duty Holder with independent and professional advice regarding ARGYLL & BUTE COUNCIL's overall compliance with the requirements of the PMSC.

3 ARGYLL & BUTE HARBOUR BOARD

ARGYLL & BUTE COUNCIL is the Statutory Harbour Authority (SHA). The Council has established the ARGYLL & BUTE HARBOUR BOARD to:

- Oversee the operation, maintenance and development of all of the Council's harbour facilities on its behalf; and
- Advise on all matters relating to the strategic management of the Council's function as harbour authority.

The current members of the ARGYLL & BUTE HARBOUR BOARD are listed in **Section 2.1**.

The Duty Holder, with respect to the PMSC, is the Chief Executive.

The ARGYLL & BUTE HARBOUR BOARD considers that current Legislation gives them adequate authority to exercise their responsibilities as described in this document and in accordance with the PMSC. The legislation that applies to individual harbour facilities is contained in the appropriate Annex but the following Legislation and Regulations apply to all harbour facilities:-

- Harbours, Docks and Piers Clauses Act 1847;
- The Transport Act 1947;
- The Transport Act 1962;
- Harbours Act 1964;
- British Railways Act 1967;
- The Transport Act 1968;
- The Transport Act 1981;
- Dangerous Vessels Act 1985;
- International Maritime Dangerous Goods Code 2018;
- Control of major accident hazards regulations (COMAH) 2015;
- Dangerous Goods in Harbour Areas Regulations (DGHAR) 2016;
- Pilotage Act 1987;
- Merchant Shipping Act 1995;
- Railways & Transport Safety Act 2003;
- MS (Vessel Traffic Monitoring and Reporting Requirements) Regs.2004/2011;
- Port State Control Regulations 2011;
- Marine Navigation Act 2013;
- Marine Scotland Act 2010;

- Port Marine Safety Code 2016;
- Health & Safety at Work etc Act 1974;
- International Regulations for Preventing Collisions at sea 1972; and
- Safety in Docks Approved Code of Practice 2014;
- International Ship and Port Security Code.

Argyll and Bute Council and the ARGYLL & BUTE HARBOUR BOARD set policy and the officers and staff provide the means of implementation. Any decisions taken or policy set must take into account any issues related to harbour safety. The consideration of such issues will be recorded.

The Marine Operations Manager (MOM) is responsible for the day-to-day management of marine safety risks and for reporting through the Head of Roads and Amenity Services to the Duty Holder.

The MOM is responsible for ensuring that:-

- Staff put into practice the Safety Policy.
- Appropriate insurance, licences, instructions and publications are in place, available to staff and displayed, as necessary.
- Facilities are provided up to the standards set in the policy. Such facilities include the harbour infrastructure, harbour craft, pilotage and equipment to be used in the event of emergencies.

The MOM has the role of Emergency Planning Officer for all of the harbour facilities and is the coordinating officer responsible for planning and responding to marine incidents. He is also the officer responsible under the Oil Spill Contingency Plan for maintenance of the Plan and response to incidents. Argyll and Bute Council also has an emergency planning officer who is responsible for planning and response to major incidents.

Campbeltown (see **Annex A**) is currently the only harbour where formal pilotage arrangements are in place. The pilots, contracted through Class 1 Maritime, are responsible for the safe pilotage of large vessels within Campbeltown harbour and approaches and for reporting marine risks, incidents and near misses to the Harbour Master.

ARGYLL & BUTE HARBOUR BOARD shall assess the fitness and competence of all persons appointed to positions with responsibility for safe navigation.

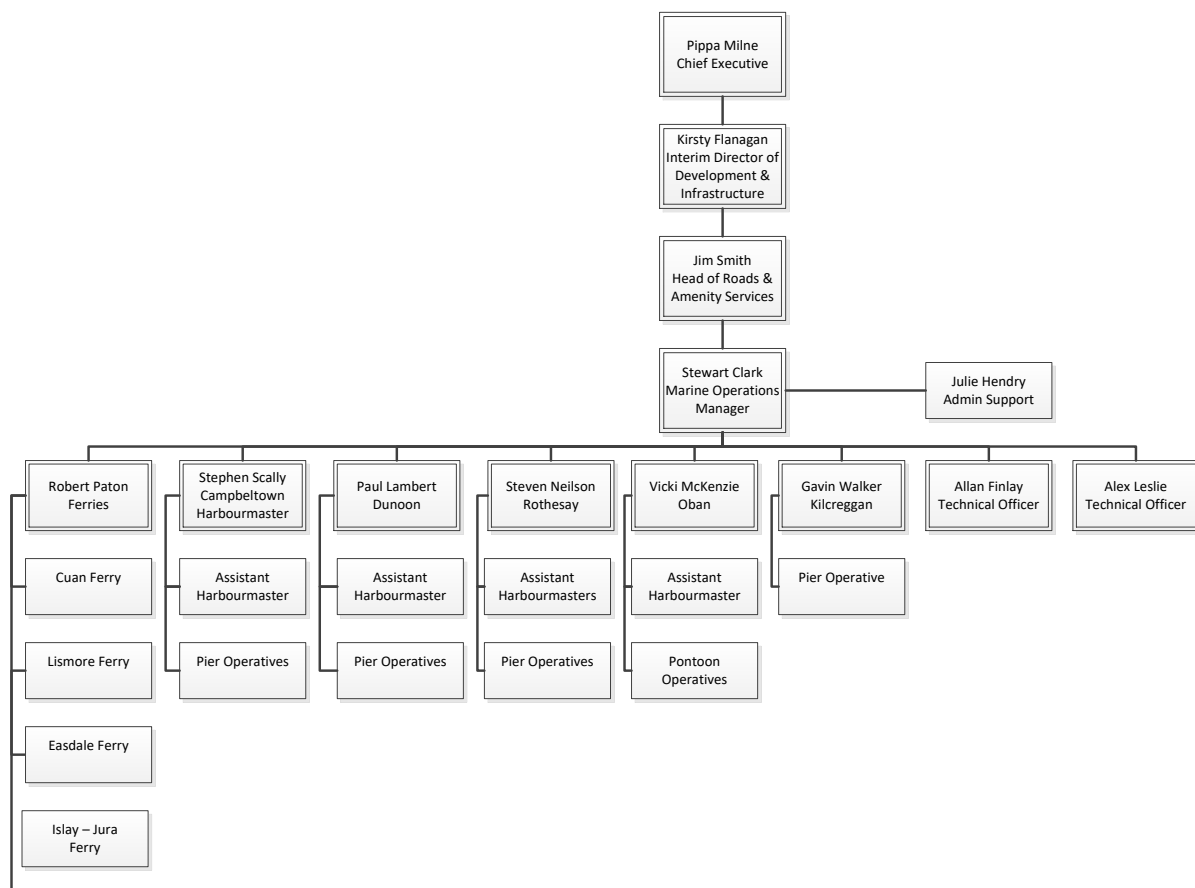
As defined in the PMSC, the Designated Person is responsible for auditing the Marine Safety System and reporting to the Duty Holder on the level of effectiveness and performance of the System.

Marico Marine UK, (Marine & Risk Consultants Ltd) has been appointed as the Designated Person to provide this function.

An organisation plan showing reporting lines and job titles for all staff is set out on the following page.

3.1 ARGYLL & BUTE COUNCIL ORGANISATION CHART FOR ARGYLL AND BUTE HARBOURS

The following chart presents the organisational structure relating to the MSMS.



3.2 MSMS AND ARGYLL AND BUTE HARBOUR BOARD

The ARGYLL & BUTE HARBOUR BOARD will:

1. Identify, quantify and manage the significant marine risks associated with the Council's harbours, their approaches and associated activities. This will ensure that there is appropriate control exercised over vessel movements by, where necessary, regulating the safe arrival, departure and movement within the harbours of all vessels.
2. Maintain, protect, improve and regulate the safe navigation of all vessels in the Council's harbour areas by:
 - a. Ensuring that all harbours and marine facilities remain safe for all harbour users to undertake their business and activities, with the risk of injury as low as reasonably practical.
 - b. Having an effective system for promulgating navigation warnings affecting the harbours.
 - c. Consider the effect of weather on harbour safety and see that the broadcast warnings are accessible.
 - d. Designating suitable anchorages.
 - e. Monitoring lights and marks used for navigation.
 - f. Regularly reviewing the need for pilotage and authorising suitable trained and experienced pilots to provide an efficient and safe pilotage service.
 - g. Providing resources to deliver marine services.
3. Ensuring that suitable plans for emergency situations are maintained, regularly updated and exercised so that ARGYLL & BUTE HARBOUR BOARD will respond effectively to emergency incidents in order to minimise adverse impacts.
4. Carrying out all of its functions with particular regard to the potential for adverse environmental impact and the need to protect the marine environment, landscape, heritage and amenity facilities.
5. Maintaining up-to-date Bye-laws in consultation with harbour users and enforcing them appropriately so as to effectively regulate harbour use.
6. Establishing appropriate controls for personal safety so as to:
 - a. Safeguard harbour users, employees, those working in harbours and the public whilst they are within areas under Argyll and Bute Harbour Board's control.
 - b. Controlling the risk of exposure to criminal and civil liability.

- c. Involve stakeholders in the management of marine safety and raising awareness of marine risks and their prevention, control and management.
- d. Consider the effects on harbour safety of proposed changes in use or harbour works.
- e. Operate within policies developed specifically to address marine issues in addition to the corporate policies and procedures approved by the Council.
- f. Confirm the roles and responsibilities of key personnel.
- g. Outline existing procedures for marine safety within the harbours and their approaches.
- h. Measure performance against targets, particularly by building a database for recording incidents, including near misses.
- i. Maintain appropriate emergency and contingency plans.
- j. Keep appropriate duties and powers under regular review.

3.3 ALL EMPLOYEES

All employees have a duty to:

- Comply with all safety procedures laid down by ARGYLL & BUTE HARBOUR BOARD.
- Ensure that marine operations are undertaken in a safe manner.
- Report hazard, risk, accident, incident or near miss to their line manager or other appropriate officer.

3.4 HARBOUR USERS

Harbour users operating commercially and the general public using the harbour areas for pleasure are responsible for:

- Their own health and safety and that of other harbour users and the general public who may be affected by their acts or omissions.
- Complying with bye-laws, directions and other regulations aimed at ensuring the safe use of the harbours.

3.5 EMERGENCIES

Emergencies where life is in danger must be notified at once to the emergency services by dialling 999 or through VHF channel 16. Other emergencies shall be notified to the Harbour Master or other harbour staff by the quickest available means.

3.6 REPORTING OF ACCIDENTS, INCIDENTS AND NEAR MISSES

Harbour staff are required, and Harbour Users are asked, to bring matters of safety, i.e. all accidents, incidents and near misses, promptly to the attention of the Harbour Master or other harbour staff. All relevant staff are obliged to formally record such reports, such as by use of MarNIS. The reports will be used to review accidents and incidents and for assessing whether any further action is necessary to reduce the risk of recurrence.

The means by which harbour users and the general public bring safety matters to the attention of the Harbour Master will be shown in the relevant Port Annex. This will normally be by telephone or by e-mail to the Harbour Office concerned, during out of office hours a form can be completed on Argyll & Bute Council's website, this will then be passed to the relevant Harbour Master. In all cases an acknowledgement of the report will be given to the party or parties concerned and any subsequent findings and actions taken in regard to the report.

Subject to the categorisation of a particular incident or occurrence a decision will be made as to the requirement for the details to be sent to the Marine Accident Investigation Branch/Health and Safety Executive and if further investigation is required by the Harbour Authority

Incidents may be categorised as follows:

Incidents which require reporting to the MAIB / HSE

These Incidents may require formal investigation. In respect of reporting to the MAIB the Harbour Authority will follow guidance contained in MGN 564 – Marine Casualty and Marine Incident Reporting.

Incidents not required to be reported to MAIB / HSE but which merit investigation

These Incidents do not require to be reported, but which nevertheless merit investigation by the Harbour Authority.

Incidents not requiring Investigation

The particulars of these type of incidents will be recorded on the MarNIS system for analysis and to inform future decision making.

3.7 VESSEL DEFECT REPORTING

The Master of any vessel arriving at a Council Port having a Reportable Defect must inform the Harbour master at the earliest opportunity and should not enter the Harbour Limits without the Harbour Master's approval. Reportable Defects include but **are not limited to**;

- Manoeuvring equipment – main propulsion, thrusters and steering system;
- Navigation equipment – Radar, Echo sounder, autopilot, compasses, GPS, ECDIS;
- Mooring equipment – anchors, windlasses and mooring winches;

The Master must also notify the Harbour master of the following circumstances if the vessel has suffered; collision, grounding, allision, discharge of marine pollutants, jettison or loss of any object that poses a danger to navigation or obstruction of a berth

3.7.1 Port State Control Regulations – Reporting requirements of Port Authorities

The Harbour Master concerned will advise the Marine Manager and the MCA as detailed.

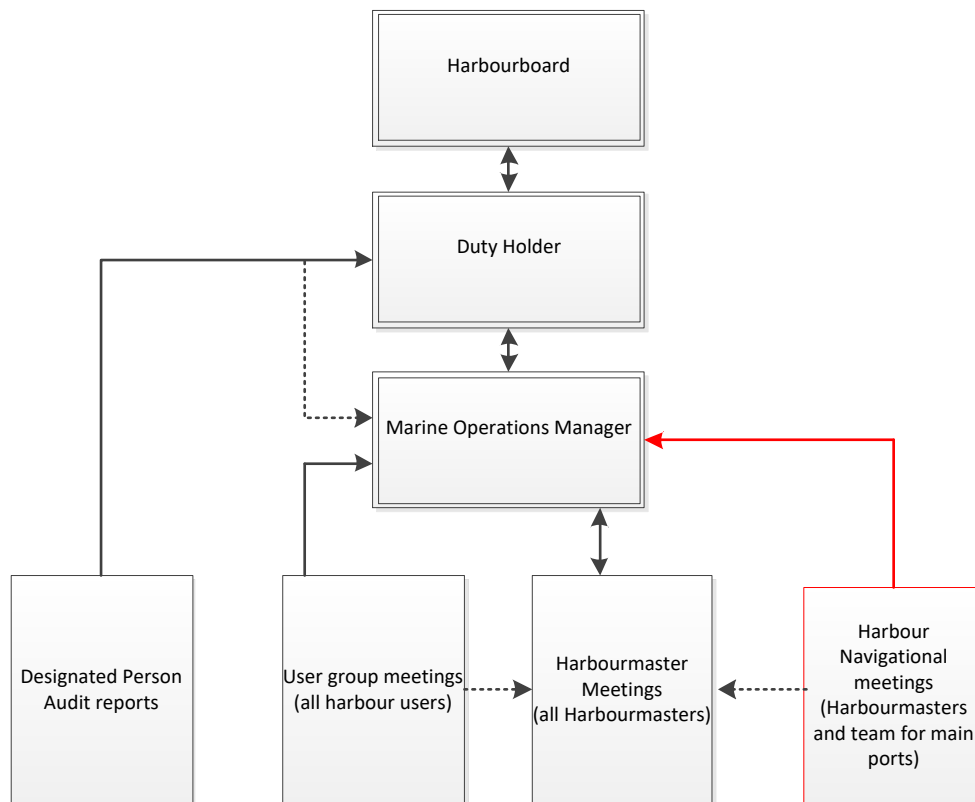
In accordance with Merchant Shipping Notice 1832 (M) harbours will report defects or concerns as detailed below

- Reports from port authorities on ships with apparent anomalies
- Port authorities which in the course of their normal duties learn that a ship within their port has apparent anomalies which may prejudice the safety of the ship or which poses an unreasonable threat of harm to the marine environment must immediately inform the MCA (regulation 19). Reports received from pilots should also be forwarded to the MCA.
- The information should be transferred electronically whenever possible and include:
 - Ship name, IMO number, call sign and flag
 - The last port of call and port of destination
 - A description of apparent anomalies found on board ship.

An EU wide standard report format may be made available. However, prompt notification of the relevant information is more important than format.

- 16.3 The port authority may inform an MCA surveyor through locally agreed channels or MCA Marine Office, telephone and fax numbers are found on <http://www.dft.gov.uk/mca>. Or reports may be sent to PSC_Headquarters@mcga.gov.uk, or outside working hours to the 24 hour Infoline by phone on 0870 600 6505 or email to infoline@mcga.gov.uk."

Piers and Harbours reporting system process



4 CONSULTATION

4.1 INTRODUCTION

The ARGYLL & BUTE HARBOUR BOARD recognises the importance of consultation whilst developing policies and procedures for the discharge of their duties and powers. The ARGYLL & BUTE HARBOUR BOARD also acknowledges that the MSMS will only be effective if there is commitment and involvement from all those who work in and use ARGYLL & BUTE COUNCIL harbours, slipways and jetties.

It is important that these parties are given the opportunity to contribute to assessments which could have an effect on their operations. In addition to users, ARGYLL & BUTE COUNCIL will consult with appropriate local interested parties during the development of policies and procedures.

This section presents the different forms of consultation to be undertaken by ARGYLL & BUTE COUNCIL.

4.2 CONSULTATION POLICY

The PMSC emphasises the importance of effective consultation by all ports with stakeholders and beneficiaries. This includes all those who work in and with ARGYLL & BUTE COUNCIL areas of marine jurisdiction in some way, as well as those who represent them.

It is therefore ARGYLL & BUTE HARBOUR BOARD policy that ARGYLL & BUTE COUNCIL shall publish matters of relevance to, and encourage comment and contribution from, stakeholders and beneficiaries, on its facilitation and the management of navigation within the areas of marine jurisdiction managed by ARGYLL & BUTE COUNCIL.

The ARGYLL & BUTE HARBOUR BOARD shall:

- Consult as early as is practicable with stakeholders and port users when changes to ARGYLL & BUTE COUNCIL legislation and policy are being considered;
- Include appropriate ARGYLL & BUTE COUNCIL staff in the consultation process;
- Maintain an effective consultation mechanism with appropriate stakeholders and users on navigational safety and other operational issues;
- Include appropriate port users in the ongoing work to identify navigational hazards, assess the risk of such hazards and recommend appropriate control and mitigation measures;

- Provide regular feedback on the Authority's performance, in particular its compliance with the PMSC, to all stakeholders and beneficiaries; and
- Publish an annual review of ARGYLL & BUTE COUNCIL Marine activity and achievements by means of Harbour Board Reports.

4.2.1 Statutory Consultation

ARGYLL & BUTE COUNCIL will carry out consultation as per statutory requirements. This will include consultation with local interested parties on making or revising bye-laws and Harbour Revision Orders (HROs).

ARGYLL & BUTE COUNCIL will consult those likely to be affected before formalising proposals by applying for a HRO or when revising or introducing bye-laws. This procedure will also be adopted when users are to be made subject to General and Pilotage Directions.

In the event of any changes to powers or regulations being made as a result of a risk assessment, ARGYLL & BUTE COUNCIL will provide details on how the proposals relate to the risk assessment process. The Port will endeavour to use its website² to provide a means of acquiring a wider audience in the consultation process.

4.2.2 Consultation with Interested Parties

In the event of ARGYLL & BUTE COUNCIL proposing any changes within their managed harbours, ARGYLL & BUTE COUNCIL will endeavour to canvas the views of as many interested parties as possible. This process will be initiated as soon as practically possible. Where workshops or risk assessments are to be performed, ARGYLL & BUTE COUNCIL will endeavour to invite parties whose activities are being reviewed or who could be affected by any operational changes or measures introduced.

Risk assessment forms an integral part of day-to-day operations within ARGYLL & BUTE COUNCIL areas of jurisdiction. This means that there may be occasions when an unusual operation requires a review to be undertaken, where it will be impractical to have any significant level of consultation or to publish documentation.

² <https://www.argyll-bute.gov.uk/transport-and-streets/ports-and-harbours>

4.2.3 Consultation through Committees and Interested Parties

The current consultative groups and Interested Parties include:

Firth of Clyde Marine Safety Group

Queen's Harbour Master

Cal Mac Ferries Limited

Caledonian Maritime Assets Limited

Northern Lighthouse Board

Clydeport Operations Limited

West of Scotland Sub Group Marine Safety Committee

Oil and Pipelines Agency

Campbeltown Harbour Users Group

Dunoon Pier Users Group

Oban North Pier Users Group

Oban Harbour Management Group

Rothesay Harbour Users Group

Carradale Harbour Users Group

Class 1 Maritime / Campbeltown Pilots

4.2.4 Consultation with Employees, Contractors and Other Service Providers

ARGYLL & BUTE COUNCIL recognise that in order for the MSMS to be effective and to operate in the way it is intended, it is essential to involve personnel who provide harbour services. This includes personnel at all levels, including those who are employed directly and indirectly by the harbour, e.g., tug crews, pilots, boatmen, pilot boat crews and agents.

Where risk assessments are being carried out and new systems are being implemented, ARGYLL & BUTE COUNCIL will involve harbour personnel at all levels, employees, contractors and other service providers operating within the port.

5 ARGYLL AND BUTE HARBOURS NAVIGATIONAL SAFETY POLICY

ARGYLL & BUTE COUNCIL adopted the following Safety and Operational Policy in compliance with the PMSC. The health and safety management system includes policies for emergency plans, conservancy, and environment, management of navigation, pilotage and marine services.

On behalf of ARGYLL & BUTE COUNCIL, Argyll and Bute Harbour Board will:-

- Provide safe harbours within the limits of their jurisdiction, which, as appropriate, are open to the public for recreation and the transportation of passengers and goods;
- Ensure the safety of harbours by exercising its statutory functions to a high standard;
- Regulate the use of its harbours by maintaining appropriate bye-laws and ensuring that these and other statutory regulations are enforced;
- Ensure that efficient pilotage services are available, as required by operational needs, and that pilotage directions are maintained and reviewed regularly;
- Make available such marine services as are required for the safe use of their harbours and that they are well maintained and operated;
- Have in place up to date plans to deal with emergency situations and that the resources required to implement these plans are maintained and exercised.

Existing powers shall be reviewed on a periodic basis, to avoid a failure in discharging duties or risk exceeding powers.

The Policy incorporates input from officers, from staff and from harbour users as high standards of safety can only be achieved through dialogue and co-operation.

