



**MARINE SAFETY MANAGEMENT SYSTEMS
MANUAL**

NUMBER: 01
ISSUE: 04
DATE: 02/20
OWNER: CHC DHM



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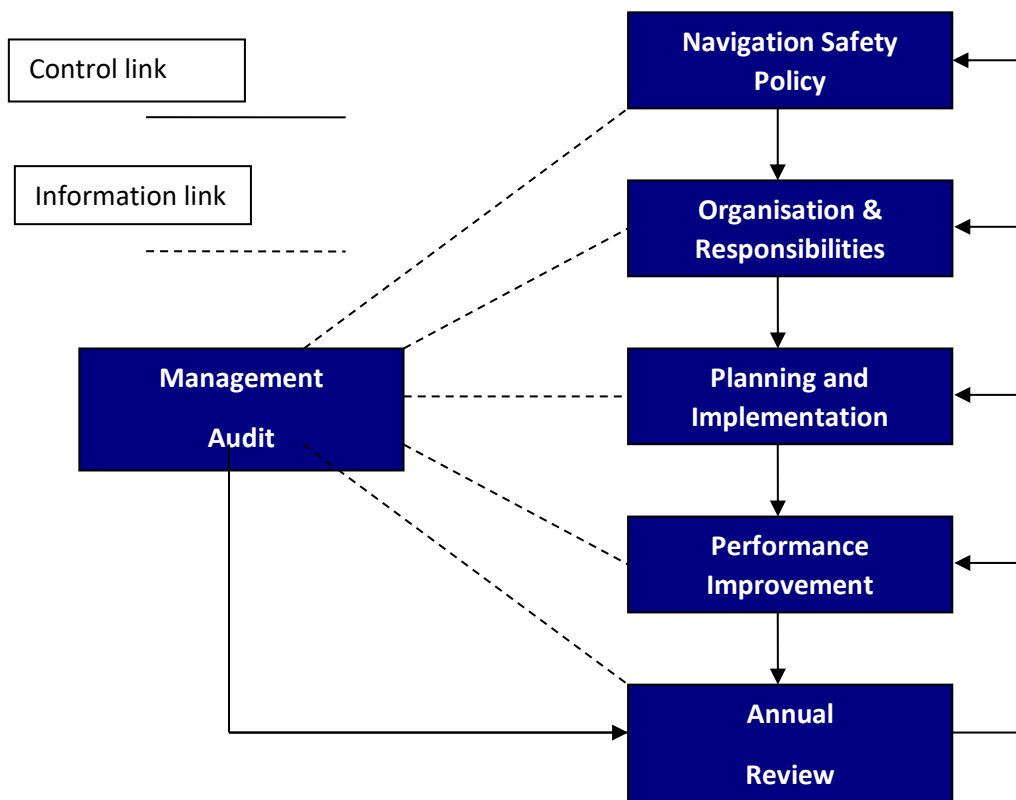
0.0 MARINE SAFETY MANAGEMENT SYSTEM PRINCIPLES

The Cattewater Harbour Commissioners' (CHC) Marine Safety Management System (Marine SMS) is designed to deliver the relevant requirements of the Port Marine Safety Code (PMSC) and is also based on principles embodied in guidance published by the Health and Safety Executive.

The Cattewater Harbour Commissioners' Navigational Safety Policy defines the organisation and arrangements that the CHC has established to monitor, promote and proactively manage the conduct of navigation and associated marine activities so that safety is enhanced.

Fig. 1 shows the link between policy, the organisational structure and the administration of the Marine Safety Management System.

Figure 1





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1.0 INTRODUCTION

The provisions of the Cattewater Harbour Commissioners' Marine SMS are set out in this manual. The purpose of this document is to describe the overall framework for the management and co-ordination of marine activities necessary for the effective facilitation of navigational safety. The navigational SMS arrangements referred to in this Manual comply with the requirements of the Port Marine Safety Code.

The Harbour Management are responsible for maintaining the design, the overall content, approval and subsequent management of this Marine SMS.

1.1 SCOPE OF THE MARINE SAFETY MANAGEMENT SYSTEM

The port's Marine Safety Code, as administered and managed by the Cattewater Harbour Commissioners applies to Marine operations and activities within the Cattewater Harbour and on occasions in waters under the Dockyard Port of Plymouth plan. Other documents relevant to the DPOP will be referred to in this document.

The scope of the SMS includes all:

- Commercial shipping operations in port, with the exception of operations that are solely the responsibility of the berth, or facility and with no implications for navigational safety;
- Marine leisure and sports activities
- Marine operations undertaken by any support organisations, including mooring and line handling, dredging, and other marine services. Also including the navigational activities of other regulators such as the emergency services, Government agencies and voluntary organisations.

1.2 PORT MARINE SAFETY CODE REQUIREMENTS

Marine SMS procedures and guidelines fulfil the requirement of the Port Marine Safety Code including but not limited to the following:

- Making risk control the basis of all marine activities, procedures and regulations applied to or required by port users.
- Identifying the requirements for navigational aids
- Applying risk assessment to all harbour works and operations
- Maintaining systems to implement the findings of risk assessments
- Applying and adhering to current pilot transfer arrangement regulation
- Reporting deficiencies on visiting vessels
- Providing procedural advice for giving directions in relation to dangerous vessels or substances



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- Maintaining appropriate plans and procedures for emergency response and associated training and exercises
- Using verification and audit systems
- Publish and report on a marine safety plan
- The Harbour will formally review its compliance with the PMSC every three years.

1.3 SYSTEM COMPONENTS

The Marine SMS focuses on:

- Harbour Operations
- Pilotage

It includes the following components:

- Policies
- Risk Assessment
- Incident reporting
- Consultation with stakeholders
- Audit and review
- Staff involvement and consultation



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1.4 APPLICABLE NATIONAL AND LOCAL LEGISLATION

COMMISSIONERS CLAUSES ACT 1847
HARBOURS, DOCKS AND PIERS CLAUSES ACT– 11th MAY 1847
DUCHY OF CORNWALL