Relevant plans and reports will be published as a means of improving the transparency and accountability of the harbour authority, as well as providing reassurance to the harbour users.

ARGYLL & BUTE HARBOUR BOARD will consider past events and incidents so as to recognise potential dangers and identify the means of avoiding them.

5.1 MANAGEMENT OF NAVIGATION POLICY

There is a general public right of navigation in tidal waters, subject to the payment of proper tolls and dues, and to the provisions of any laws regulating the operation of the harbour which impose special restrictions on the otherwise general freedom of navigation. It follows that harbours have the powers to regulate the entry and movement of ships within the harbour area to ensure safety of navigation. The PMSC cites the general principles as:

- Harbours have rules in bye-laws and directions which every user must obey as a condition of his or her right to use the harbour;
- Harbour authorities have a duty to make proper use of powers to make bye-laws, and to give directions (including Pilotage Directions), to regulate all vessel movements in their waters;
- These powers should be exercised in support of the policies and procedures developed in the authority's Safety Management System, and should be used to manage the navigation of all vessels;
- Harbour authorities should have clear policies on the enforcement of directions, and should monitor compliance; and
- Powers of direction should be used to require the use of port passage plans in appropriate cases – whether vessels are piloted or not.

5.1.1 Responsibilities

Each Harbour Master has the overall responsibility for the operational aspects of managing navigation within their relevant SHA area. However the ultimate responsibility and accountability lies with the ARGYLL & BUTE HARBOUR BOARD to ensure that all the necessary systems are in place to support this process.

Argyll and Bute Council, through the ARGYLL & BUTE HARBOUR BOARD, has bye-laws, directions and other legislation which every user must obey as a condition of their right to use the harbours and marine facilities.

ARGYLL & BUTE HARBOUR BOARD and its Harbour Master recognise their duty to:-

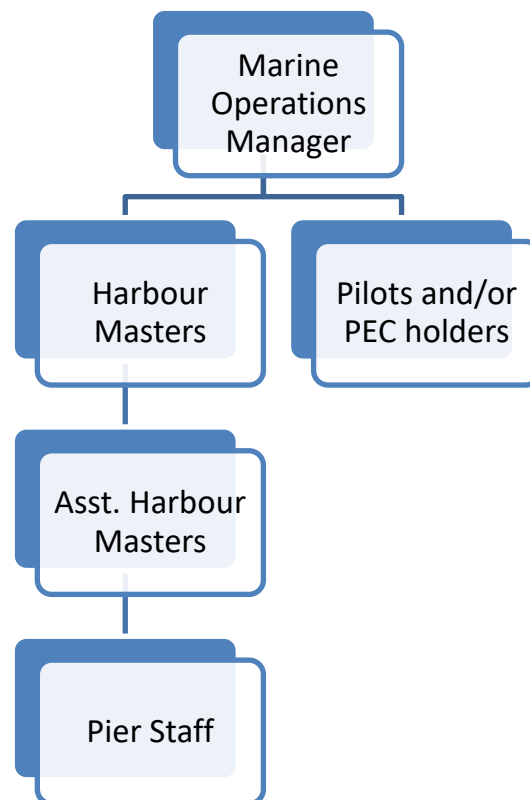
- Make appropriate use of powers to make bye-laws;
- Give directions (including pilotage directions); and
- Regulate all vessel movements in their waters with the existing legislation.

These powers shall be exercised in support of the policies and procedures developed in this Safety Management System and should be used to manage the navigation and relevant operations of all vessels.

Twice yearly updates are provided to the Harbour Board by the Marine Operations Manager in relation to adherence to the Safety Management System, referring specifically to audits carried out on Council Marine Facilities by the Designated Person.

Powers of direction shall be used to require the use of port passage plans in appropriate cases, whether or not vessels are piloted.

5.1.2 Organisation and Responsibility for the Management of Navigation



5.1.3 Procedures for Management of Commercial Navigation

5.1.3.1 Passage Plans

Where appropriate, the passage plan shall be prepared on a standard form by the pilot and agreed with the master of the vessel. A copy shall be filed at the offices of pilotage provider, e.g. Class 1 Maritime, and also sent to the relevant harbour office as soon as practicable.

Vessels trading to Harbours on a regular basis shall have approved passage plans and these should be provided to the Harbour Master of the Port concerned on request.

5.1.3.2 Monitoring

Ports will monitor vessel movements to ensure compliance with all relevant bye-laws and General or Special Directions as well as Pilotage Directions and, where applicable, Local Notices to Mariners.

The ability to, and means of, monitoring ship movements will vary from port to port.

Methods of monitoring vessel movement will be undertaken by:

Visual observation from Harbour area.

Live Automatic Identification System (AIS) in Harbour Offices.

Closed Circuit Television with recording facilities.

The use of VHF Radio with nominated working channels for the relevant area.

Use of mobile and landline telephones.

Harbours will proactively, and on request, provide relevant navigational advice and information in order that vessels achieve a safe passage from sea to berth, vice versa and movement within the Harbour Area.

Harbours will also monitor tidal state, and relay to shipping any resultant constraints on navigation.

Harbours will monitor meteorological conditions and issue advice to vessels and berth operators.

5.1.3.3 Reporting Local

The need for reporting will vary from harbour to harbour and in accordance with operational need.

Details are contained within the appropriate harbour Annex. ...for example "at Point X the Master will call x harbour and advise ETA, Ships particulars LOA , beam and draught any defects and any dangerous goods carried."

5.1.3.4 Control of Vessel Movements

Navigational Risk Assessments have been carried out for all Ports and Harbours covered by this Document. The Control Measures identified within these Risk Assessments will be used to regulate vessel movements.

In addition, to enable effective Control of vessel movements Harbour Masters have four main powers available to regulate ship movements:

- Bye-laws: provide a general framework for rules of navigation which apply to all vessels - including speed limits, defining fairways, anchorages, etc. - and which can be treated as unlikely to require frequent or short term amendment.
- Special directions – may be given by the harbour master: these directions are time and vessel specific and are apt for operational purposes of short duration and for emergencies.
- General or harbour directions – some harbour authorities have more effective powers of general direction or harbour direction to be given by the authority itself. Directions should apply to all vessels including where a vessel is conducted by a pilot or the holder of a pilotage exemption certificate.
- Pilotage directions - may generally be given by harbour authorities which have the power to regulate navigation: these determine the circumstances in which pilotage is to be compulsory.

Dangerous vessel directions - are a special case, permitting a harbour master to remove a vessel from the harbour in clearly defined circumstances: they may be over-ruled by the Secretary of State.

The Applicability of the above will vary from Port to Port.

The use of all these powers, governed by the Argyll & Bute Harbour Board formal risk assessment, supports the Safety Management System. It is to be noted, in this connection, that the master - or pilot - of a vessel is not obliged to obey directions if he believes that compliance would endanger the vessel.

Control of vessels within a harbour area depend upon effective two way communication between the harbour personnel and the vessels concerned and all ships` masters should familiarise themselves with the layout and limitations of their destination port and have on board sufficient navigational information to enable safe navigation into and out of the harbour. Close contact must be maintained with the harbour master when approaching and within harbour limits.

5.1.3.5 Vessel Traffic Services (VTS) / Local Port Service

To date ARGYLL & BUTE HARBOUR BOARD has considered that the level of activity in its harbours can be managed by Local Port Services. Any move to provide an enhanced service will be preceded by a Formal Safety Assessment. Such an Assessment will determine whether a VTS is an appropriate risk control option to enhance the safety of shipping, maritime users, members of the public and the protection of the marine environment.

5.1.3.6 The Dangerous Substances in Harbour Areas Regulations

The Dangerous Substances in Harbour Areas Regulations (DSHAR) 2016 is the controlling legislation for the carriage, loading, unloading and storage in harbour and harbour areas.

The regulations provide the Harbour Master with the power to prohibit or remove Dangerous Goods if in his opinion the condition of the substance or the vehicle or vessel carrying it creates a risk to health or safety.

In summary it requires completion of the pre-arrival form and;

- A consignor or forwarding agent who intends to bring a dangerous substance into a harbour area to give the Harbour Master at least 24 hours' notice of his intention;
- Vessels within port limits to display a red flag during daylight hours and an all-round red light during the hours of darkness;
- All persons involved in the handling of dangerous substances to be properly trained and take necessary precautions to avoid fire or explosion;
- Vessels carrying substances in bulk to hold a suitable certificate of fitness;
- Vessels carrying or recently carried liquid dangerous substances in bulk to be prohibited from cleaning or ventilating tank spaces, discharging contaminated ballast and slops unless the Harbour Master has given permission;
- Freight containers for export to be accompanied with a container packing certificate as part of the transport documentation;
- Tanks and receptacles used for packaged Dangerous Substances should be suitable for purpose and marked and labelled in accordance with the IMDG Code; and
- The Harbour Authority to prepare an emergency plan for dealing with emergencies involving Dangerous Substances;
- Vessels carrying Dangerous Substances to immediately inform the Harbour Authority and complete the pre-notification form; and
- Transfer of Dangerous Substances via pipeline between vessels to be permitted only with permission by the Harbour Master in writing.

Dangerous Goods Notification Procedures

Attention is drawn to the Dangerous Goods in Harbour Areas Regulations 2016 specifically Section 6 Notice of Entry of Dangerous Goods. In summary this Regulation states that anyone bringing dangerous goods into a Harbour area must pre-notify the Harbour master and where relevant, the berth operator. Normally this is required 24 hours before entering the Harbour.

1. The Master, agent or operator, as relevant, of any vessel or vehicle, or any other mode of transport, must before bringing any dangerous goods into the Harbour area, give notice to:-
 - a. The Harbour master of the Harbour area
 - b. The berth operator where the goods are to be brought to a berth and;
 - c. Where relevant, the Harbour master of any abutting or overlapping Harbour area.
2. The notice under paragraph (1) must be given not less than 24 hours and not more than 6 months before the dangerous goods are brought into the Harbour area.
3. Notwithstanding paragraph (2) –
 - a. The Harbour master may, if operational limitations make it necessary, direct that a period of more than 24 hours, but less than 14 days notice, be given;
 - b. The Harbour master, and where relevant the berth operator, may agree to accept less than 24 hours notice where either it is not reasonably practicable to give 24 hours notice or *neither health nor safety risks are increased by a shorter period*;
 - c. The master of a vessel carrying dangerous goods which is under the control of the Secretary of state, or under the control of a visiting force or headquarters, must give notice to the Harbour master before entry into the Harbour area,
4. Notice under this regulation is to be given in writing or such form as the harbour master may agree and contain sufficient information to assist a proper evaluation of the risk created by the goods to the health and safety of any person.

Information to be notified on pre-arrival notification form

The information notified to the Harbour master under regulation 6(1) must be sufficient to enable the Harbour master or Harbour authority to make an assessment of the risk created by the goods to the health and safety of any person. The main information requirements are:

- a) The UN number;
- b) The proper shipping name (PSN) of the substance (for those attracting Special Provision 274 or 318 in the IMDG Code a technical name in brackets should follow the PSN). Trade names are not acceptable;
- c) The classification of the substance under the IMDG Code;
- d) The packing group (where applicable);

- e) The number and type of packages (where applicable);
- f) The quantity or weight;
- g) The estimated time of arrival.

Other than (g), this information can be found on the Dangerous Goods Note accompanying the shipment of dangerous goods.

5.1.3.7 Explosives in Harbour Areas Regulations

No explosive substances are handled at any Argyll & Bute Harbour and as such Argyll and Bute Council do not possess Explosive Licences.

5.1.3.8 International Maritime Dangerous Goods Code (IMDG)

The provisions outlined in the Code are mandatory under SOLAS and outlines the requirements for the carriage of packaged Dangerous Substances by sea. The IMDG Code is based on an internationally agreed system which:

- Classifies dangerous goods together based on the hazards they present on transport;
- Specifies packaging/tanks which are of appropriate strength and which will prevent the goods escaping;
- Specifies hazard warning labels, placards and other marks to identify dangerous goods in transport;
- Requires standard documentation to be provided when dangerous goods are being transported;
- Lays down principles for ensuring that incompatible dangerous goods are kept apart;
- Lays down principles for where to place dangerous goods on board ship to ensure safe transport; and
- Provides emergency response advice for dangerous goods involved in a fire or spillage on board ship.

5.1.3.9 Consolidated European Reporting System (CERS3)

ARGYLL & BUTE COUNCIL has, where appropriate, responsibility to forward the required information to the MCA in a timely manner. Information includes vessel ETAs, ETDs, number of persons aboard and details about any hazardous cargo aboard the vessel. This information is manually inputted to the MCA website by Port Operations personnel.

5.1.3.10 Prevention of Pollution Regulations

Under the Prevention of Oil Pollution Act 1971 a master of a vessel finding pollution has a duty to report the pollution to the Harbour Master if:

- The pollution is discharged from the vessel into the waters of a port in the UK;
- Pollution is found to be escaping or to have escaped from a vessel in such waters; and
- Pollution is found to be escaping into any such waters from a place on land.

The Harbour Master has the powers to:

- Go on board and inspect the vessel or any part thereof, or any of the machinery, boats equipment or articles on board the vessel, for the purpose of ascertaining the circumstances relating to an alleged discharge of oil or mixture containing oil from a vessel into the waters of the port;
- Require the production of any oil record book to be carried or records kept; and
- Copy any entry in such book or record and require the master to certify the copy as being a true copy of an entry.

If the Harbour Master has reason to believe a ship, which proposes to enter the port, does not comply with the requirements of the Prevention of Oil Pollution Act 1971 regulations, he shall report the matter to the MCA who, if satisfied, that the vessel may present an unreasonable threat to the marine environment, may refuse entry of the ship to a UK port or detain the vessel.

The Oil Spill Contingency Plan is maintained to effectively handle spills of oil.

The Council also has a Shoreline Protection Plan that will augment the OSCP where necessary.

5.1.3.10 Bunkering

Argyll & Bute Harbour Board in conjunction with Briggs Environmental Services has carried out a Risk Assessment and formulated approved procedures for bunkering operations in its Ports and Harbours on the basis of a format previously agreed with the Maritime & Coastguard Agency.

The Formal Risk Assessment and Bunkering Procedures can be found within the Oil Spill Contingency Plan (Part 2: Strategy).

Bunkering may take place within Harbour areas with approval of the Harbour Master or his/her Assistant and bunkering operations will follow an Approved Bunkering Procedure provided by the Bunker Fuel Supplier.

5.1.3.11 Anchorages

There are recommended anchorages at some harbours, particularly for large commercial vessels such as cruise liners. Local information regarding anchorages is contained within the relevant Harbour Annexe and advice may be sought from the Harbour Master for the relevant area.

5.1.3.12 Procedures for leisure management

Given the wide range of harbour facilities operated by ARGYLL & BUTE HARBOUR BOARD and the significant level of leisure traffic using these harbours and approaches there will be a varying need to manage marine related leisure activities. ARGYLL & BUTE HARBOUR BOARD is committed to operating its harbours safely and not adversely impacting on leisure use of its harbours. Details are contained within the appropriate Harbour Annex.

5.1.3.13 Moorings

There are various providers of moorings in and adjacent to ARGYLL & BUTE HARBOUR BOARD's harbours. Details are contained within the appropriate Harbour Annex.

5.1.3.14 Marinas

Argyll and Bute Council own and operate the Oban North Pier Pontoons and there are several privately owned and operated marinas within ARGYLL & BUTE COUNCIL's area of responsibility. In so far as it is able to ascertain, Argyll & Bute Council regard these marinas as being managed and operated safely.

Regular safety inspections are carried out by the harbour staff along with Marina operators.

Information regarding the Marinas will be found in local Annexes.

6 TRAINING

ARGYLL & BUTE COUNCIL will ensure that everyone who has responsibilities or is involved with the safety of navigation, is qualified and competent to do the job; and will ensure staff meet the nationally agreed standards of competence, or alternatively be able to show that their local competency standards are fully equivalent.

The general principles in relation to staff competence and development as outlined in the PMSC are:

- Systems developed by an authority with the aim of making best use of appropriate powers are likely to fail unless those people assigned any role in the system are competent and trained to nationally agreed standards;
- The foundation to these standards is an understanding that securing port safety is a team operation demanding an appreciation of the work of other specialists;
- Harbour authorities should assess the fitness of all persons appointed to positions with responsibility for the safety of navigation; and
- Harbour authorities should adopt a training strategy that develops a shared understanding of their safety management systems and promote the involvement of port users in training programmes.

6.1 ARGYLL & BUTE COUNCIL TRAINING POLICY

It is ARGYLL & BUTE COUNCIL policy that officers and staff are to be suitably trained to be competent and qualified up to a minimum national standard to fulfil their roles within the organisation and can demonstrate competence in critical areas of harbour safety.

Appropriate and effective training and the associated knowledge and skill of marine personnel are essential elements that enable the facilitation and management of navigational safety. To that end, and in compliance with the requirements of the PMSC, the ARGYLL & BUTE HARBOUR BOARD shall:

- Ensure new staff receive induction training;
- Ensure that the annual training requirements, including in-house, emergency and counter-pollution training, for each member of staff will be assessed and a programme implemented; and
- Training needs will be considered during job appraisal;
- Adopt the levels of knowledge and skill for marine personnel associated with the international, national and local standards in support of the PMSC or demonstrate and document that any standards adopted are fully equivalent;
- Ensure that adequate resources are made available to maintain the established standards of knowledge and skill required by marine personnel;

- Assess the suitability of all persons appointed to positions with responsibility for safety of navigation to ensure the required standards of knowledge and skill are met;
- Ensure that all marine personnel are competent to perform the duties allocated to them and are encouraged to develop their skills and expertise beyond that immediately necessary to perform their primary functions so that they are well equipped and prepared for further advancement and career development;
- Establish and maintain an appropriate and effective ongoing schedule of marine training for marine staff;
- Promote the involvement of port users, allied services and other stakeholders in ARGYLL & BUTE COUNCIL training programme as necessary;
- Facilitate and encourage exchange training and familiarisation between different marine disciplines as required;
- Establish and maintain an effective ongoing schedule of emergency management and response training and exercises;
- Establish a regular review and assessment programme of all ARGYLL & BUTE COUNCIL marine training to ensure that standards are maintained, and that training is appropriate, relevant and cost effective;
- Ensure that personnel involved in the design and facilitation of training and assessment are appropriately qualified; and
- Ensure that appropriate training records are maintained.

6.2 TRAINING PLAN RESPONSIBILITIES

Table 1: Training Plan Responsibilities

Post	Training Responsibility
Head of Roads and Amenity Services	Executive Director
Marine Operations Manager	Head of Roads and Amenity Services
Harbour Masters	Marine Operations Manager
Technical Officers	Marine Operations Manager
Assistant Harbour Masters	Harbour Masters
Pier Operatives	Harbour Masters
Ferry Operatives	Technical Officer- Ferries

6.3 TRAINING MATRIX

The ARGYLL & BUTE HARBOUR BOARD will maintain a training matrix for all staff and the respective line managers are responsible for keeping it up-to-date.

7 ARGYLL AND BUTE HARBOURS SAFETY PLANNING

7.1 SAFETY PLANNING POLICY

It is the policy of Argyll and Bute Council to have powers, policies, plans and procedures based on a formal assessment of hazards and risks, and that ARGYLL & BUTE HARBOUR BOARD shall have a formal Marine Safety Management System.

The Safety Management System shall be in place to ensure that all significant risks are controlled. The more severe ones must either be eliminated or reduced to “as low as reasonably practicable” (ALARP).

On an annual basis the Marine Operations Manager will provide the Board with a review of the risk assessments. The Safety Management System, together with the Harbours Safety Policy, will also be tabled for review by the Board. The Board will undertake a review and its findings will be recorded.

An annual independent audit of the Safety Management System will be commissioned from the Designated Person. The audit report will be considered by the ARGYLL & BUTE HARBOUR BOARD and the outcome of this consideration will be recorded.

As part of the annual review of staff training requirements (see 6.1 above) all staff will be reminded of the Safety Policy and specifically their roles in an emergency.

7.2 ORGANISATION OF ANNUAL REVIEWS

Table 2: Annual Reviews

Safety Policy	Argyll and Bute Harbours Board (ARGYLL & BUTE HARBOUR BOARD)
Safety Management System	Designated Person and ARGYLL & BUTE HARBOUR BOARD
Harbour Use – Navigation Risk Assessments	Marine Operations Manager

8 RISK ASSESSMENT POLICY

It is the policy of ARGYLL & BUTE COUNCIL that its powers, policies and procedures will be based on a formal assessment of hazards and risks and it will have a formal MSMS.

The aim of this process is to eliminate significant risks or, if that is not practicable, to reduce risks to “as low as reasonably practicable”. Formal risk assessments shall be used to:-

- Identify hazards and analyse risks; and
- Assess those risks against an appropriate standard of acceptability and where appropriate, consider a cost-benefit assessment of risk reducing measures.

ARGYLL & BUTE HARBOUR BOARD has undertaken a formal safety assessment of its harbour operations to ensure that a systematic approach was taken to the identification and the management of risks.

There is a preferred hierarchy of risk control principles:-

- Eliminate risks - by avoiding a hazardous procedure or substituting a less dangerous one;
- Combat risks - by taking protective measures to prevent risk; and
- Minimise risk - by suitable systems of working.

An initial set of navigational risk assessments were completed in October 2015 for the main harbours of:

- Dunoon;
- Rothesay;
- Campbeltown;
- Port Askaig;
- Oban North Pier; and
- Craginure.

The regular, at least annual, review of risk assessments and any new risk assessments caused by operational changes will identify new risks. As a consequence new controls will be implemented in order to bring the risks down to “as low as reasonably practicable”. The process of continuous assessment and review will enhance the safe operation of the ARGYLL & BUTE COUNCIL managed harbours, slipways and piers.

8.1 MARNIS RISK ASSESSMENT METHODOLOGY

The Ports of Campbeltown, Craginure, Dunoon, Oban, Port Askaig and Rothesay make use of MarNIS Port Assessment Toolkit to develop a set of risk assessments in-line with Formal Safety Assessment (FSA) processes advocated by the International Maritime Organization and assists in ensuring compliance with the Port Marine Safety Code.

The MarNIS Toolkit allows the population of each Port's database with identified hazard scenarios. These scenarios are then assessed using Risk Assessment processes derived from the Formal Safety Assessment approach identified by the International Maritime Organisation.

The MarNIS Toolkit also enables Ports to record and report any accidents and incidents that may occur, allowing users to review necessary Risk Assessments to further reduce risk in future.

MarNIS contains a secure database with outputs and reports available to authorised staff.

Staff can access the Toolkit on the Council's IT Network where connectivity allows.

Risk Assessment:

The key features of the MarNIS Toolkit in respect of Risk Assessment are;

- Identification of hazards likely to impact on navigational safety.
- Continuous review of existing hazards.
- Identification of control methods which can be introduced to reduce the likelihood of a hazard occurring.
- Continuous review of control methods previously identified.

Each Risk Assessment is assessed against likelihood and severity of the hazard occurring.

Causes are considered within the assessment, followed by the allocation of risk control options.

Through the use of user wide approach, and a centralised system a number of benefits are gained, these are as follows:

- Consistent data entry method.
- Consistent scoring of likelihood and severity of events.
- Consistent descriptions of causes and control methods.
- Automated and consistent reporting of hazards.
- Ease of access to records for on-site users, as well as sharing of information across different locations.
- Automated reminder of review requirements and
- Traceable audit processes.

Hazard scenarios are displayed in the database with icons giving immediate visual indications of their status (level of risk, review requirement) as shown in an example view of the Hazard Scenario list:

The screenshot shows the 'MarNIS Hazard Scenario List' window. It features a sidebar with buttons: 'New', 'Report', 'Controls', 'Causes', and 'Exit'. The main area has a 'Tab view to change between Themes' at the top, with tabs for 'All Scenario Types', 'Nautical Safety', 'Port Efficiency', 'Environmental Protection', 'Crisis Management', and 'Domestic Scenarios'. Below the tabs is a table of hazard scenarios. Each row includes a 'Due Date', an 'ID', a 'Hazard Scenario Name', and a 'Risk Score'. To the right of the 'Risk Score' is a circular icon representing the hazard level. At the bottom of the window, there are two summary boxes: 'Number of Assessments Listed' (35) and 'Average Risk Assessment Score' (4.29). Annotations with arrows point to various elements: 'Symbol indicates Status of document' points to the 'New' button; 'Number of Risk Assessments' points to the '35' value; 'Risk Assessment Score' points to the '4.29' value; 'Hazard Scenario' points to a row in the table; 'Symbol showing the level of each hazard:' points to the circular icons; and 'Tab view to change between Themes' points to the tab bar.

Due Date	ID	Hazard Scenario Name	Risk Score
25/11/2015	NS0022	Striking with ship (moored) Outer Harbour ferry and anchored cruise ship	5.19
25/11/2015	PE0040	Port suspension due to weather Mooring Breakout	4
01/11/2015	EP0020	Pollution Tier 1: Inner Harbour: Inner Harbour Oil Spill	5.26
28/01/2014	NS0033	Other nautical safety: Rock Transfer AAM Jetty	2.94
29/05/2014	NS0028	Other nautical safety: Pilotless Port Entry / Departure	4.26
10/02/2014	NS0041	Other nautical safety: Dead Tow Operations	3.31
24/04/2014	NS0003	Other nautical safety: All Areas: Tug Girding	5.63
24/03/2015	NS0017	Other nautical safety: All Areas: Small craft swamping	3.06
25/06/2014	NS0024	Other nautical safety: All Areas: Pilot falling while embarking / disembarking	3.63
24/04/2015	NS0015	Other nautical safety: All areas: Mooring injury	3.19
27/05/2016	NS0018	Other nautical safety: All Areas: Man overboard	3
15/06/2014	NS0002	Impact with structure: Inner Harbour: Impact on berthing fast craft	2.60
22/04/2015	NS0012	Impact with structure: Inner Harbour: High impact on berthing other craft (smaller)	5.81
28/10/2015	NS0021	Impact with structure: AAM Jetty: Impact on berthing Cruise ship	5.19
15/02/2015	NS0030	Groundings: Tug grounds while ploughing, navaid maintenance or other works	2.44

9 EMERGENCY PREPAREDNESS AND RESPONSE/INCIDENT INVESTIGATION

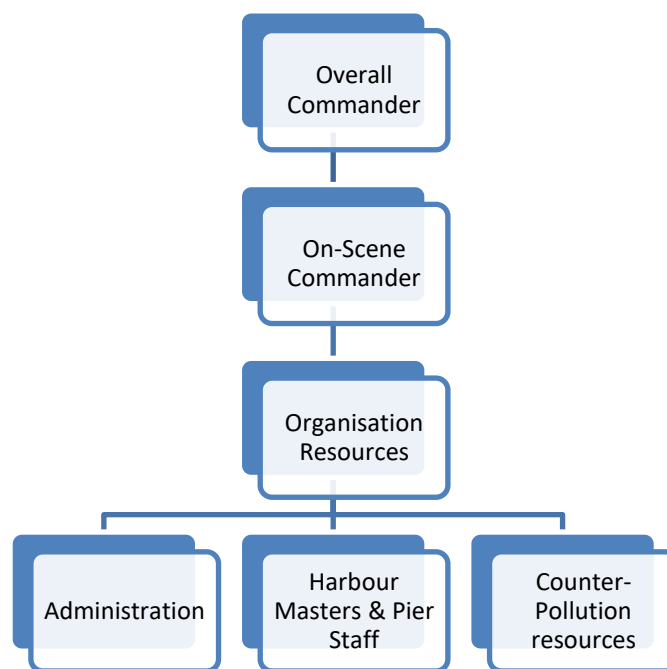
The PMSC states that the MSMS should include preparations for emergencies and that these should be identified as far as practicable from the formal risk assessment. It also states that these should be published and exercised.

The relevant Emergency Response Plans are as detailed in the annexes for each of the main harbours.

For pollution response further information is available under the **Oil Spill Response Plan** that each harbour has implemented as required by the International Convention on Oil Pollution Preparedness, Response and Co-operation Regulations (OPRC), the Plans can be found in individual Harbour Annexes.

9.1 EMERGENCY ORGANISATION AND MANAGEMENT RESPONSIBILITY

The Marine Operations Manager will review the Emergency and Oil Pollution Plans in conjunction with the Harbour Masters and Technical Officers on an annual basis.



9.1.1 Emergency Preparedness and Response

ARGYLL & BUTE COUNCIL harbours have in place established procedures for emergency situations. Exercises take place at regular intervals to familiarise and update staff on these procedures and to test response actions and communication structures.

External consultants oversee an annual exercise and provide feedback and advice where necessary in order to maintain and where necessary improve emergency preparedness.

9.2 INCIDENTS

An incident occurring within ARGYLL & BUTE COUNCIL managed harbours will be graded depending on the nature of the incident, the possible effects on life, the environment, the port operations and the level of response required by the relevant Harbour Master, the emergency services and others in the port estate.

Each Port has its own Port Emergency Plan.

When a marine incident has occurred, the Harbour Master should be informed immediately as per the Port Emergency Plan.

9.2.1 Minor Incidents

Minor incidents are those that can be handled within the everyday resources of each of the individual harbours. Although the emergency services or other organisations may be notified or required to assist, such assistance will be routine.

9.2.2 Major Incidents

A major incident may be defined as being beyond the normal day-to-day capacity of the Harbour Master and will require the special and extensive mobilization of the Emergency Services. Examples of major incidents may include:-

- Death or serious injury to any number of people;
- Extensive damage or contamination to the environment;
- Extensive damage to vessel, installations, berth facilities and quayside equipment; and
- Serious disruption to the operation of the harbour.

9.2.3 Incident aboard a Vessel

The Master of any vessel which has an incident aboard must immediately inform the Harbour Master and contact the appropriate emergency services.

9.3 INCIDENT PROCEDURES

9.3.1 Initial Assessment, Response and Alarm

Whenever an incident occurs within an ARGYLL & BUTE COUNCIL managed harbour, a full initial assessment will be carried out where possible and the response will be tailored to that incident. If necessary the appropriate plan will be activated. All incidents should be reported to the Harbour Master who will alert the appropriate management, engineering/operations staff in line with the appropriate Emergency Procedures.

Primary response functions include:

- Notification/alerting;
- Situation assessment;
- Strategy development;
- Incident management;
- Response strategy;
- Equipment deployment;
- Communication support;
- Logistics support;
- Public affairs/media;
- Safety/security;
- Legal support; and
- Vessel casualty.

During all incidents, all persons concerned should maintain a log of all communications and actions.

9.4 OIL POLLUTION

In accordance with statutory requirements to prepare for and respond effectively to any incident of oil pollution, each Port has an Oil Spill Contingency Plan which has been written in accordance with the requirements of M.S. (Oil Pollution Preparedness, Response and Co-operation Convention

Regulations 1998) and has been approved by the MCA. The OSCP for each Port is referenced in the relevant Annex in this document

The plan details the structured response and notification procedures required in the event of an oil pollution incident.

Pollution incidents are tiered as follows:

- **Tier 1** - Spills which can be dealt with using the resources retained on site;
- **Tier 2** - Spills which require mobilisation of additional resources and the Tier 2 oil spill contractors; and
- **Tier 3** - Spills which require mobilisation of national resources.

9.5 EMERGENCY RESPONSE CENTRE

In the event of an Oil Spill emergency, a response centre would be set up at a predetermined point within the relevant Council office dealing with Tier 2 or Tier 3 oil spills. It will be manned for all Tier 3 incidents and at the discretion of the command team leader for Tier 2 incidents.

9.6 INCIDENT INVESTIGATION

No matter how effective the safety regime is, incidents will occur. All significant incidents and potential incidents are to be investigated, and this often gives rise to two competing and incompatible objectives:

- To determine the cause of the incident, with a view to preventing a recurrence (an investigation to determine cause); and
- To determine if an offence has been committed and whether enforcement action is appropriate (a criminal investigation).

It is ARGYLL & BUTE COUNCIL policy that in the interests of safety and where the circumstances of the incident dictate, an investigation to determine cause should take primacy. Circumstances where an investigation to determine cause should take primacy include:

- Where it is necessary to determine the cause of the incident so that precautions can be put in place at the earliest opportunity to prevent a recurrence;
- Where it is necessary to promulgate the cause of an incident to interested parties and other harbour authorities so that lessons can be learned; and
- Where it is necessary to determine the cause of the incident where those causes may initiate amendments to the MSMS which in turn will ensure ARGYLL & BUTE COUNCIL continues to comply with the PMSC.

This will enable the Harbour Master to ensure that appropriate precautions and control measures are in place so that identified risks are managed to ALARP. ARGYLL & BUTE COUNCIL recognises that an “investigation to determine cause” may prejudice a criminal investigation when that criminal investigation is also done by ARGYLL & BUTE COUNCIL. However, the continuing safety of marine operations remains paramount.

9.6.1 Other Agencies

ARGYLL & BUTE COUNCIL will co-operate with all other agencies including the police, MCA, MAIB and HSE and will, where appropriate, respect their primacy to conduct their own investigations. ARGYLL & BUTE COUNCIL will endeavour not to hamper or conflict with investigations undertaken by external agencies and will assist as required. When the circumstances of the incident dictate, ARGYLL & BUTE COUNCIL will seek advice and assistance from other agencies.

9.6.2 Investigations to Determine Cause

When conducting an investigation to determine cause, due regard will be given to the IMO “Casualty Investigation Code” (resolution MSC.255(84) adoption of the “Code of the International Standards and Recommended Practices for a Safety Investigation into a Marine Casualty or Marine Incident”) insofar as it is, provides guidance to a Harbour Authority. In particular the contents of Chapter 16 of the Code are noted.

Having completed an investigation to determine cause, a report will be compiled. Before a report is finalised, parties that are involved in the incident may be given the opportunity to make representations. The object of the report will not be to apportion blame but to inform and improve the MSMS and in particular stimulate review of the Port Marine Risk Assessments (MarNIS).

A report on an investigation to determine cause will not be made public or published where it may prejudice an investigation conducted by another agency or when legal actions are anticipated. Although a report may not be published any lessons learned will be promulgated on a confidential basis to parties that can assist in the management of risks identified in the report.

9.7 INCIDENT / ACCIDENT INVESTIGATION PROCEDURE

Investigations of accidents and incidents have two essential purposes:

- To determine the cause of the incident, accident or near miss with a view to preventing a recurrence of that incident or accident and

- To determine if an offence has been committed; if so, there may be the need on the part of ARGYLL & BUTE COUNCIL to initiate criminal proceedings in their own right or through the agency of another authority such as the Health and Safety Executive (HSE) or the MCA.

All minor marine incidents or accidents will be investigated at the discretion of the Harbour Master.

All major incidents or accidents will be investigated.

Any marine incident that involves the waters adjacent to the port limits, or involves a licensed pilot or PEC holder will be investigated. Investigations for major marine incidents or accidents may not necessarily be carried out under the authority of the Harbour Master. The investigation may be part of a criminal investigation and the primacy for the investigation will remain with the lead agency, namely: police, HSE, MCA or MAIB.

The following definitions have been adopted by the “Code and the Guide to Good Practice on Port Marine Operations”:

“Accident” means any occurrence on board a ship or involving a ship whereby:

- There is loss of life or major injury to any person on board or any person is lost or falls overboard from the ship or one of the ship’s boats.

A ship:

- Causes loss of life, major injury or material damage;
- Is lost or presumed to be lost;
- Is abandoned;
- Is materially damaged by fire, explosion, weather or other cause;
- Grounds;
- Is in collision;
- Is disabled; and
- Causes significant harm to the environment.

Any of the following occur:

- A collapse or bursting of any pressure vessel, pipeline or valve;
- A collapse or failure of any lifting equipment, access equipment, hatch cover, staging or boatswain chair or any associated load-bearing parts;
- A collapse of cargo, unintended movement of cargo or ballast sufficient to cause a list, or loss of cargo overboard; and
- A snagging of fishing gear which results in the vessel heeling to a dangerous angle;

- A contact by a person with loose asbestos fibre except when wearing full protective clothing; and
- An escape of any harmful substance or agent, if the occurrence, taking into account its circumstances, might have been liable to cause serious injury or to cause damage to the health of any person.

“Incident” means an uncontrolled or unplanned event, or sequence of events, that results in damage, or threat, to the safety of personnel, the vessel, the environment or property.

“Major Injury” means:

- Any fracture, other than to a finger, thumb or toe;
- Any loss of limb or part of a limb;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight, whether temporary or permanent;
- Penetrating injury to the eye;
- Any other injury leading to hypothermia, unconsciousness or requiring resuscitation; and
- Requiring admittance to a hospital or other medical facility as an inpatient for more than 24 hours.

“Serious Injury” means any injury, other than a major injury, to a person employed or carried in a ship which occurs on board or during access which results in incapacity for more than three consecutive days excluding the day of the accident or as a result of which the person concerned is put ashore and the ship sails without that person, unless the incapacity is known or advised to be of three consecutive days, excluding the day of the accident.

“Hazardous Incident” means any event, other than an accident, associated with the operation of a ship which involves circumstances indicating that an accident nearly occurred.

MGN 564 [M+F] “Accident Reporting and Investigation” explains the reporting requirements of the new Merchant Shipping (Accident Reporting and Investigation) Regulations 2012 and defines accidents, serious injury and severe pollution.

9.8 INCIDENTS INVOLVING DEATH OR CRIME

When someone dies in a work related incident, a number of different organisations will require to work together to ensure that the incident is investigated and the reasons for the death are

understood. The police will investigate any incident in the event of a death – both in relation to any possible offence (possible homicide, murder or manslaughter) and on behalf of the coroner.

A police investigation may also be necessary to see if other criminal offences have been committed and to consider whether a prosecution should be brought.

Different organisations have different but important roles in this process and good co-ordination is vital to ensure that the investigation is as smooth and as seamless as possible. Close liaison with the police, therefore, is essential in such incidents.

9.9 NATIONAL REGULATORY FRAMEWORK

The legal framework for incident investigation is effectively summarised as follows:

- The MCA is responsible throughout the UK for implementing the Government's maritime safety policy;
- The MAIB investigates accidents related to ships and crew; and
- The HSE investigates land based accidents, and accidents occurring on offshore installations.

Provided that the primacy for a given investigation is with ARGYLL & BUTE COUNCIL, incidents will be investigated to find out the facts of what happened and so identify the causes of their occurrence and determine the actions that must be taken to prevent recurrence. They should not be investigated to apportion blame but need to be fact finding and not fault finding. Incidents are rarely simple and almost never result from a single cause. They are normally events resulting from a combination of actions, omissions, errors, failures, changes and oversights.

To ensure an effective incident investigation the process should:

- Record key information;
- Obtain basic facts and establish the circumstances of what happened;
- Identify and investigate both immediate and underlying causes;
- Analyse the findings;
- Determine the action needed to prevent a recurrence and make recommendations;
- Require a check that the recommended actions have been acted upon;
- Re-appraise the existing risk assessments and safe systems of work;
- Review the control standards and the success in meeting them satisfy the legal reporting and recording duties;

- Obtain details, which might be needed if the incident becomes subject to an insurance claim or legal action; and
- The investigation should look beyond the actual situation to see whether it could have been worse.

9.10 STATUTORY REPORTING REQUIREMENTS

The MAIB is responsible for the investigation of all types of marine accidents, both to vessels and to those on board. The MAIB is an independent branch within the Department for Transport (DfT) and is separate from the MCA. The MAIB's head, the Chief Inspector of Marine Accidents, reports directly to the Secretary of State on accident investigation. He/she and his/her professional staff, who are drawn from the nautical, fishing, marine engineering, and naval architecture disciplines, are appointed by the Secretary of State under the provisions of the Merchant Shipping Act 1995. An administrative staff deals with records, data analysis and publications, policy matters, and provides general support.

Marine Guidance Note MGN 564 [M+F] ("Accident Reporting and Investigation") is addressed, inter alia, to Harbour Authorities. It explains the reporting requirements of the new Merchant Shipping (Accident Reporting and Investigation) Regulations 2012. Details of what should be reported are given in Annex A of the Notice.

ARGYLL & BUTE COUNCIL will report any notifiable accident of which they are aware to the Chief Inspector of the MAIB by the quickest means available.

The MAIB's Incident Reporting Form provides a convenient format for reports but plain narrative giving the above information may be used if the form is not available. As full an account as possible should be given whether or not the form is used; the list of items given in the M Notice is not intended to be limiting and any matter should be included which will help to make the circumstances clear or to show how similar incidents may be prevented. Sketches, plans and photographs of the damaged areas, taken both before and after the event, are often helpful and may be attached to the report.

9.11 ENFORCEMENT POLICY

ARGYLL & BUTE COUNCIL is responsible under the PMSC for the effective enforcement of regulations made and directions given to assist in managing marine operations and ensuring safety of navigation within the managed harbours.

Enforcement underpins navigational safety by ensuring compliance with such regulations and directions: it requires effective surveillance, incident investigation, and leads, where appropriate, to sanctions imposed either by the Board or by the Courts.

Where necessary, and where empowered, the Board will prosecute offenders for committing offences. ARGYLL & BUTE COUNCIL policy is to:

- Maintain through regular reviews, a relevant and effective regulatory framework, consistent with national legislation, ancillary regulations and bye-laws;
- Ensure that regulations and associated guidance are widely promulgated within ARGYLL & BUTE COUNCIL relevant area of jurisdiction;
- Develop and maintain effective enforcement procedures that comply with national legal requirements and guidelines;
- Develop and maintain effective investigation procedures that support the enforcement process, and meet the requirements of the MSMS in respect of identifying, promulgating and making good use of any 'lessons learned';
- Ensure that all staff involved in incident investigation, or who are required to follow ARGYLL & BUTE COUNCIL enforcement procedures, receive effective and relevant training;
- Investigate all incidents, taking proper account of the requirements of the Criminal Justice Scotland Act 2016 where necessary;
- Maintain an effective surveillance and spot check regime, to monitor compliance with, and detect breaches of, relevant national and regulations; and
- Respond to breaches of regulations, by imposing a sanction appropriate to the circumstances, or initiating a prosecution where the facts warrant.

9.12 ENFORCEMENT PROCEDURE

ARGYLL & BUTE COUNCIL is responsible for enforcing many of the laws that apply within their jurisdiction, but enforcement does not necessarily mean prosecution. Prosecution and the associated penalties imposed by a Court provide the ultimate sanction and enforcement provides a range of responses from informal verbal warnings, through formal written warnings to action in the Courts.

ARGYLL & BUTE COUNCIL will always apply consistent approach for dealing with those persons who use their managed harbour and fail to meet acceptable standards. For ARGYLL & BUTE COUNCIL to maintain its credibility it must demonstrate that it can effectively utilise the full range of enforcement options.

A criminal investigation does not necessarily end in a prosecution but if the investigation is not done in accordance with strict rules a prosecution will not be permissible. Therefore all investigations that may lead to a prosecution have to be conducted with that possibility in mind.

9.12.1 The Need to Enforce

The Port Marine Safety Code

ARGYLL & BUTE COUNCIL complies with the PMSC requirement and has policies and procedures that are properly and effectively enforced. It follows that these policies need to be implemented by procedures and this manual is part of that process. The PMSC makes it clear that the statutory powers that ARGYLL & BUTE COUNCIL Harbour Authority has to regulate conduct and activities should be used to assist in managing identified risks.

The Harbour Authority as a Statutory Body

ARGYLL & BUTE COUNCIL SHA is a body created by statute to serve a public interest to manage, maintain and improve the harbour. The local laws, powers and enabling legislation provide the ability for it to make bye-laws and give legally binding directions. It therefore follows that ARGYLL AND BUTE COUNCIL has to demonstrate it can initiate enforcement action that may lead to prosecution.

ARGYLL & BUTE COUNCIL has its own legally binding rules subject to a consultation and approval procedure to ensure everybody can use the harbour safely. It follows that as ARGYLL & BUTE COUNCIL can make the rules, it must be able to deal effectively with those persons that break them. The vast majority of people who use ARGYLL & BUTE COUNCIL managed harbours are responsible and law abiding. Some people will make mistakes, some people will benefit from education and some will need to be warned. In some circumstances misconduct may be so serious that ARGYLL & BUTE COUNCIL may decide that it should be for the Courts to deal with and a prosecution will be initiated.

Through the whole range of enforcement options ARGYLL & BUTE COUNCIL will demonstrate that it has developed a consistent approach reflected by procedures that work. They will also demonstrate that they have the capability of effectively prosecuting offenders who deserve to be prosecuted. Warnings have their place and ARGYLL & BUTE COUNCIL, when necessary, will prosecute an offender

in order to maintain its credibility as a regulatory authority. Successful prosecutions can also provide a very worthwhile deterrent to other harbour users.

9.12.2 The Enforcement Options

Enforcement covers everything from cordial education on the conduct expected, to prosecution on indictment in the Crown Court where the Court may send someone to prison.

The range includes:

- Information and Instructional leaflets;
- Informal education;
- Formal education - e.g. seminars, briefings etc.;
- Formal advice - e.g. in Local Notice to Mariners;
- Informal warnings;
- Formal warnings; and
- Prosecution.

Which option from the above range is used will depend on the circumstances of each particular incident and will include consideration of the following:

- The severity of the misconduct;
- The risk caused and associated with the misconduct;
- The consequences of the misconduct;
- Any repetition of the misconduct;
- The attitude of the person involved;
- The need to provide a deterrent;
- The evidence available;
- The interests of the public;
- Any considerations of the relevant Harbour Master and ARGYLL & BUTE COUNCIL Harbour Authority; and
- The knowledge and experience of the suspect.

The MSMS shall include preparations for emergencies and these preparations should be identified as far as practicable from the formal risk assessment. Emergency plans need to be published and exercised.

10 CONSERVANCY

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. The conservancy duty covers specific requirements, which are outlined in the PMSC as follows:

- A harbour authority has a duty to conserve the harbour so that it is fit for use as a port. The harbour authority also has a duty of reasonable care to see that the harbour is in a fit condition for a vessel to be able to use it safely;
- Harbour authorities should provide users of the harbour with enough information about conditions in the harbour such as depths of water, local Notices to Mariners, etc. and

Harbour authorities have duties and powers as local lighthouse authorities (or providers of aids to navigation); and specific powers in relation to wrecks.

10.1 CONSERVANCY DUTIES

ARGYLL & BUTE HARBOUR BOARD recognises its duty to:-

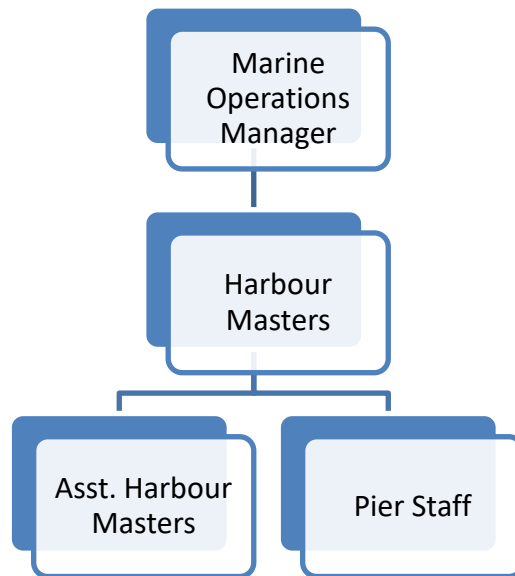
- Conserve its harbours so that they are fit for use as a harbours; and
- Take reasonable care to see that the harbours and marine facilities in its ownership are in a fit condition for vessels to use them safely.

The Board's aim is to provide harbour users with adequate and appropriate information about conditions in the harbours and marine facilities.

The Board recognises the extent of its duty and powers as a local lighthouse authority and specific powers in relation to wrecks.

10.2 CONSERVANCY ORGANISATION & MANAGEMENT RESPONSIBILITY

The following chart outlines those responsible for the management of conservancy within ARGYLL & BUTE COUNCIL.



10.3 HYDROGRAPHIC POLICY

The safety of navigation is dependent upon the provision of relevant, up to date hydrographic information delivered in an appropriate form.

ARGYLL & BUTE HARBOUR BOARD will:

- Undertake such hydrographic surveys as are necessary for safe and efficient navigation within each of the managed harbours;
- Carry out a managed programme of hydrographic surveys within ARGYLL & BUTE COUNCIL managed harbours and channels;
- Where appropriate, provide port users with up-to-date and accurate hydrographic information;
- Provide continuous, timely and accurate tidal data;
- Maintain hydrographic and tidal information; and
- Maintain a close liaison with, and provide relevant data to, the United Kingdom Hydrographic Office.

10.4 HYDROGRAPHIC SURVEYS

ARGYLL & BUTE COUNCIL will use all appropriate means to find, mark and monitor the best navigable channel in its managed harbours. ARGYLL & BUTE COUNCIL will promulgate, as appropriate the relevant hydrographic information associated with the port, harbour and approaches including information relating to navigational hazards.

Hydrographic surveys are carried out by a third party as required and in a timely manner commensurate with the historic siltation trend for the harbour. The results of these surveys are published in the form of charts and provided to the Harbour Master in order to monitor the depth within the port and its approaches.

Survey information is to be sent to the United Kingdom Hydrographic Office (UKHO) under the bilateral agreement, where it is used in the compilation of British Admiralty Charts. Surveys are therefore available to anyone who possesses an up-to-date admiralty chart of the port area. In addition, some information of a particularly urgent or temporary nature may be disseminated by Local Notice to Mariners.

10.4.1 Dredging

Dredging within a port area can be divided into capital dredging or maintenance dredging.

Capital dredging is usually associated with deepening or creations of berths and channels to greater than previous depths.

Maintenance dredging is the removal of siltation which has gathered in an area to return a channel, dock or berth to its previous depth whether the original depth was natural or achieved by previous capital dredging.

Maintenance dredging is carried out at agreed periodic intervals. Hydrographic Surveys are carried out before and after dredging operations and during if deemed necessary.

ARGYLL & BUTE HARBOUR BOARD does not maintain maintenance dredging disposal licences. Any capital dredging that might take place is subject to statutory consent and ARGYLL & BUTE HARBOUR BOARD is a priority consultee when such applications are considered.

10.4.2 Navigational Aids

Many devices are used to assist navigation within the managed harbours including navigational marks, lights, buoys and Automatic Identification Systems (AIS). ARGYLL & BUTE COUNCIL acts as the Local Lighthouse Authority (LLA) for the Northern Lighthouse Board (NLB).

The Northern Lighthouse Board has issued standards for reliability and maintenance of navigation aids (including buoyage) and reserves the right to undertake inspections to ensure that these standards are met. All navigational aids used within the relevant managed harbours meet the criteria laid down by the NLB. The establishment of a light or mark may only be done with the approval of the NLB and all approved alterations should be notified to the UK Hydrographical Office. PANAR reports are submitted quarterly.

ARGYLL & BUTE COUNCIL is responsible for the maintenance of the Navigation Aids within the relevant managed harbours. Details of defects/repairs are to be co-ordinated through the relevant HM who acts as the Local Lighthouse Authority for ARGYLL & BUTE COUNCIL.

10.4.3 Wreck Removal

Where there is a wreck in, or near the approaches to ARGYLL & BUTE COUNCIL managed harbours which is likely to become an obstruction or danger to navigation, ARGYLL & BUTE COUNCIL will take all the necessary action to remove or destroy it and it will be lit and buoyed as required until it is raised, removed or destroyed.

Due regard will be made to the duty to the environment in the exercise of this and all other duties and powers. A risk assessment will be undertaken of any wreck in, or near the approaches to the port with the aim of reducing the risk of danger to navigation to As Low As Reasonably Practicable (ALARP).

In the event of a vessel becoming a wreck in or near the approaches to the port limits, the process of removing the wreck is laid down in Section 252 of the Merchant Shipping Act 1995. In the event of a wreck in the approaches to the port, full consultation will be made by the Harbour Master.

The UK Hydrographical Office will be informed of the wrecks within the port limits. If the wreck is not to be removed, it will be adequately surveyed with the results sufficiently promulgated.

The procedure is to buoy and/or light a wreck as appropriate, issue a Notice to Mariners and, if necessary, use ARGYLL & BUTE COUNCIL authority to remove the wreck.

10.4.4 Dangerous Vessels Act 1985

6.4.1 Section 4 of the Port Marine Safety Code notes that, under this Act, a harbour master may give direction prohibiting the entry into, or requiring the removal from, the harbour of any vessel if, in his opinion, the condition of that vessel, or the nature or condition of anything it contains, is such that its presence in the harbour might involve a grave and imminent danger to the safety of persons or property or risk that the vessel may, by sinking or foundering in the harbour, prevent or seriously prejudice the use of the harbour by other vessels. The harbour master must have regard to all the circumstances and to the safety of any person or vessel. As referenced in Section 252 of Merchant Shipping Act 1995.

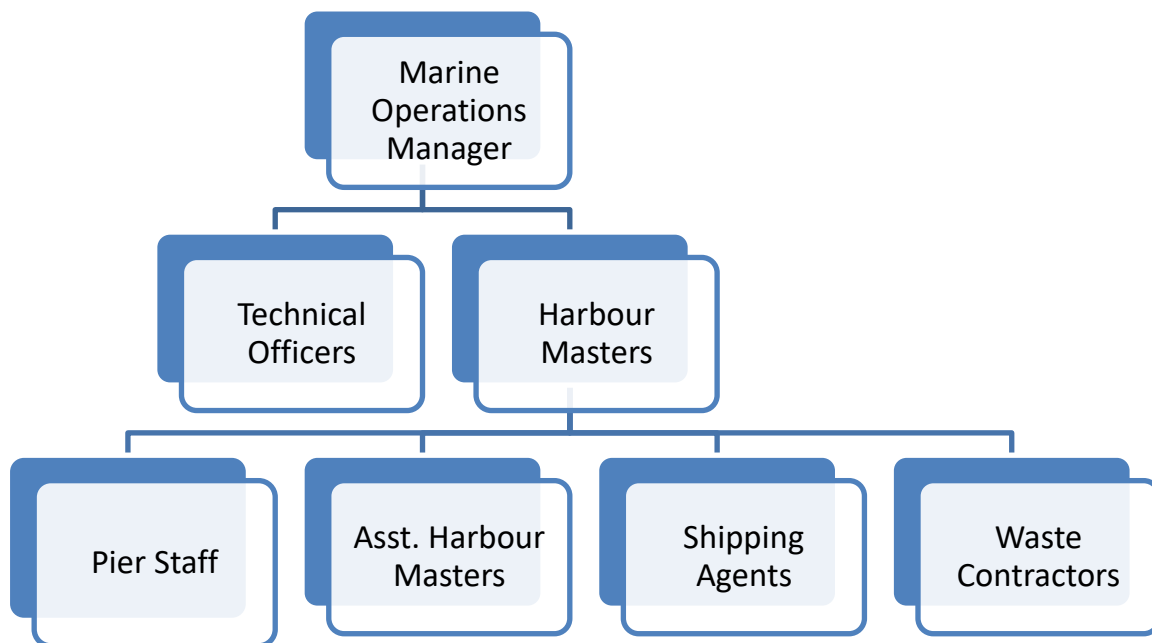
10.4.5 Licensing of Work

Argyll and Bute Council is a statutory consultee for proposed work affecting navigation or the environment within the harbour limits.

11 ENVIRONMENT POLICY

ARGYLL & BUTE HARBOUR BOARD has a general duty to exercise its functions with regard to nature conservation and other related environmental considerations.

11.1 ENVIRONMENT AND PORT WASTE MANAGEMENT PLAN ORGANISATION AND RESPONSIBILITY



11.1.1 Environment Policies, Plans and Procedures

- Environmental Policy Statement for Argyll and Bute Council;
- Port Waste Management Plan;
- Guide to Good Practice on Port Marine Operations; and
- Scottish Natural Heritage's Advice.

12 PILOTAGE POLICY

Section 2 (1) of the Pilotage Act 1987 states:

“Each Competent Harbour Authority shall keep under consideration:

1. Whether any, and if so, what pilotage services need to be provided to secure the safety of ships navigating in or in the approaches to its harbour; and
2. Whether in the interests of safety, pilotage should be compulsory for ships navigating in any part of that harbour or its approaches and, if so, for which ships and in which circumstances and what pilotage services need to be provided for those ships”.

The Argyll and Bute Council (Pilotage Powers) Order 2007 SSI/2007/3

Argyll and Bute Council shall under the Argyll and Bute Council (Pilotage Powers) Order 2007 be a Competent Harbour Authority in respect of the harbour of Campbeltown for the purposes of the Pilotage Act 1987, and as the CHA, authorises Pilots to serve the whole area of jurisdiction as laid out in the Campbeltown Harbour and Burgh Act 1846, and as given in the Pilotage Direction so promulgated.

Argyll & Bute Council’s responsibility in respect of Pilotage in its Harbours is to:

- Ensure that the operation of the Pilotage Services is compliant with National Regulations, Guidelines and Competency Standards.
- Keep under review its Pilotage Directions to ensure they are fully in accord with the Safety Management System and guidance in the Port Marine Safety Code.
- Issue Pilotage Exemption Certificates (PEC) to bona fide Masters and Mates of ships that meet the criteria laid down and monitor the performance and discipline of PEC holders.
- The Council will liaise with its Authorised Pilots to fulfil its responsibilities as identified in Section 2 (1) of the Pilotage Act 1987.

Argyll and Bute Council, through the ARGYLL & BUTE HARBOUR BOARD, is the Competent Harbour Authority (CHA).

ARGYLL & BUTE HARBOUR BOARD will exercise control over the provision of the service, including the use of pilotage directions, and the recruitment, authorisation, examination, employment status, and training of pilots.

Pilotage shall be fully integrated with other harbour safety services under ARGYLL & BUTE HARBOUR BOARD control.

Authorised pilots are accountable to the authorising authority for the use they make of their authorisations.

PILOTAGE

Pilotage is compulsory for certain vessels within Campbeltown Harbour. ARGYLL & BUTE COUNCIL have contracted Class 1 Maritime to provide Pilotage and Pilot Cutter Services with authorised pilots.

Class 1 Maritime complies with the following Guidance and Codes:

In respect of the Pilot Embarking and Disembarking:

- The Embarkation & Disembarkation Of Pilots Code Of Safe Practice (Revised August 2017).

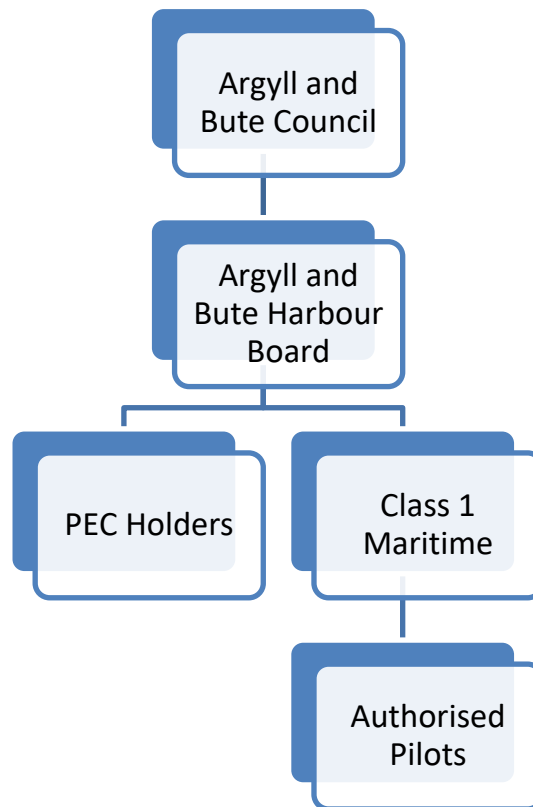
In Respect of the Pilot Boat:

- The Small Commercial Vessel Code – Maritime & Coastguard Agency (MCA).
- The Safety of Small Work Boats and Pilot Boats – a Code of Practice and Marine Guidance Note (MGN) 280(M).
- Manning of Pilot Boats- MGN 50(M).
- The Port Marine Safety Code.
- A guide to Good Practice on Port Marine Operations.

Campbeltown (see **Annex A**) is currently the only harbour where formal pilotage arrangements are in place. The pilots, contracted through Class 1 Maritime, are responsible for the safe pilotage of large vessels within Campbeltown Harbour and approaches and for reporting marine risks, incidents and near misses to the harbour master.

Military vessels arriving/departing the Oil Fuel Depot within Campbeltown Loch will utilise Admiralty Pilots under the terms of a Memorandum of Understanding between Argyll & Bute Council and The Queen's Harbour Master, Clyde Dockyard Ports. This states as follows: "The Ministry of Defence Fuel Depot falls wholly within the jurisdiction of the CHA. Only Authorised Pilots can undertake pilotage services within the area of jurisdiction of the Authority, however all military vessels or vessels on charter to the MoD will embark Admiralty Pilots as directed to by the Queen's Harbour Master, in the normal course of their employment as Crown servants".

12.1 Pilotage Organisation and Management Responsibility



12.1.1 Procedures, Plans, Codes and Guides for Pilotage

Argyll and Bute Council shall, under the Argyll and Bute Council (Pilotage Powers) Order 2007 be a Competent Harbour Authority in respect of the harbour of Campbeltown for the purposes of the Pilotage Act 1987, and as the CHA, authorises Pilots to serve the whole area of jurisdiction as laid out in the Campbeltown Harbour and Burgh Act 1846, and as given in the Pilotage Direction so promulgated.

Pilotage Code of Practice

Pilots authorised by ABHB comply with The Embarkation & Disembarkation of Pilots Code of Safe Practice (Revised August 2017).

Application of Compulsory Pilotage

Pilotage is compulsory for Vessels 80m and over transiting to and from Campbeltown Harbour.

Application and notification

Details of requesting Pilotage Services including timings are contained within the Campbeltown Port Annexe contained within this Document.

Pilotage Directions

Pilotage Directions will be found in the Campbeltown Port Annexe contained within this Document.

Pilotage Exemptions

The Port of Campbeltown Pilotage Manual gives the following information in regard to Pilotage Exemptions.

The Pilotage Act of 1987 expressly gives the right to bona fide Masters and Mates of vessels trading to a port on a regular basis to apply for and be granted a Pilotage Exemption Certificate (PEC) if they are normally required to take a Pilot for that port.

On application and successful assessment, the bona fide Master and Mates of any vessel less than 100 metres trading to the Port of Campbeltown may be granted a PEC.

There are several requirements for the issue and the maintaining of these certificates, and these are listed below:

- That the Master or Mate has traded to the port on a regular basis and has previously completed a minimum of 5 transits of the Pilotage Area with at least one trip having been made in the hours of darkness.
- Have completed and returned to the Harbour Master the appropriate form requesting the issue of a PEC (available from the Harbour Master's Office or the local shipping agents).
- Has demonstrated either by oral or practical examination, or both, competence to conduct his vessel safely within the confines of the Port of Campbeltown, and showed a working knowledge of the total area for which the PEC is required.

- Has demonstrated a satisfactory knowledge of all lights, marks, courses and distances, depths, berths and anchorages, VHF working channels and knowledge of general procedures and regulations within the Port of Campbeltown Compulsory Pilotage Area.
- Has a command of the English language generally, and with specific regard to nautical terminology.
- Has an awareness of the differing types of propulsion, rudders, thrusters etc. and the use of anchors and ropes as ship handling aids.
- Has an awareness of suitable alternative manoeuvres to adopt in adverse weather conditions.
- The certificate is valid for a period of twelve (12) months and will be renewed annually after re-application.
- Once granted a PEC, the holder must continue to trade to the port and must make a minimum of 3 transits of the Pilotage Area in that 12 month period. This may be extrapolated over an 18 month period as it is recognised that trading areas for various ships alter.
- A PEC is specific to the holder, and also specific to a list of named ships only that the PEC holder may conduct through the Pilotage Area. A list of ships will be entered on the reverse of the PEC and this may include ships of the PEC holder's company providing they are of a similar size to the one initially examined for. Should an application be made for an additional ship to be appended to the PEC that is significantly at variance with that for which the holder was originally granted the certificate, then the holder may be asked to re-submit to further assessment before such a request is granted. As Pilotage Exemption Certificate Holders operate under the terms of the Pilotage

Act, they are subject to the same reporting responsibilities as all other Pilots. They therefore must, within a reasonable period of time after an incident, submit a report to the Harbour Master detailing any accident, incident, grounding or loss of anchor and cable. Incident report forms are available from the Harbour Master's office.

Should a PEC holder at any time commit an act of incompetence or misconduct when conducting a vessel through the Port of Campbeltown Pilotage Area, the CHA shall reserve the right to suspend or revoke that PEC forthwith.

Argyll and Bute Council as CHA may make charges for the issue of, and renewal of, PECs. These charges will be included in the current "Schedule of Pilotage Charges for the Port of Campbeltown".

An application form for a Pilotage Exemption Certificate is available from the Campbeltown Harbour Master or through local shipping agents.

13 MARINE SERVICES

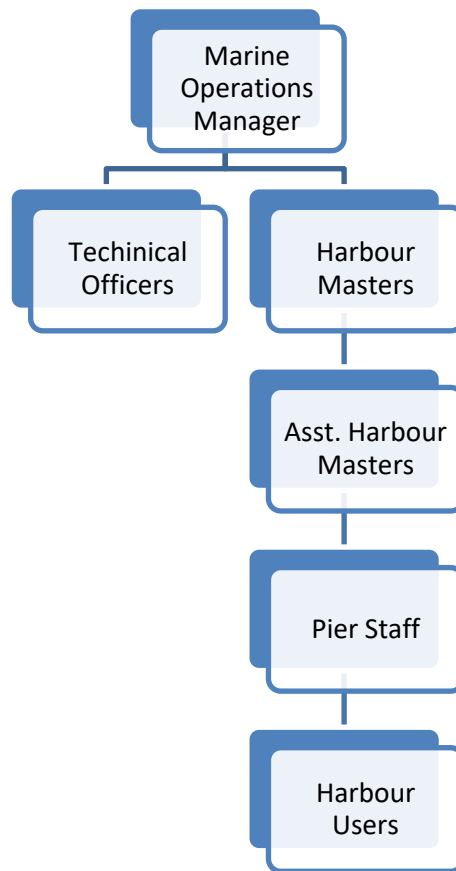
The MSMS shall cover the use of harbour craft for the purpose of managing harbour operations.

A Formal Safety Assessment (FSA) shall be used to identify the need for, and potential benefits of, the use of such craft for safety management.

If deemed necessary following an FSA, ARGYLL & BUTE HARBOUR BOARD shall ensure that all such craft are fit for purpose and that crew are appropriately trained and qualified for the tasks that they are likely to perform.

Bye-laws and the power to give directions are available for these purposes.

13.1 MANAGEMENT RESPONSIBILITY AND ORGANISATION OF HARBOUR OPERATIONS



13.1.1 Marine Services Procedures

13.1.1.1 Pilot Boat Services

Authorised Pilotage is provided by Class 1 Maritime for specified vessels using the Port. As part of this service the Pilots use the Pilot Cutter “Ladybird”. The Pilot Cutter is operated under the MCA Code of Practice for Small Workboats and Pilot Boats.

13.1.1.2 Mooring Operations

Argyll & Bute Harbour Board has a duty under the Port Marine Safety Code to provide a safe harbour and competent personnel to undertake marine duties. To achieve this the Board will:

Provide safe berths for vessels.

Provide trained competent personnel and will ensure that its Ports and equipment are in all respects suitable for a vessel to be moored. The ARGYLL & BUTE HARBOUR BOARD will assess the risks to personnel and ensure a Safe System of Work is in place for Mooring Operations.

Will ensure that all fixtures and equipment are regularly inspected and well maintained and of sufficient strength suitable for their intended use.

Where shore moorings are used these should be regularly inspected to ensure they remain fit for purpose. Ships moorings if noted as deteriorating should be reported to the Ship and to the Harbour Master. Any poor practices or unsafe acts by Ship or Shore personnel should immediately be reported to the Ship's Master and to the Harbour Master.

Mooring Operations must be properly planned. In some cases, particularly very large vessels on tidal berths, mooring plans will be developed and agreed prior to the vessel arriving. Mooring teams will be made aware of these requirements where they exist.

Control Measures

Where Risk Assessments have identified Control Measures to be adopted these will be put in place. Such Control Measures will include but may not be limited to the following:

- Guarding and Fencing Arrangements
- Information, instruction and training
- Lighting arrangements
- Communications between ship and shore
- Manual handling techniques
- Personal Protective Equipment such as life jackets, safety helmets, gloves and High Visibility Clothing
- The safe use of workboats and Pilot boats.

Hot work aboard vessels

Where appropriate permission to undertake Hot Work is required for any burning, welding, flame cutting, heating by blow torch and brazing, when it is being done outside the engine room of a vessel.

All hot work activities carried out by third parties and other contractors in the port is controlled by a "Hot Work Permit". Written details of the proposed work are required from the vessel or third party.

For welding, burning and other hot work to be carried out on board vessels or on adjacent quay / berth within the port, the permission of the Harbour Master is required. A "Hot Work Permit" must

be completed and signed by the person undertaking the Hot Work and an authorised person from ARGYLL & BUTE COUNCIL.

All Hot Work taking place aboard a vessel will be completed under the Vessel's Safety Management System.

13.1.1.3 Engine Immobilisation

Vessels are not permitted to immobilise their engine when in ARGYLL & BUTE COUNCIL SHA areas.

The Harbour Master should be immediately notified if a situation occurs where a vessel's engines are not available.

13.1.1.4 Bunkering

Bunkering may take place within Harbour areas with approval of the Harbour Master or his/her Assistant and Bunkering Operations will follow an Approved Bunkering Procedure provided by the Bunker Fuel Supplier.

13.1.1.5 Small Craft Regulation

Boat Licencing Conditions

Subject to certain provisions, a licence under the Civic Government (Scotland) Act 1982, to be known as a "boat hire licence", shall be required for the use of a vessel, in the course of a trade or business carried on in or from any place within the area of a licensing authority, for the purpose of—

- (a) Letting it on hire; or (b) carrying for reward 12 or fewer passengers, for pleasure, recreational, educational or sporting purposes.

A boat hire licence shall not be required in respect of the use—

- (a) of any vessel in respect of which there is in force a passenger certificate, load line certificate or load line exemption certificate under the Merchant Shipping Acts 1894 to 1981 ;
- (b) for a continuous period of over 24 hours, of any vessel having overnight sleeping accommodation ;
- (c) of any vessel for the purpose of instruction or training in seamanship;
- (d) of any vessel exclusively for fishing in non-tidal waters ;
- (e) of any vessel— (i) On any inland waterway; or (ii) at any harbour owned or managed by the British Waterways Board; or of any vessel with the consent of the harbour authority (within the meaning of the [1964 c. 40.] Harbours Act 1964) in any harbour owned or managed by them.

Section 38 of the Civic Government (Scotland) act 1982 sets out the schedule of conditions in respect of boat hire licences. A brief summary of these conditions follows.

Part 1 contains the mandatory requirements in terms of Section 38, which summarised are:

1 The maximum number of persons to be carried in the boat or vessel at any one time (including the person in charge of the boat of vessel or any other crew) must not exceed the number stated in the Licence.

2 Areas where Licence is valid

3 Indemnity Insurance

4 Notification to the Licensing Authority of any change of circumstances. The office of the Council's Head of Governance and Law will provide guidance.

Part II contains licensing conditions applicable to all vessels, which summarised are:

1 Marking of Registration Number on the hull of the vessel.

2 A copy of the Licence and the names of the Licence Holder and the words "To carry Persons including crew" are marked in a conspicuous place on the vessel.

3 Clear display of all numbers required by the Licencing Authority.

4 Vessel and fittings to be kept in a seaworthy condition to the satisfaction of the Licensing Authority.

5 Operating jetties slipways and piers to be kept in good, safe condition.

6 Provision of Life Saving Apparatus.

7 Compliance with any weather warning or other instructions issued to him by either HM Coastguard or the Harbourmaster/competent authority responsible for the areas in which the vessel operates.

8 Fitness and ability of Boat Operators.

9 Vessel Annual Survey Requirements.

10 Notwithstanding the other conditions contained in this document the Licence Holder must ensure Compliance with relevant Regulations in respect of construction maintenance and operation of vessels, and all relevant Codes of Practice including but not limited to:

10.1 For boat hirers who carry for reward 12 or fewer passengers, the Inland Waters Small Passenger Boat Code (known as the 'Inland Waters Code'), and any subsequent amendment of that code.

10.2 For boat hirers who let powered boats for hire, the Code for the Design, Construction and Operation of Hire Boats, Part 1: Power Driven Boats, and any subsequent amendment of that code.

11 Duty of The Licence Holder to report any hazardous incidents which occur whilst carrying out their licensed activity to the Licensing Authority

PART III contains supplementary licensing conditions for small craft (rowing boats, dinghies, canoes, etc.)

PART IV contains supplementary licensing conditions for larger vessels, which summarised are:

1 Licencing of persons in charge of Licenced Vessel.

2 - 9 Regulations in respect of Life Saving Apparatus and Safety Equipment including VHF Radios, First Aid equipment.

10 Carriage of LSA in boats used in category D waters as defined by the UK Government's classification of waters.

PART V contains additional requirements for vessels with engines.

1 Engines, auxiliary engines steering gear and other mechanical equipment to be maintained in a seaworthy condition.

2 Tools carried to enable emergency repairs

3 Carriage of Portable Fire Fighting Equipment

4 Fuel Reserves.

The full Schedule of Conditions is available on the Council's website.

13.1.1.6 Towage

In accordance with the Port Marine Safety Code, Argyll & Bute Harbour Board has developed guidelines for towage operations in Campbeltown Harbour following an objective risk assessment and taking into account:-

- The conditions likely to prevail in the wider harbour area and Port.
- The manoeuvring characteristics of the various vessels using it.
- Suitability of designated Tugs and Equipment including crew competence and training.

- Towage Companies' Safety Management Systems (SMS).
- The requirements of relevant stake holders including; the Ministry of Defence, Queen's Harbour Master, the towage vessel operators, pilots, berth operators, vessel owners and operators.

13.1.1.7 Commercial Diving

ARGYLL & BUTE HARBOUR BOARD contracts commercial divers to inspect and clear obstructions from berths, inspect various structures and to undertake maintenance.

A diving permit is required for all commercial diving operations. Such a permit will require contractors to supply all relevant licences and documentation, including their health and safety policy. The permit is available from the Harbourmaster.

13.1.1.8 Dredging

Capital dredging is undertaken as part of infrastructure maintenance and/or development and will be carried out by approved contractors.

13.1.1.9 Buoy Maintenance

Buoys are inspected annually and there is a maintenance programme. The adequacy of navigational buoyage is regularly reviewed. Navigational buoy casualties are reported to the NLB who undertake annual inspections and carry out repairs or replacement where necessary.

13.1.1.10 Salvage

It is the responsibility of the owner to organise salvage of small craft except where safe navigation may be affected. In such cases ARGYLL & BUTE HARBOUR BOARD may use its powers to take possession of the vessel and arrange salvage. For large commercial vessels stranding or sinking within harbour limits recovery measures will be supervised and approved as necessary by ARGYLL & BUTE HARBOUR BOARD.

The necessary consultation with the owners and public interests would be undertaken.

14 MEASURING PERFORMANCE

The PMSC states that the MSMS should include a means of active self-monitoring to ensure that the system is functioning. In addition, there is the requirement for reactive monitoring in the event of controls failing in order to discover the cause of the failing through investigation, and to appreciate and act upon the implications for the design and operation of the MSMS.

In addition to this the PMSC also states that the MSMS should include provision for systematic review of performance based on information from monitoring and from independent audits of the whole system.

ARGYLL & BUTE HARBOUR BOARD will measure health and safety performance against relevant industry standards.

Performance in complying with the MSMS will be required to meet the national standards as laid down in the PMSC. In agreement with the Designated Person (DP), appropriate performance indicators will be set. The DP will audit performance and report their findings annually to the Duty Holder who will, in turn, provide an appropriate report to the ARGYLL & BUTE HARBOUR BOARD.

All accidents, incidents and near misses will be recorded in MarNIS and used to assist in assessment of the effectiveness of the MSMS.

14.1 MEASURING PERFORMANCE

ARGYLL & BUTE COUNCIL adopts two approaches for measuring its performance:

- **Active Systems:** - which are used to monitor the achievement of plans and the extent of compliance with any standards; and
- **Reactive Systems:** - which monitor accidents, ill health, incidents and other evidence of deficient health and safety performance, such as hazard reports.

14.2 ACTIVE SYSTEMS

ARGYLL & BUTE COUNCIL performs periodic formal checks to ensure that the procedures documented within the MSMS are functioning.

Each Harbour Master must also perform:

- Random observation of work and behaviour to assess compliance with procedures, rules and systems. These activities will be aimed particularly at those directly concerned with the management of risk within the harbour; and

The results of any active monitoring will be documented formally and where appropriate the port will make comparison with previous monitoring exercises. The findings are reviewed with the Harbour Master along with details on any failings of the systems and recommendations for improvement. If required, an action list is prepared and managed by the Harbour Master to ensure that agreed responses are completed satisfactorily.

The ability to complete agreed responses satisfactorily and on schedule is also used as an indication of the overall performance of the harbour.

At the main Commercial Ports, Navigation Safety Management Groups meet to review and improve the safety and efficiency of navigation in the harbour area and to protect the marine environment and the surrounding Harbour area.

Operational matters considered will include the following:

- The operation of the Safety Management System in respect of Navigation safety, improving this where necessary and setting new targets;
- Incident investigation including Root Cause Analysis and the implementation of corrective action where required to achieve zero reportable accidents or incidents;
- Ensuring the effective communication of appropriate information in respect of navigational safety to all stakeholders;
- The group will identify action points where appropriate and report to the Marine Manager on a monthly basis on all aspects of navigational safety and incidents within the relevant harbour area.

14.3 REACTIVE SYSTEMS

Reactive monitoring is performed in response to reports of incidents/near misses and non-conformances that tend to be generated through an incident report.

On receipt of a report the Harbour Master will initiate an investigation to determine both the immediate and the underlying organisational causes of the event. This process is recorded using an incident report which also requires that any resulting actions be documented and a responsible person assigned. The Harbour Master manages this process to ensure that responses to the monitoring are completed satisfactorily. These records are retained for audit purposes.

All marine incidents are reviewed by the Marine Safety Committee at the quarterly Harbour Master meetings. A summary of all incidents is made to the Designated Person on a monthly basis with full details given of any which are regarded as serious. The reports made will be classified into different incident categories to assist in the identification of common trends and areas requiring focus for improvement.

14.4 AUDIT

As noted above, performance indicators cannot in themselves confirm compliance with the MSMS and the PMSC. Furthermore, the MSMS is one of continuous development and improvement, in response to changing events and circumstances. It is therefore necessary to confirm that the MSMS remains fit for purpose, and ensures compliance with the Code by means of regular audit and review.

Audits are conducted to achieve the following objectives:

- To determine if the MSMS is being operated in accordance with ARGYLL & BUTE COUNCIL Marine Policy and, the provisions of the PMSC;
- To monitor the overall effectiveness of the system;
- To identify and implement ways of improving overall performance;
- To confirm that relevant procedures are understood and being actioned by those involved.

The overall objective is to implement systematic, independent audits to support the continuous improvement in navigational safety performance.

The “Designated Person (DP)” (as defined in the PMSC) shall undertake periodic audits/reviews of the MSMS for the purpose of assessing the following:

- The continued provision of an appropriate and effective MSMS; and
- ARGYLL & BUTE COUNCIL’S ongoing, overall compliance with the requirements of the Code.

Outcomes from the annual audits will be reported to the Duty Holder at regular Harbour Authority meetings, and summarised in the annual report. The DP will meet the Duty Holder, MOM and relevant HM to discuss the PMSC related issues arising from the audit process.

14.5 EXTERNAL AUDITS

In addition, once every three years, ARGYLL & BUTE COUNCIL will carry out externally led audits using appropriate external professional auditors, with the same objectives as above. These provide a professional external check on the processes employed by the DP.

From time to time, ports may be audited externally by the MCA to ensure PMSC compliance, either following an invitation from ARGYLL & BUTE COUNCIL for the MCA to carry out a “health check”, or following a recommendation by the MAIB following an incident investigation.

ARGYLL & BUTE COUNCIL will ensure that any lessons learned from such audits, are used to revise the MSMS and provide for appropriate updates of local policies and procedures.

14.6 MANAGEMENT OF STANDARD SETTING

Standards will be set for operations in the following areas:-

Area	Set by	Remarks
Harbour Procedures & Operational Standards	Marine Operations Manager Harbour Masters	PMSC Guide to Good Practice refers Internal Procedures
Pilot Boat Operations	Pilotage Contract	MCA Code of Practice
Maintenance of Infrastructure	Harbour Masters Technical Officers	Internal Procedures
Hydrographic Surveys	Harbour Masters	UKHO Guidance
Operational Procedures	Marine Operations Manager	Part of Safety Management System
Financial and Administrative Procedures	Chief Executive Executive Director Head of Roads & Amenity Services Marine Operations Manager	Subject to Internal Audit

Performance indicators should include the following:-

Area	Set by	Remarks
Navigation Lights availability	Northern Lighthouse Board	Records kept on NLB "PANAR" system
Reduce the number of reportable accidents including RIDDOR	Marine Operations Manager	
Implement the Safety Management System Improvement Plan	Argyll & Bute Harbour Board	Annual audit by Designated Person
Incident Investigation	Marine Operations Manager Harbour Masters	Data recorded in MarNIS and details reviewed at least annually
Response to Complaints	Argyll and Bute Council	Corporate complaints procedure
Enforcement Activity	Marine Operations Manager	No targets currently set

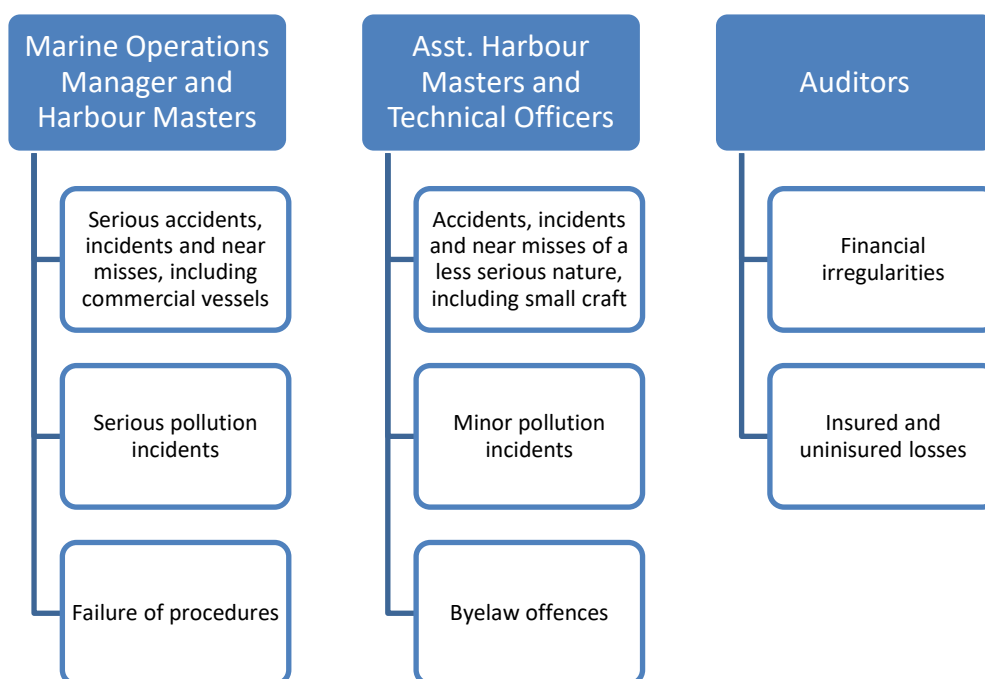
15 REVIEWING POLICY

ARGYLL & BUTE HARBOUR BOARD will monitor, review and audit the Marine Safety Management System on a regular basis so that lessons are learned from all the relevant experience and such lessons are effectively applied.

Performance of the system shall be assessed against internal performance indicators and where appropriate, by benchmarking against other harbour authorities that have adopted good practice.

In light of the reports produced from regular reviews, the ARGYLL & BUTE HARBOUR BOARD and the MOM will consider whether their legislation and/or working practices require amendment. If so, appropriate recommendations will be made to the ARGYLL & BUTE HARBOUR BOARD and, if necessary, to ARGYLL & BUTE COUNCIL.

The responsibility for investigations and reports is assigned as follows:



15.1 PROCEDURES FOR UNDERTAKING REVIEWS

The MOM will include in the regular meetings with Harbour Masters a review of any accidents, incidents or near misses. From this review any conclusions drawn, lessons learned or measures being taken to prevent a recurrence will be recorded.

Investigations of marine and other incidents have two essential purposes:-

- To determine the cause of the incident with a view to preventing a recurrence of that or a similar incident;
- To determine if an offence has been committed.

If so, there may be the need on the part of the ARGYLL & BUTE HARBOUR BOARD to initiate enforcement action that may lead to prosecution in its own right or through another authority such as the Police or the MCA. By ensuring that a robust, rigorous, independent investigation has been carried out by the ARGYLL & BUTE HARBOUR BOARD and the Duty Holder can be assured that their obligations for compliance have been addressed.

If, following an investigation, it is considered appropriate, a more detailed report will be submitted to the ARGYLL & BUTE HARBOUR BOARD, the Council's Health and Safety Officer, the Marine Accident Investigation Branch (MAIB), the Police or any other appropriate authority, as appropriate.

In accordance with their procedures, the MCA may undertake a verification visit. These verification visits are usually arranged following an MAIB investigation into an incident but could also be triggered by other indicators of non-compliance.

A further review of relevant incidents and/or accidents should be undertaken in the meetings of the Harbour Users Groups.

Once every three years the MCA will seek written confirmation from the Duty Holder that their harbour authority is complying with the PMSC.

16 RECORDING POLICY

ARGYLL & BUTE HARBOUR BOARD, officers and staff will maintain appropriate safety, operational, administrative and financial records.

16.1 PUBLICATION OF PLANS AND REPORTS

To demonstrate the ARGYLL & BUTE HARBOUR BOARD commitment to maritime safety and ensure the involvement of harbour users, relevant sections of the MSMS and related Safety Plans shall be reviewed annually at each pier/harbour user group meeting. Given the variation in operations at its harbours and marine facilities separate details are contained within the appropriate Harbour Annex.

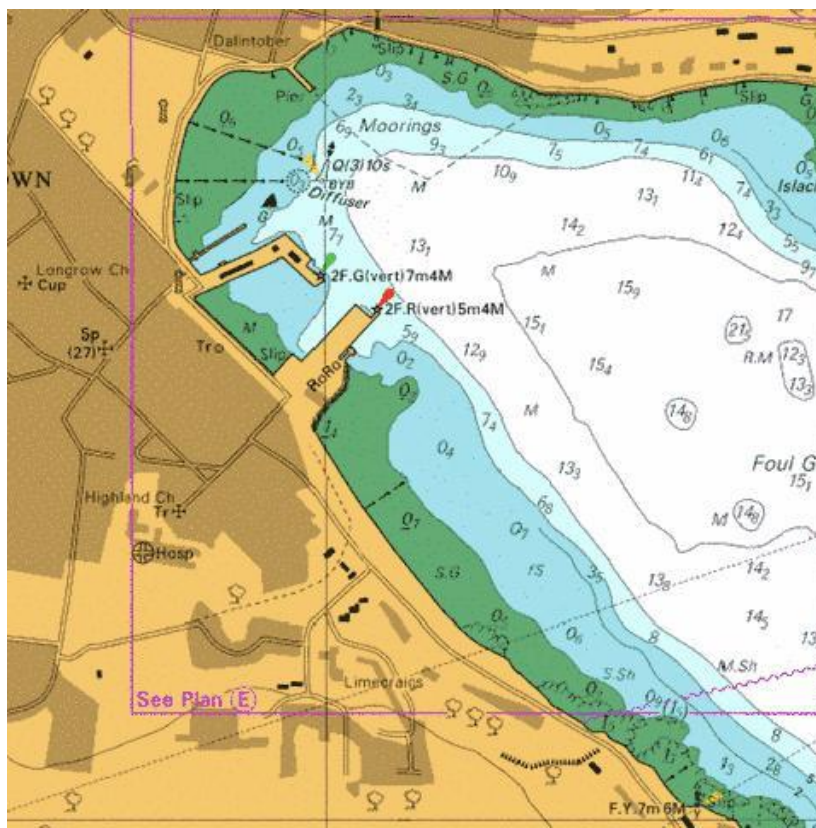
The Plans shall illustrate how the policies and procedures in the MSMS will be developed to satisfy the requirements under the PMSC, it shall:-

- Commit the ARGYLL & BUTE HARBOUR BOARD to undertake and regulate marine operations in a way that safeguards the harbour, its users, the public and the environment;
- Refer to commercial activities in the harbour, how they are regulated and, in particular, the efficient and effective provision of specified services; and
- Explain how commercial pressures would be managed without undermining the safe provision of services and the efficient and effective discharge of its duties.

The Duty Holder will also publish an assessment of the ARGYLL & BUTE HARBOUR BOARD performance as a SHA against the Plan. Information gathered from monitoring and auditing of the MSMS shall be used to support the analysis and conclusions.

Annex A Campbeltown

Campbeltown Harbour General Information



© Hydrographic Office

Campbeltown Harbour lies at the head of Campbeltown Loch on the south end of the Kintyre Peninsula. An oil fuel storage depot with associated deep water berth, operated by the Oil and Pipelines Agency is situated on the south side of the Loch.

Campbeltown Harbour consists of Old Quay and New Quay which both extend approximately 1Cable from the shore to form an Inner Harbour. A Ro-Ro Berth is situated on the eastern side of the New Quay. A Marina with 53 pontoon berths is situated to the northern side of the Old Quay.

Argyll & Bute Council is the Competent Harbour Authority for Campbeltown. Local Control is vested in the Harbour Master.

Harbour Master

Stephen Scally

Harbour Office contact details

Telephone: 01586 552552

Mobile: 07825 732862

Facsimile: 01586 552552

E-mail: stephen.scally@argyll-bute.gov.uk

Website: <https://www.argyll-bute.gov.uk/transport-and-streets/ports-and-harbours>

Latitude & Longitude – *Harbour entrance*

55°25.09'N 005°32.07'W

Admiralty chart numbers

2126 1864

VHF Channels 16 / 12 / 13

Campbeltown Harbour General Directions

Campbeltown Harbour Local Notices to Mariners

Available on request from the Harbour Master.

Navigation

Campbeltown Harbour Limits begin at the entrance to Campbeltown Loch between Macringans Point and Island Davaar Light.

Leading Lights are exhibited at Kilkerran, from the Pilot Boarding Point the alignment of these lights ...240° (T) leads West South West in mid channel through the entrance and between Millbeg Bank Starboard Hand Lateral mark and the Port Hand Lateral mark. At this Point course should be set as required for required the berth. Vessels speed should not exceed 10 Knots from Trench Point to the New Quay. Berths at Campbeltown shall be approached at a speed of no more than 5 knots. Great

care should be taken when approaching the Harbour entrance as other craft may be manoeuvring in the entrance, both inward and outward.

Campbeltown is a busy port with many commercial vessels, ferries and fishing vessels along with multiple leisure craft using the facilities.

Naval vessels and oil tankers make frequent use of the oil fuel storage depot on the southern shore of the Loch.

Berthing arrangements

Vessels wishing to berth at Campbeltown Harbour, the oil fuel depot or who wish to anchor in the Loch, should call the Harbour Master on VHF channel 12. Continual monitoring of VHF channel 12 is strongly advised within the Harbour area in order that vessels can maintain contact with Harbour Master and receive safety messages concerning port operations and vessel movements.

Broadcasts are made by the Harbour Office on VHF channel 12 advising of ferry arrivals and departures, the requirement for vessels to stay clear of the ferry and harbour closure at these times.

Vessel Parameters

Maximum available length

170m – New Quay, 120m – RO-RO berth
210m LOA – NATO Jetty

Maximum draft

11m

Maximum beam – *if applicable*

40m – New Quay

Available Depths

5.0m below CD – New Quay at RO-RO, 9.0m New Quay Main Berth
12m restricted 3h either side H.W. – NATO Jetty

Campbeltown Pilotage

Pilotage is compulsory for vessels in excess of 80M and passenger vessels.

Pilots will normally board about 5 Cables NE of Island Davaar Light but vessels greater than 125m LOA and / or in excess of 8m Draught may be boarded 1.75 miles ENE of the Light

Vessels 120metres > 150 metres require 1 Tug and Pilot

Vessels in Excess of 150 Metres require 2 Tugs and Pilot

Pilotage Exemption Certificates will not be issued to Vessels in excess of 100m LOA

Navigation Marks

Methe Bank - Isolated Danger Mark Fl. (2) 6 secs.

Millbeg Bank - Starboard Hand Lateral Mark (Fl. Green every 2 seconds)

Millbeg Bank - Port Hand Lateral Mark (Fl. Red every 3 seconds)

Trench Point - Starboard Hand Lateral Mark (Fl. Green every 6 seconds)

Outfall - East Cardinal Mark Flashing (3) every 10 seconds

Marina Entrance - Starboard Hand Lateral Mark - unlit

Navigation Lights

Leading Lights – Kilkerran -2 Fixed Yellow (Vert) Course 240 °(T)

2 Fixed Green (Vert) Old Quay

2 Fixed Red (Vert) New Quay

Qk. Red – NATO Jetty East & West

Navigational Reporting Procedures

Vessels requiring a Pilot

On notification of a vessel's intent to enter the port and a request for a berth, and if the vessel is deemed to be compulsory under the rules set out in these Pilotage Directions, the Harbour Master will arrange for a pilot to be in attendance for the vessel's arrival. Should a non-compulsory vessel request the services of an authorised Campbeltown pilot, every effort will be made to provide the services of a pilot at the discretion of the Harbour Master and the pilot operating company.

All advance notice must be at least 72 hours in the first instance, and then at intervals of 24 (if practicable), 6 (required) and 1 hour prior to the vessel's actual arrival at the boarding position.

Large vessels requiring the services of a Campbeltown Pilot are additionally requested to furnish the Harbour Master's office with the following additional details:-

Vessels bound for any berth in the Port of Campbeltown should, when making the initial request for a berth at 72 hours (minimum) before arrival, indicate whether or not they will require the services of an authorised Campbeltown pilot, or whether there is a Pilotage Exemption Certificate holder on board. This request should be placed with the Harbour Master or his Deputy through the Harbour Master's office at Campbeltown.

The Harbour Master will then arrange with the pilot operating company for an authorised Campbeltown pilot to be put on standby for the vessel's arrival, to be in attendance during the vessel's stay and be available for the vessel's departure.

Large vessels requiring the services of a Campbeltown pilot are additionally requested to furnish the Harbour Master's office with the following additional details:-

- 1. Either** – an approximation of the vessel's lateral and longitudinal windage area;
- 2. Or** – the vessel's length, moulded depth, draft on arrival at Campbeltown, beam, and approximate height and length of the accommodation block above the main deck (including funnel).
- 3.** Whether the vessel is fitted with an operational Bow Thruster and its approximate thrust in Horse Power or Kilowatts.

These details are required in order that specific recommendations can be made by the Harbour Master and pilot for the correct number of tugs with sufficient power to be arranged for the safe berthing of the vessel at Campbeltown. The arrangements for the ordering and availability of tugs is dealt with in Sections 6 and 7 of the Pilotage Manual. 24 hours prior to the vessel's arrival at the Pilot Boarding Position, a further indication of the vessel's ETA should be given. If practicable this ETA should be updated/confirmed at 6 hours prior to arrival, and must be given at least 1 hour before arrival at the Pilot Boarding Position in order that the pilot be available to advise the Master of Boarding arrangements.

Other Vessels

Vessels are required to Inform the Harbour Master by VHF when entering or leaving the Harbour Limits and when manoeuvring within the Harbour Area.

Port Facilities

Marine Fuel Oil is available at both Old and New Quays. No commercial Fuel Oil is available from the NATO Fuel Jetty.

Fresh water is available.

Bunkering Operations

Vessel Bunkering Arrangements

Fishing vessels use the Old Quay to bunker from a road tanker on the quayside. Volumes involved will vary and a figure of 30 Tons of Marine Fuel Oil is assumed for Risk Assessment purposes.

The Bunkering Operation is normally carried out by regular fuel suppliers. The Bunkering operation is controlled visually by Harbour personnel and the Fishing Vessel owner/crew.

Repair facilities

Slipway with keel blocks.

Cargo handling facilities

Linkspan at the New Quay can accommodate 1000t capacity crane.

Security

The Port is fully compliant with and approved under the International Ship and Port Security Code with 24 Hour CCTV coverage.

Available Depths

5.0m below CD – New Quay

12m restricted 3h either side H.W. – NATO Jetty

Vessel Parameters

Maximum available length

150m – New Quay

250m – NATO Jetty

Maximum beam – *if applicable*

40m – New Quay

Environmental Sensitivities

No bilging inside limits

Tugs

Tugs are available by giving 24hours notice to the Harbour Master.

Anchorage

Yes 55°25.15'N 05°35.1'W, 55°25.1'N 05°34.7'W

Hazards

A Diffuser Pipeline, marked by an East Cardinal Mark flashing (3) every 10 seconds is situated on the North West side of Harbour.

Tidal Range

Mean Spring Range 2.5m

Mean Neap Range 0.7m

ISPS compliant

Yes.

Procedures for Leisure Management

Leisure craft using Campbeltown Harbour and Loch consists of a variety of small craft including yachts, power boats, cabin cruisers, and kayaks/canoes. Sailing dinghies from the local Sailing Club

also use this area on regular occasions. All leisure craft users must comply with the International Regulations for Preventing Collisions at Sea, 1972 (COLREGs) and all Local Bye-laws and General/Special Directions. The Harbour Master exercises control of the activities in the area by visual observation and communication with all users by VHF or in person if circumstances warrant.

To ensure consultation and dialogue, leisure users are consulted on matters relating to Harbour use by invitation to the Campbeltown Harbour Users Group. The Harbour Office will make available to all users published material of relevance to navigational safety including Directions, Local Notices to Mariners and practical advice where necessary.

Regional Sailing Clubs and the local Sailing Club advise the Harbour Office in advance of timetabled events, musters etc. Campbeltown Marina, as operators of the pontoons, works closely with the Harbour Officers to ensure the safe and efficient operation of this facility.

Marinas

Campbeltown Marina has a total of 54 pontoon berths – 10 at finger pontoons, 28 alongside berths and 16 additional berths by rafting – and provides a flexible layout which can accommodate larger craft.

This new layout has seen the main leg shortened to bring the berthing more in to the lee of the quay as well as the addition of an angled concrete breakwater to protect the more northerly berths.

The new on-shore facility includes male, female and family toilets and showers as part of creating a more attractive contemporary offer for yacht owners as well as resident boat users.

The Pontoons are operated by Campbeltown Marina under the supervision of the Berthing Master. Campbeltown Marina/Sailing Club are represented on the Campbeltown Harbour Users Group and the Berthing Master works closely with Harbour Staff to ensure the safe and efficient operation of the facilities.

Moorings

Campbeltown Marina has a small number of personal moorings used by local and visiting leisure craft in the summer months. The condition of the moorings and their position is regularly monitored by the Harbour Master to ensure they do not adversely affect the safety of navigation within the Harbour area.

Campbeltown Harbour Emergency Plan

Emergency Plans have been formulated in accordance with Regulation 26 of the Dangerous Substances in Harbour Areas Regulations 1987 (DSHA) and the Port Marine Safety Code, the Civil Contingencies Act, the Port Security Regulations and the Oil Pollution Preparedness, Response and Co-operation Regulations.

The plans have been drawn up to deal with emergencies involving;

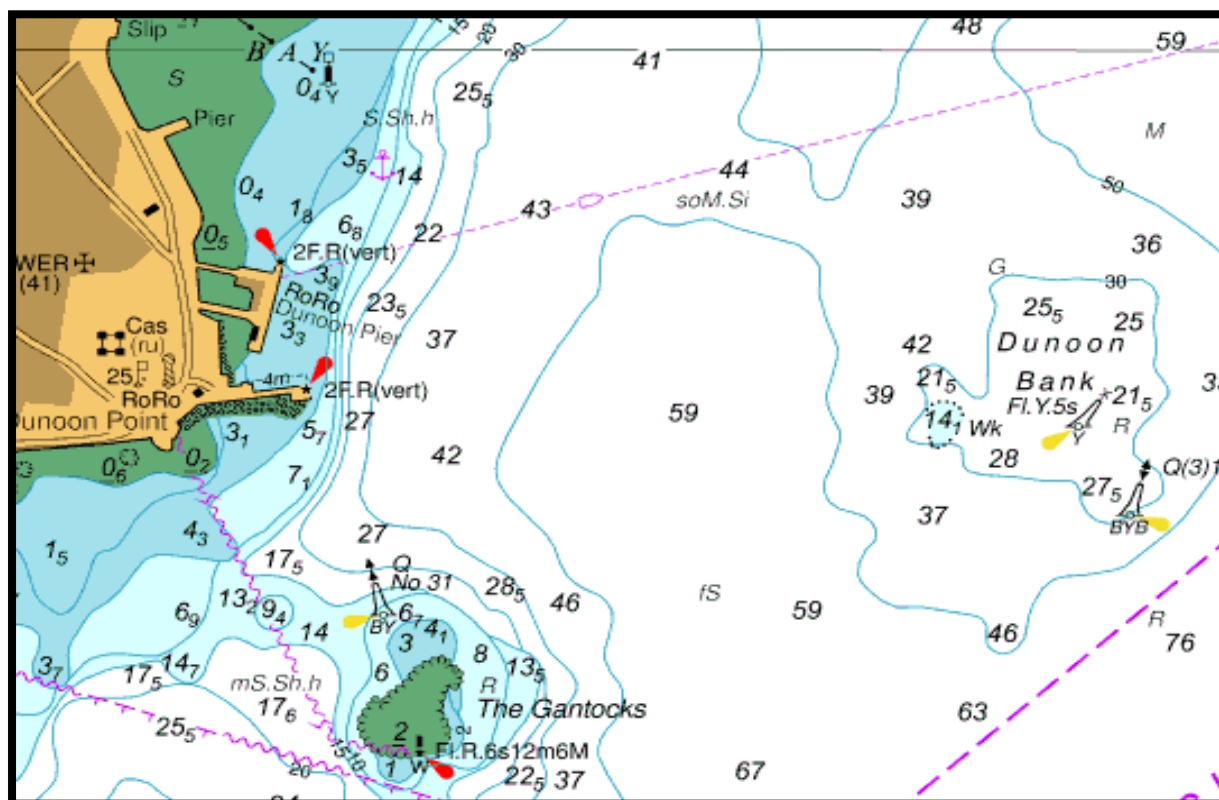
- Fire
- Explosion
- Escape of hazardous substances
- Collision, sinking or stranding of vessels
- Grounding.

Campbeltown Harbour Oil Spill Contingency Plan

Detailed oil spill contingency plans have been developed in partnership with Briggs Marine and approved by the Maritime and Coastguard Agency. This plan has been prepared in accordance with the “Oil Spill Contingency Plan Guidelines for Ports, Harbours and Oil Handling Facilities” issued by the Maritime and Coastguard Agency who are responsible for applying the regulations to all Ports, Harbours and Oil Handling Facilities in the UK.

These Plans have been compiled to cover the response to any spillage caused by or during operations within the jurisdiction of Argyll and Bute Council’s Ports and Harbours. The plan details a tiered response strategy that is in accordance with UK legislative requirements and takes into account the spill risk associated with operations; the nature of the hydrocarbons/substances that could be spilt; the prevailing meteorological and hydrographical conditions and the environmental sensitivity of the surrounding areas.

Annex B - Dunoon



Latitude & Longitude

55°56'N

04 ° 55'W

Harbour Master

Paul Lambert

Harbour Office contact details

Dunoon Pier

Dunoon

Argyll

PA23 7HJ

Telephone: 01369 702652

Mobile: 07770 444642

Facsimile: 01369 708623

E-mail: paul.lambert@argyll-bute.gov.uk

Website: <https://www.argyll-bute.gov.uk/transport-and-streets/ports-and-harbours>

Admiralty chart numbers

1907

Maximum available draft

4.0m below CD

Maximum available length

Pier 120m berth

Breakwater 70m

Maximum beam – if applicable

Navigational access – ie. leading lights, buoyage

2 F.R (vert) Breakwater S

2 F.R (vert) Pier N

Environmental Sensitivities

No bilging inside limits.

Tugs

None

Pilotage

None

Anchorage

None

Repair facilities – ie. dry docks and slipways

None

Cargo handling facilities – ie bulk, fuel, containers

Linkspan. Occasional deliveries of rock salt at breakwater.

Local authority

Argyll and Bute Council

Hazards – pipelines, overhead cables

None

Tidal Range

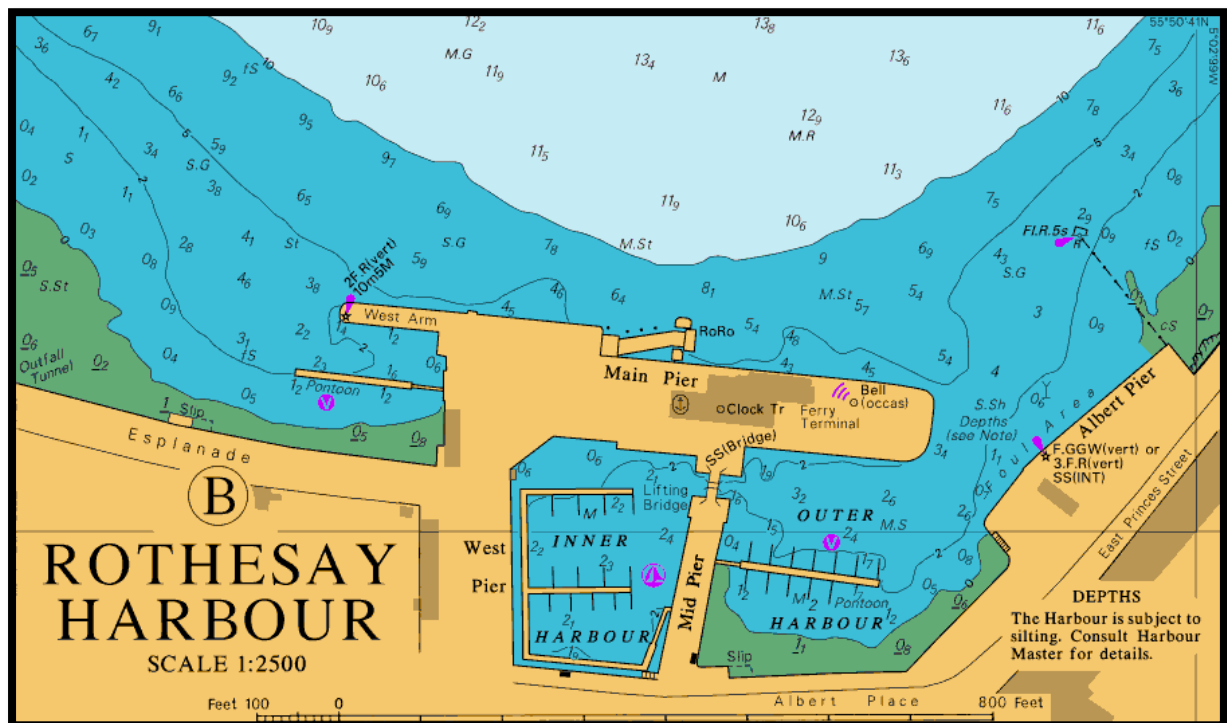
3.0m-(Greenock)

ISPS compliant

No

Annex C - Rothesay

Rothesay Harbour General Information



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Rothsay Harbour (55° 50'.33 N. 5°03'15 W) is situated on the south side of Rothsay Bay. This is a Ferry Port on a primary route and is the principal harbour on the Isle of Bute with Fishing and Commercial interests as well as a Marina with 68 Berths.

Argyll & Bute Council are the Competent Harbour Authority for Rothsay. Local Control is vested in the Harbour Master.

Admiralty Chart Numbers 1867 and 1907

Harbour Master

Steven Neilson

Harbour Office contact details

Rothsay Harbour

Rothsay

Argyll & Bute

PA20 9AQ

Telephone: 01700 503842 (operational hours 0600-2100 dependent upon Ferry)

VHF Channel 16 / 12

E-mail: steven.neilson@argyll-bute.gov.uk

Website: <https://www.argyll-bute.gov.uk/transport-and-streets/ports-and-harbours>

Rothsay Harbour General Directions

Rothsay Harbour Local Notices to Mariners

Available upon request from the Harbour Master.

Navigation Marks

Navigation Buoy – Port Hand Lateral Buoy – flashing (Red) 5 sec. at Harbour Entrance

Navigation Lights

2 Fixed Red Lights (vertical) 10m 5M on West Arm of main Pier

Fixed Green Green White (vertical) or 3 Fixed Red (vertical) Albert Pier – Port Control Signals

Fog bell on East Arm of Main Pier

Navigational Reporting Procedures

Vessels wishing to berth at Rothesay Harbour, or moor in the bay, should call the Harbour Master on VHF channel 12. Continual monitoring of VHF channel 12 is strongly advised within the Harbour area in order that vessels can maintain contact with Harbour Master and receive safety messages concerning port operations and vessel movements.

Broadcasts are made by the Harbour Office on VHF channel 12 advising of ferry arrivals and departures, and the requirement for vessels to stay clear of the ferry and Harbour closure at these times.

Port Facilities

Rothesay Harbour consists of a Main Pier of 170m useable length consisting of the Ferry Berth and the West Berth which extends across the head of the bay and provides shelter for two basins on its South side; these are known as the Inner and Outer Harbours. The West arm has a berth on its Southern side capable of accommodating small vessels up to 30m LOA.

The Outer Harbour contains a berth for fishing vessels on its North Side and a pontoon for Leisure Craft. The Inner Harbour contains pontoons for Leisure Craft.

A Landing Stage for use by visiting Cruise Vessel passenger tenders is situated at the West End of the Pier giving access direct to the Main Harbour Area.

Security

The Port is fully compliant with and approved under the International Ship & Port Security Code with 24 Hour CCTV coverage.

Available Depths- Chart Datum-LAT

Main Pier North Face = 4.0m

Outer Harbour North Wall = 2.0m

Outer Harbour Pontoons = 1.5m

Inner Harbour Pontoons = 2.0m

Tidal Levels

Mean Spring Range = 3.1m

Mean Neap Range = 1.8m

Vessel Parameters

Ships can be taken up to 80m LOA and maximum draft of 4m at the Ferry Berth, and 90m LOA and maximum draft of 4m at the West Berth. On the North Wall of the Fish Quay the Maximum length of vessel should not exceed 16m LOA. There is no specific beam restriction unless going through Bascule Bridge to the Inner Harbour, where the maximum available width is 7m.

Pilotage

Rothsay Harbour falls under the jurisdiction of Clydeport Operations Limited who provide Compulsory Pilotage services in the Firth of Clyde Area.

Pilotage is Compulsory for Caledonian MacBrayne Ferries and is organised through Clydeport. No tugs are available.

Clydeport Operations Limited, as the Competent Harbour Authority for the purposes of the Pilotage Act 1987 (as amended by the Marine Navigation Bill 2013), in pursuance of its powers under Section 7 of the said Act, issues Pilotage Directions to ships navigating within the limits of jurisdiction as defined in the Clydeport Authority Confirmation Act 1965 and subsequent amendment(s).

Vessels intending to berth at Rothsay which fall under the limits prescribed by the aforementioned Pilotage Directions should contact Clydeport Estuary Control on 01475 726221, VHF channels 16 and 12.

Navigation

Berths at Rothsay shall be approached at a slow speed. Beacons on the shore 3.5 cables NNW and NE of Rothsay Castle indicate the positions at which engines must be slowed down. Great care should be taken when approaching the Harbour entrance as other craft may be manoeuvring in the entrance, both Inward and Outward.

Berthing Arrangements

Vessels should contact Rothsay Harbour on VHF Channel 12 for provision of berthing information.

Vessels using the Inner Harbour should contact Rothsay Harbour to arrange for lifting of the Pedestrian Bridge at the Inner Harbour Entrance. The Bridge will normally remain lowered when the Ferry is alongside to enable access to and from the Terminal for Passengers.

Rothesay Harbour Traffic Signals

Signal lights are placed on the Eastern Entrance to the Harbour and indicate as follows:

HARBOUR CLOSED TO ALL TRAFFIC



HARBOUR OPEN



Procedures for Leisure Management

Leisure craft using Rothesay Harbour and Rothesay Bay consists of a variety of small craft including yachts, power boats, cabin cruisers, and kayaks/canoes. Sailing dinghies from the Sailing Club in the West Bay also use this area on regular occasions. All leisure craft users must comply with The International Regulations for Preventing Collisions at Sea (COLREGs) and all Local Bye-laws and General/Special Directions. The Harbour Master exercises control of the activities in the area by visual observation and communication with all Users by VHF or in person if circumstances warrant.

To ensure consultation and dialogue, leisure users are consulted on matters relating to Harbour use by invitation to the Rothesay Harbour Users Group. The Harbour Office will make available to all users published material of relevance to navigational safety including Directions, Local Notices to Mariners and practical advice where necessary.

Regional Sailing Clubs and the local Sailing Club advise the Harbour Office in advance of timetabled events, musters etc. Bute Berthing Company, as operators of the pontoons in the Harbour, work closely with the Harbour Officers to ensure the safe and efficient operation of this facility.

Fresh Water and Fuel are available by arrangement.

Marinas

Rothesay Harbour contains Pontoons in the Inner and Outer Harbours with a capacity of 68 berths. Fresh Water and electrical power are available and Waste reception facilities exist at the landward end of the Mid-Pier. The Pontoons are operated by Bute Berthing Company under the supervision of the Berthing Master. Bute Berthing Company are represented on the Rothesay Harbour Users Group and the Berthing Master works closely with Harbour Staff to ensure the safe and efficient operation of the facilities.

Moorings

Rothesay Bay contains a small number of personal moorings used by leisure craft in the summer months. All such moorings are visible from the Harbour Office and their position is monitored by the Harbour Master to ensure they do not adversely affect the safety of navigation within the Harbour area.

Incident Reporting Procedures

Emergencies in the Harbour

Emergencies where life is in danger must be notified at once to the emergency services by dialling 999 or through VHF channel 16. Other emergencies shall be notified to the Duty Harbour Master by the quickest available means.

Reporting of Accidents, Incidents and Near Misses within Harbour Areas

The public are asked to bring matters of safety - all accidents, incidents and near misses – promptly to the attention of the Harbour Master.

The Harbour staff will record all incidents/accidents/near misses on the Safety Management System (MarNIS). The reports will be used to review accidents and incidents, for assessing whether any action is necessary to reduce the risk of recurrence.

Port Emergency Plans

Emergency Plans have been formulated in accordance with Regulation 26 of the Dangerous Substances in Harbour Areas Regulations 1987 (DSHA) and the Port Marine Safety Code, the Civil Contingencies Act, the Port Security Regulations and the Oil Pollution Preparedness, Response and Co-operation Regulations.

The plans have been drawn up to deal with emergencies involving

- Fire
- Explosion
- Escape of hazardous substances
- Collision, sinking or stranding of vessels
- Grounding.

Oil Spill Contingency Plan

Detailed oil spill contingency plans have been developed in partnership with Briggs Marine and approved by the Maritime and Coastguard Agency. This plan has been prepared in accordance with the “Oil Spill Contingency Plan Guidelines for Ports, Harbours and Oil Handling Facilities” issued by the Maritime and Coastguard Agency who are responsible for applying the regulations to all Ports, Harbours and Oil Handling Facilities in the UK.

These Plans have been compiled to cover the response to any spillage caused by or during operations within the jurisdiction of Argyll and Bute Council's Ports and Harbours. The plan details a tiered response strategy that is in accordance with UK legislative requirements and takes into account the spill risk associated with operations; the nature of the hydrocarbons/substances that could be spilt; the prevailing meteorological and hydrographical conditions and the environmental sensitivity of the surrounding areas.

Vessel Bunkering Arrangements

Fishing Vessels use the Fish Quay to bunker from a Road Tanker on the quayside. Volumes involved will vary and a figure of 30 Tons of Marine Fuel Oil is assumed for Risk Assessment purposes.

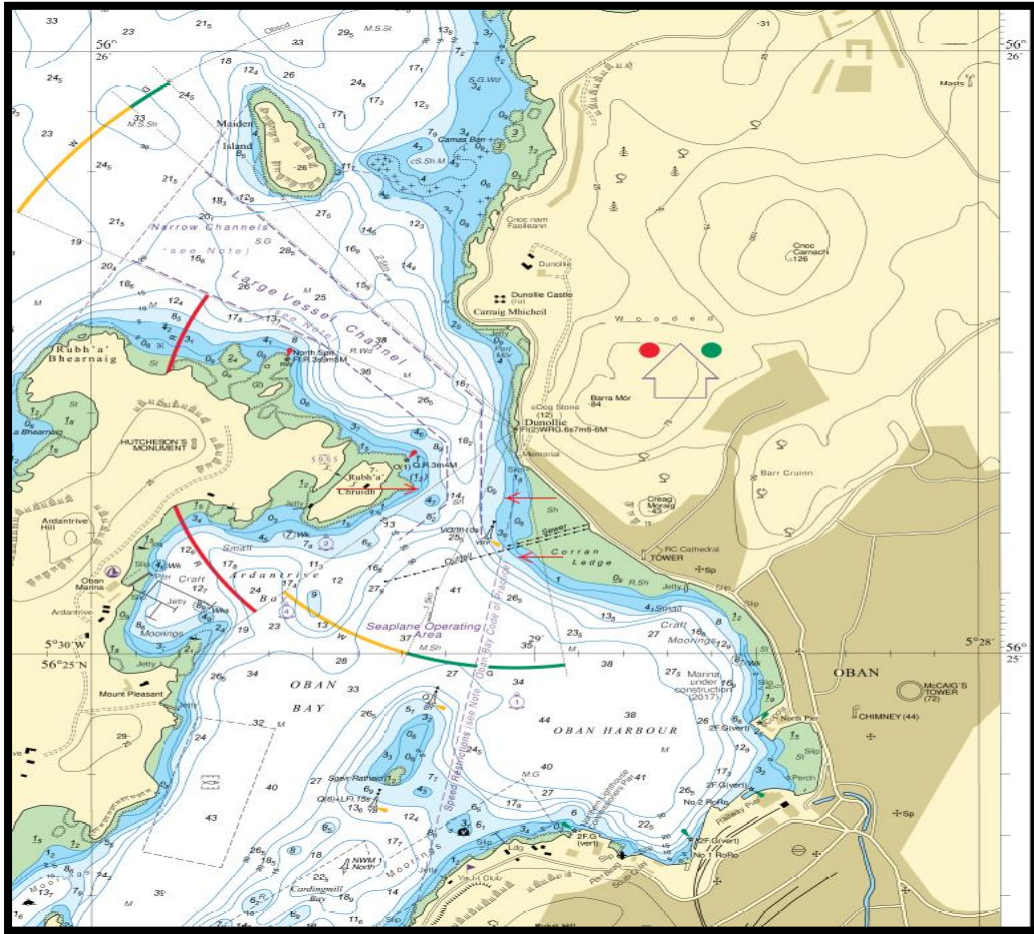
The Bunkering operation is normally carried out by regular fuel suppliers. The Bunkering operation is controlled visually by Harbour personnel and the fishing vessel owner/crew.

Annex D – Oban North Pier and Pontoons

Oban North Pier and Pontoons

General Information





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Oban Harbour ($56^{\circ} 24'.87$ N. $5^{\circ} 28'.84$ W) is a commercial harbour used mainly by Ferries, Fishing Vessels, Cruise Ships and numerous other commercial and leisure craft. The Harbour boundary is defined by the area east of a line joining Dog Stone to the North and Brandy Stone to the South.

Argyll & Bute Council are the Harbour Authority for Oban. Control is vested in the Harbour Master.

Admiralty Chart Number: 1790 5611.17, 5611.28

Harbour Office contact details:

Oban North Pier Harbour Building
North Pier
Oban
Argyll
PA34 5QD

Harbour Master – Vicki McKenzie

Harbour Master's office telephone number 01631 562892 (operational hours Monday – Friday 0800-1700 dependent upon vessel requirements and upon request).

Mobile: 07920 543555

Facsimile: 01631 563550

VHF channel 16 / 12

Website: <https://www.argyll-bute.gov.uk/transport-and-streets/ports-and-harbours>

General Information

A voluntary Code of Practice for Oban Bay and its approaches has been developed to enhance the safety of all users in the Oban Bay Area. The Area defined in this code is designated a Minimum Wake Zone. The attention of all Masters and Owners of vessels is drawn to the International Regulations for Preventing Collisions at Sea, 1972 – (COLREGs) and in particular;

Rule 2 Responsibility

Rule 5 Look - Out

Rule 6 Safe Speed

Rule 9 Narrow Channels

For the purposes of the Code the North entrance to Oban Bay is designated as a Large Vessel Channel deemed to be a Narrow Channel as defined in the COLREGs and a large vessel is defined as a vessel of more than 20m in length or having a draught of more than 3m.

Large vessels leaving Oban Bay have the right of way over all vessels entering Oban Bay.

Small vessels are not to impede the passage of large vessels entering or leaving Oban Bay.

Vessels within Oban Harbour limits should not exceed 6 knots, except in case of emergency vessels.

Vessels operating in Oban Bay should maintain a listening watch on VHF.

Vessels of more than 40m in length should make a brief Safety Announcement on VHF channel 16/12 prior to entering or leaving the Bay.

More information can be found on the Oban Harbour Website www.obanharbour.scot

Navigation Lights

2 Fixed Green Lights (vertical) 6m 5M on middle of Pier

Flashing Green (5 Seconds) on North Pier Pontoons.

Navigational Reporting Procedures

Vessels wishing to berth at Oban North Pier, or moor in the bay, should call the Harbour Master on VHF channel 12. Continual monitoring of VHF channel 12 is strongly advised within the Harbour area in order that vessels can maintain contact with Harbour Master and receive Safety Messages concerning Port Operations and Vessel movements.

VHF communications will be answered by the Harbour Master North Pier - during operational hours and by CalMac Pier Master out with these times.

Security

The Port is fully compliant with and approved under the International Ship & Port Security Code with 24 Hour CCTV coverage.

Available Depths - Chart Datum - LAT

Main Pier North Face = 3.0m (south end) and 5.0m (north end).

Tidal Levels

Mean Spring Range = 3.3m

Mean Neap Range = 1.1m

Vessel Parameters

The North Pier is 73m in length with depths from 3m to 5m.

Pilotage

No Pilotage available.

Navigation

Berths at Oban shall be approached at a slow speed. Vessels should be aware of Sgeir Rathaid in the middle of Oban bay, marked by Cardinal Buoys.

Berthing Arrangements

Vessels should contact Oban North Pier on VHF channel 12 for directions on berthing.

Small Cruise ships, tall ships and well boats by prior arrangement.

Port Facilities

Fresh Water and Fuel are available by arrangement.

Mobile Crane is available locally by arrangement.

Procedures for Leisure Management

Leisure Craft using Oban Bay consists of a variety of small craft including yachts, power boats, cabin cruisers, and kayaks/canoes. Sailing dinghies from the Sailing Club in the West Bay also use this area on regular occasions. All Leisure Craft users must comply with The International Regulations for Preventing Collisions at Sea and all Local Bye laws and General/Special Directions. The Harbour Master exercises control of the activities in the area by visual observation and communication with all Users by VHF or in person if circumstances warrant.

To ensure consultation and dialogue, Leisure Users are consulted on matters relating to Harbour use by invitation to the Oban North Pier Users Group. The Harbour Office will make available to all users published material of relevance to navigational safety including Directions, Local Notices to Mariners and practical advice where necessary.

Regional Sailing Clubs and the local Sailing Club advise the Harbour Office in advance of timetabled events musters etc.

Moorings

Oban Bay contains a small number of personal moorings used by leisure craft in the summer months. Many of these moorings are visible from the Harbour Office and their position is monitored by the Harbour Master to ensure they do not adversely affect the safety of navigation within the Harbour area.

Short Stay Pontoons

A Transit Berthing Facility with a 230m breakwater and 36 “finger” berths is located on the North End of the Pier. Berths are available for a maximum 3 night stay as part of a single visit. The facility has secure entry with CCTV coverage and a Port Waste compound.

Website <https://www.northpierpontoons.com/>

Contact Telephone number: 07388 808 061

E-Mail: northpierpontoons@argyll-bute.gov.uk

Oban North Pier Local Notices to Mariners

See www.obanharbour.scot for latest Local Notices to Mariners.

Incident Reporting Procedures

In the first instance please Contact Harbour Office.

Emergencies in the North Pier Area

Emergencies where life is in danger must be notified at once to the emergency services by dialling 999 or through VHF channel 16. Other emergencies shall be notified to the Harbour Master by the quickest available means.

Reporting of Accidents, Incidents and Near Misses within Harbour Areas

The public are asked to bring matters of safety - all accidents, incidents and near misses – promptly to the attention of the Harbour Master.

The Harbour staff will record all incidents/accidents/near misses on the Safety Management System (MarNIS). The reports will be used to review accidents and incidents, for assessing whether any action is necessary to reduce the risk of recurrence.

Port Emergency Plans

Emergency Plans have been formulated in accordance with Regulation 26 of the Dangerous Substances in Harbour Areas Regulations 1987 (DSHA) and the Port Marine Safety Code, the Civil Contingencies Act, the Port Security Regulations and the Oil Pollution Preparedness, Response and Co-operation Regulations.

The plans have been drawn up to deal with emergencies involving

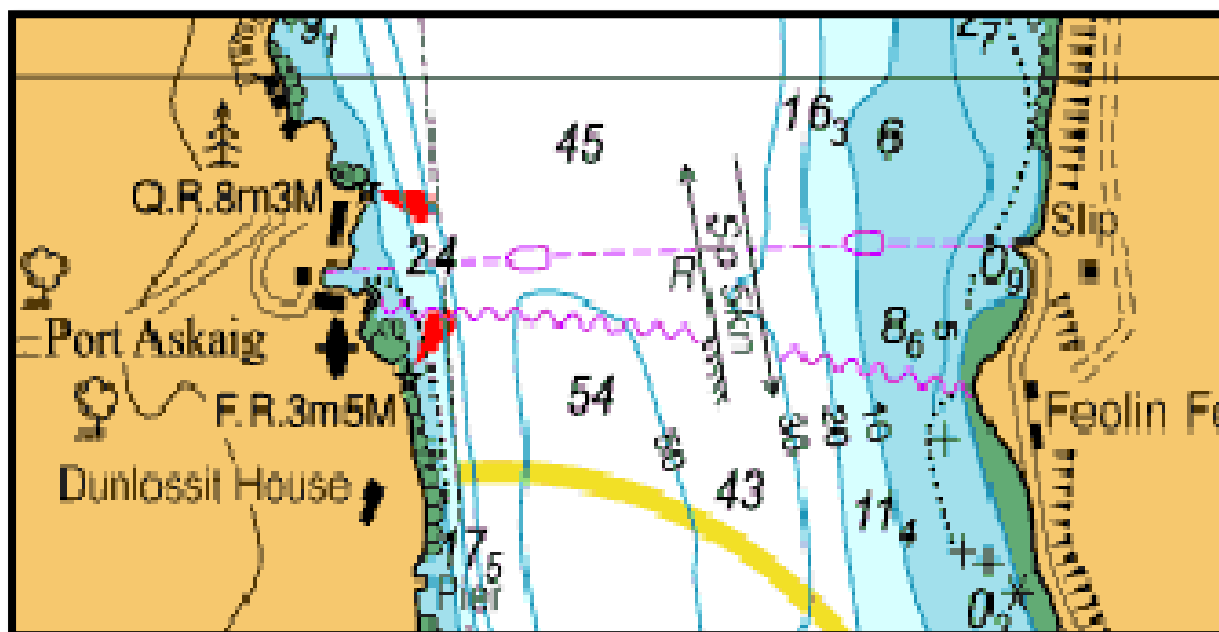
- Fire
- Explosion
- Escape of hazardous substances
- Collision, sinking or stranding of vessels
- Grounding.

Oil Spill Contingency Plan

Detailed oil spill contingency plans have been developed in partnership with Briggs Marine and approved by the Maritime and Coastguard Agency. This plan has been prepared in accordance with the “Oil Spill Contingency Plan Guidelines for Ports, Harbours and Oil Handling Facilities” issued by the Maritime and Coastguard Agency who are responsible for applying the regulations to all Ports, Harbours and Oil Handling Facilities in the UK.

These Plans have been compiled to cover the response to any spillage caused by or during operations within the jurisdiction of Argyll and Bute Council’s Ports and Harbours. The plan details a tiered response strategy that is in accordance with UK legislative requirements and takes into account the spill risk associated with operations; the nature of the hydrocarbons/substances that could be spilt; the prevailing meteorological and hydrographical conditions and the environmental sensitivity of the surrounding areas.

Annex E - Port Askaig



General Information

Located on the eastern shore of The Sound of Islay, the Pier is used by the regular ferry to the mainland and also for the vehicular ferry to Jura. A small harbour is accessible at the rear of the link span berth suitable for small craft.

Harbour Master/Port Manager

Stephen Scally

Pier address

Port Askaig Pier
Port Askaig
Isle of Islay
PA49 7RD

Harbour Master contact details

Harbour Office
Ferry Terminal Building
New Quay Head
Campbeltown
PA28 6BA

Telephone: 01586 552552

E-mail: stephen.scally@argyll-bute.gov.uk

Website: <https://www.argyll-bute.gov.uk/transport-and-streets/ports-and-harbours>

Latitude & Longitude

55° 50.93' N
006° 06.26' W

Admiralty chart numbers

2168, 5611.7, 5611.15

Maximum available draft

5.0m below CD (Ferry Berth), 4.0m below CD (Jura Berth)

Maximum available length

Ferry Berth 70m, South Berth 35m

Maximum beam – *if applicable*

n/a

Navigational access – *ie. leading lights, buoyage*

Q.R

Lights

2 Fixed Red (Vert.)

Carraig Mor Sectored Light Fl. (2) W.R.6s 7m 8/6M

Environmental Sensitivities

No bilging inside limits

Tugs

None

Pilotage

None

Anchorage

None

Repair facilities – ie. dry docks and slipways

None

Cargo handling facilities – ie bulk, fuel, containers

Linkspan and stub ramp.

Local authority

Argyll and Bute Council

Hazards – pipelines, overhead cables

None

Tidal Levels

Mean Spring Range = 1.7m

Mean Neap Range = 0.5m

ISPS compliant

No

Navigation

Strong tidal currents, counter currents and eddies are found within the Sound of Islay. Sea conditions within the Sound of Islay can become poor when strong winds oppose the tide. As the tidal streams are particularly strong approaching Port Askaig the state of tide should be known at all times and taken into consideration.

Berthing Arrangements

Vessels should contact Campbeltown Harbour Master in advance to establish availability and directions on berthing.

Port Facilities

Fresh water is available by arrangement.

Incident Reporting Procedures

In the first instance please contact Campbeltown Harbour Office.

Emergencies in Port Askaig Pier Area

Emergencies where life is in danger must be notified at once to the emergency services by dialling 999 or through VHF channel 16. Other emergencies shall be notified to the Harbour Master by the quickest available means.

Reporting of Accidents, Incidents and Near Misses within Harbour Areas

The public are asked to bring matters of safety - all accidents, incidents and near misses - promptly to the attention of the Harbour Master.

The Harbour staff will record all incidents/accidents/near misses on the Safety Management System (MarNIS). The reports will be used to review accidents and incidents, for assessing whether any action is necessary to reduce the risk of recurrence.

Port Emergency Plans

Emergency Plans have been formulated in accordance with Regulation 26 of the Dangerous Substances in Harbour Areas Regulations 1987 (DSHA) and the Port Marine Safety Code, the Civil Contingencies Act, the Port Security Regulations and the Oil Pollution Preparedness, Response and Co-operation Regulations.

The plans have been drawn up to deal with emergencies involving;

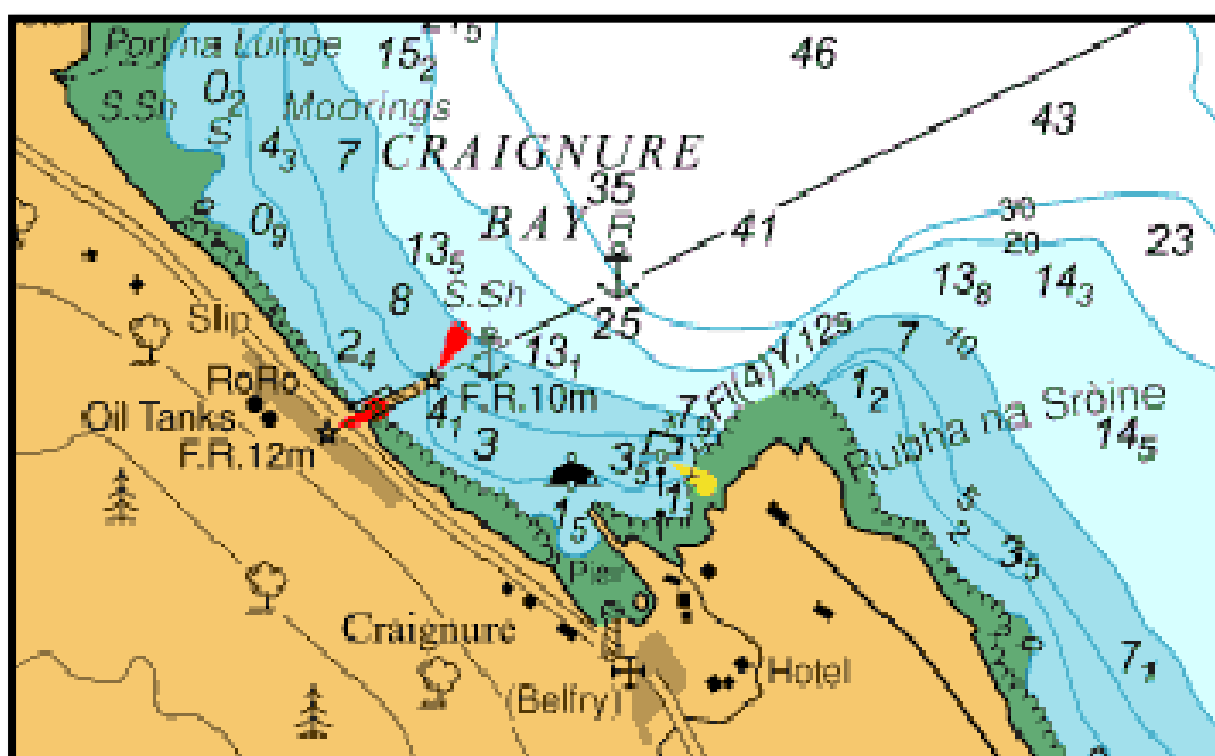
- Fire
- Explosion
- Escape of hazardous substances
- Collision, sinking or stranding of vessels
- Grounding.

Oil Spill Contingency Plan

Detailed oil spill contingency plans have been developed in partnership with Briggs Marine and approved by the Maritime and Coastguard Agency. This plan has been prepared in accordance with the “Oil Spill Contingency Plan Guidelines for Ports, Harbours and Oil Handling Facilities” issued by the Maritime and Coastguard Agency who are responsible for applying the regulations to all Ports, Harbours and Oil Handling Facilities in the UK.

These Plans have been compiled to cover the response to any spillage caused by or during operations within the jurisdiction of Argyll and Bute Council’s Ports and Harbours. The plan details a tiered response strategy that is in accordance with UK legislative requirements and takes into account the spill risk associated with operations; the nature of the hydrocarbons/substances that could be spilt; the prevailing meteorological and hydrographical conditions and the environmental sensitivity of the surrounding areas.

Annex F - Craignure



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Admiralty Chart Number:

2390 – Sound of Mull

Harbour Master

Vicki McKenzie (Oban Harbour Master) Telephone Number 01631 562892

Contact details: Oban North Pier Harbour Building, North Pier, Oban, PA34 5QD

E-mail: - vicki.mckenzie@argyll-bute.gov.uk

Website: <https://www.argyll-bute.gov.uk/transport-and-streets/ports-and-harbours>

General Information

Craignure (56° 28.2` N - 5°52.2` W) is situated at the head of Craignure Bay on the Isle of Mull. It is the main vehicular ferry terminal and entry port for the island.

It affords good shelter with winds from the South through West to NW for anchorages and berths alongside.

Craignure Pier extending 145m ENE from the shore has a RO-RO ferry Terminal on its North side and a general purpose berth of 26m length on its Southern side.

Navigation Lights

Leading Lights – 2 Fixed Red (Vertical) 10m & 12m in height. Alignment 244° (T) leads WSW towards the N side of the Pier in clear water.

Available Depths - Chart Datum - LAT

Maximum available draft

5.0m below CD (North Berth), 3.0m below CD (South Berth)

Maximum available length

Ferry Berth 75m, South Berth 65m

Tidal Information

Mean Spring range 3.4m

Mean Neap range 1.3m

Berthing Arrangements

Vessels should contact Oban Harbour Master on 01631 562892 for advice on berthing and availability

Port Facilities

Fresh Water available

Cargo handling facilities

Linkspan. Ship to shore fuel transfer capability. Occasional rock salt / timber usage

Environmental sensitivities

No bilging inside limits

ISPS compliant

Yes

Reporting of Accidents, Incidents and Near Misses

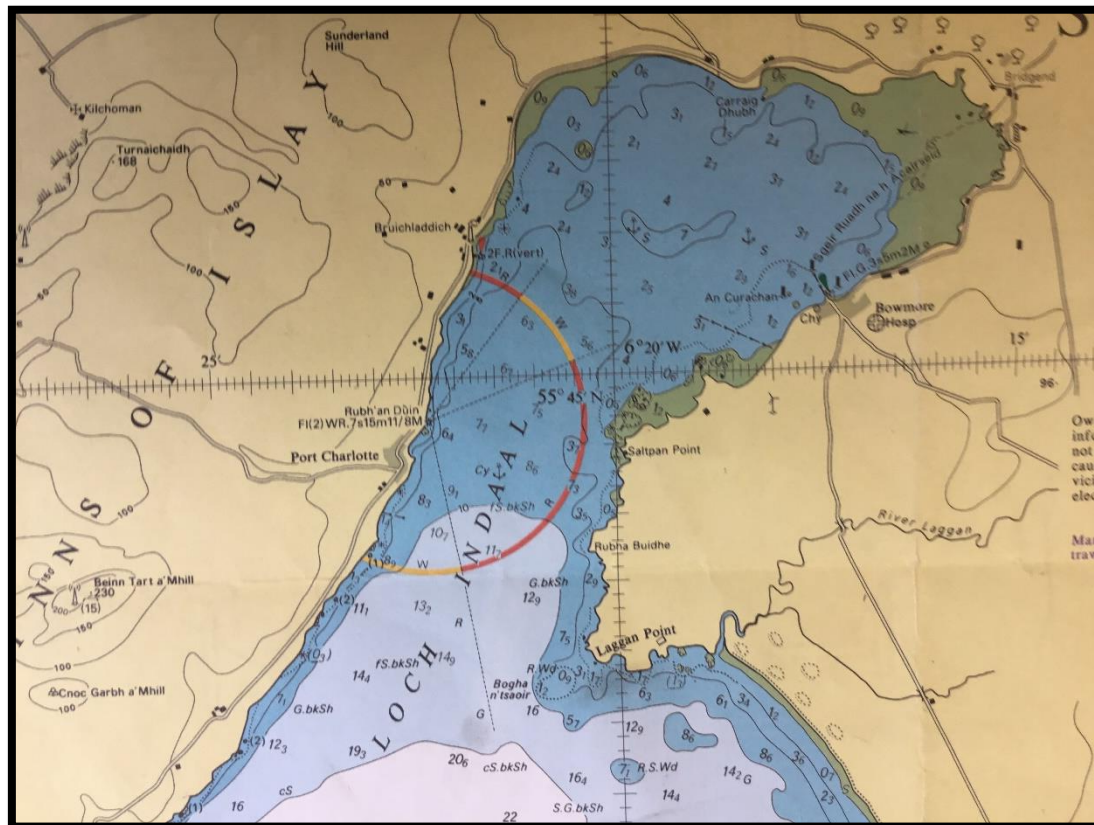
The public are asked to bring matters of safety - all accidents, incidents and near misses – promptly to the attention of the Harbour Master.

If you are involved in an accident or incident in any of the piers and harbours, it must be reported to the relevant harbour master:

- During working hours you should contact the Harbour master by telephone or email.
- If the incident/accident occurs outside the opening hours of the harbour please complete the form on our website, <https://www.argyll-bute.gov.uk/accident-reporting-harbours>

Marine Department Staff will record all incidents/accidents/near misses on the Safety Management System (MarNIS). The reports will be used to review accidents and incidents, for assessing whether any action is necessary to reduce the risk of recurrence.

Annex G – Bruichladdich



© Hydrographic Office

Latitude: 55° 45'N

Longitude: 06° 22'W

Harbour Office contact details:

Bruichladdich Pier

Bruichladdich

Isle of Islay PA49 7UN

Harbour Master – Stephen Scally (Campbeltown)

Email: Stephen.Scally@argyll-bute.gov.uk

Harbour Master's Office Telephone Number: 01586 552552

Website <https://www.argyll-bute.gov.uk/transport-and-streets/ports-and-harbours>

General Information

Located on the western shore of Loch Indaal on the Island of Islay, this pier is operated commercially by Gleaner Oils on behalf of Argyll and Bute Council for the refuelling of tankers. The Pier consists of an original solid stone structure augmented by eight berthing and mooring dolphins and associated walkways in order to accommodate larger double hulled coastal tankers.

Lights

2 Fixed Red (Vert.)

Rubh `an Duin (55° 44.6`N 6° 22.3`W) directional light Flashing (2) White – Red - White. 15m 11/8M

Admiralty Chart Number:

2168 – Approaches to the Sound of Jura.

Available Depths - Chart Datum - LAT

3.0m

Tidal Levels

Mean Spring Range = 2.3m

Mean Neap Range = 1.5m

Pilotage

No Pilotage available.

Navigation

Berthing Arrangements

Vessels should contact Campbeltown Harbour Master in advance to establish availability and directions on berthing.

Port Facilities

Fresh water and fuel are available by arrangement.

Incident Reporting Procedures

In the first instance please contact Campbeltown Harbour Office.

Emergencies in the Bruichladdich Pier Area

Emergencies where life is in danger must be notified at once to the emergency services by dialling 999 or through VHF channel 16. Other emergencies shall be notified to the Harbour Master by the quickest available means.

Reporting of Accidents, Incidents and Near Misses within Harbour Areas

The public are asked to bring matters of safety - all accidents, incidents and near misses - promptly to the attention of the Harbour Master.

The Harbour staff will record all incidents/accidents/near misses on the Safety Management System (MarNIS). The reports will be used to review accidents and incidents, for assessing whether any action is necessary to reduce the risk of recurrence.

Port Emergency Plans

Emergency Plans have been formulated in accordance with Regulation 26 of the Dangerous Substances in Harbour Areas Regulations 1987 (DSHA) and the Port Marine Safety Code, the Civil Contingencies Act, the Port Security Regulations and the Oil Pollution Preparedness, Response and Co-operation Regulations.

The plans have been drawn up to deal with emergencies involving;

- Fire
- Explosion
- Escape of hazardous substances
- Collision, sinking or stranding of vessels
- Grounding.

Oil Spill Contingency Plan

Detailed oil spill contingency plans have been developed in partnership with Briggs Marine and approved by the Maritime and Coastguard Agency. This plan has been prepared in accordance with the “Oil Spill Contingency Plan Guidelines for Ports, Harbours and Oil Handling Facilities” issued by the Maritime and Coastguard Agency who are responsible for applying the regulations to all Ports, Harbours and Oil Handling Facilities in the UK.

These Plans have been compiled to cover the response to any spillage caused by or during operations within the jurisdiction of Argyll and Bute Council’s Ports and Harbours. The plan details a tiered response strategy that is in accordance with UK legislative requirements and takes into account the spill risk associated with operations; the nature of the hydrocarbons/substances that could be spilt; the prevailing meteorological and hydrographical conditions and the environmental sensitivity of the surrounding areas.

Annex H – Craighouse



© Hydrographic Office

Position

55°50'N 05° 57' W

Admiralty Chart Number:

2396

Harbour Master

Stephen Scally (Campbeltown Harbour Master)

Telephone Number: 01586 552552

Email: stephen.scally@argyll-bute.gov.uk

Website: <https://www.argyll-bute.gov.uk/transport-and-streets/ports-and-harbours>

General Information

Craighouse is a popular destination for visiting craft in the summer months.

Fishing vessels are regularly working in the Sound of Jura, using both trawl and static gear. They are often hampered by their gear and restricted in their manoeuvrability.

The Bay provides good shelter but squalls frequently occur in Westerly winds.

It is not recommended to lie alongside the Pier in strong Easterly winds.

Navigation Marks

Flashing White Light (5 Secs). marks the Southern end of Eilean nan Gabhar.

A North Cardinal beacon - unlit - marks the Northern end of Gigalum Island.

Navigation Lights

None at present.

Available Depths - Chart Datum-LAT

2.7 m

Tidal Levels

Mean Spring Range = 0.9m

Mean Neap Range = 0.4m

Berthing Arrangements

Vessels should contact Campbeltown Harbour Master on 01586 552552 for advice on berthing and availability.

Port Facilities

Fresh water available.

Reporting of Accidents, Incidents and Near Misses

The public are asked to bring matters of safety - all accidents, incidents and near misses - promptly to the attention of the Harbour Master.

Marine Department Staff will record all incidents/accidents/near misses on the Safety Management System (MarNIS). The reports will be used to review accidents and incidents, for assessing whether any action is necessary to reduce the risk of recurrence.

Port Emergency Plans

Emergency Plans have been formulated in accordance with Regulation 26 of the Dangerous Substances in Harbour Areas Regulations 1987 (DSHA) and the Port Marine Safety Code, the Civil Contingencies Act, the Port Security Regulations and the Oil Pollution Preparedness Response and Co-operation Regulations.

The plans have been drawn up to deal with emergencies involving;

- Fire
- Explosion
- Escape of hazardous substances
- Collision, sinking or stranding of vessels
- Grounding.

Oil Spill Contingency Plan

Detailed oil spill contingency plans have been developed in partnership with Briggs Marine and approved by the Maritime and Coast guard Agency. This plan has been prepared in accordance with the “Oil Spill Contingency Plan Guidelines for Ports, Harbours and Oil Handling Facilities” issued by the Maritime Coastguard Agency who are responsible for applying the regulations to all Ports, Harbours and Oil Handling Facilities in the UK.

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Annex I - Carradale



Admiralty chart number:

2131

Harbour Master/Port Manager

Stephen Scally (Harbour Master)

General Information

Carradale Harbour provides good berthing for small vessels, sheltered from the West through South to South East. A breakwater on the North East side of the Harbour, provides the main berth with a length of 37m and able to accommodate vessels with a draught up to 3m. In South and East winds a swell sets into the Bay.

A fleet of small fishing vessels operates from the Harbour.

Harbour Office contact details

Harbour Office

Old Quay

Campbeltown

Argyll

PA28 6ED

Telephone: 01586 552552

Mobile: 07825 732862

Facsimile: 01586 552552

E-mail: stephen.scally@argyll-bute.gov.uk

Website: <https://www.argyll-bute.gov.uk/transport-and-streets/ports-and-harbours>

Latitude & Longitude – *harbour entrance*

55°35'34.8" N

005°27'47.7" W

Maximum available draft

2.0m below CD

Maximum available length

Berth 80m (on radius)

Navigation Lights

Fl.R10s visible 099° - 279°

Environmental Sensitivities

No bilging inside limits.

Slipway

To SW of the Harbour.

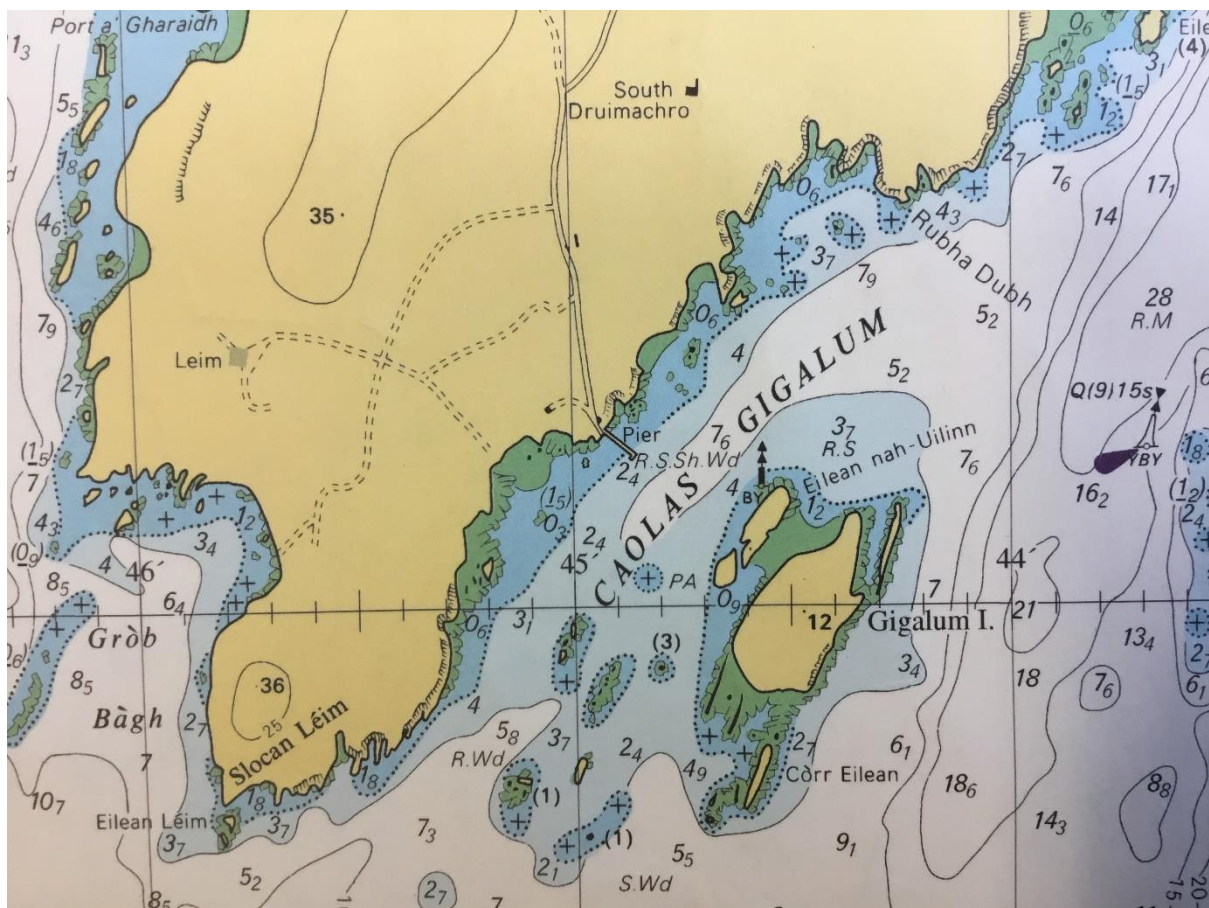
Pilotage

None.

Anchorage

Good Anchorage in 7m off Torrisdale Castle in South West corner of the Bay.

Annex J - Gigha



© Hydrographic Office

The Isle of Gigha (55° 40`.6 N. 5°44`0 W) lies 1.5 off the West coast of Kintyre, from which it is separated by the Sound of Gigha. The South Pier is situated on the South East of the Island in an area known as Caolas Gigha. The South Pier is used as an overnight berth for the island's ferry, which operates from the slipway to the North during operational hours. Fishing vessels and other commercial and leisure craft often use the Pier when it is available. Caolas Gigha is a narrow intricate channel passing between the Isle of Gigha to the North West and Gigha and Cara to the South East. Local knowledge is advised when making passage in this channel.

Admiralty Chart Number:

2475

Harbour Master

Stephen Scally (Campbeltown Harbour Master) Telephone Number 01586 552552

Website: <https://www.argyll-bute.gov.uk/transport-and-streets/ports-and-harbours>

General Information

Gigha is a popular destination for visiting craft in the summer months and this can sometimes lead to congestion in nearby Ardmish Bay as well as in the area around the South Pier.

Fishing vessels are regularly working in the Sound of Gigha, using both trawl and static gear. They are often hampered by their gear and restricted in their manoeuvrability.

During times of bad weather the Ferry makes use of "hauling off" wires to steady the vessel due to the exposed location of the berth and vessels should be aware of the ground tackle involved in the area of the Pier.

It is not recommended to lie alongside the Pier in strong Easterly winds.

Navigation Marks

Westerly Cardinal buoy Flashing (9) 15secs. marks Gigha Rocks at the South end of the Island.

A North Cardinal beacon - unlit - marks the Northern end of Gigha Island.

Navigation Lights

Available Depths - Chart Datum - LAT

South Pier = 3.0m

Tidal Information

Tidal Streams are generally weak but are noticeable during spring tides in the area between Eilean Liath and Caolas Gialum.

Tidal Levels

Mean Spring Range = 1.2m

Mean Neap Range = 0.5m

Berthing Arrangements

Vessels should contact Campbeltown Harbour Master on 01586 552552 for advice on berthing and availability.

Port Facilities

Fresh water available.

Reporting of Accidents, Incidents and Near Misses

The public are asked to bring matters of safety - all accidents, incidents and near misses - promptly to the attention of the Harbour Master.

Marine Department Staff will record all incidents/accidents/near misses on the Safety Management System (MarNIS). The reports will be used to review accidents and incidents, for assessing whether any action is necessary to reduce the risk of recurrence.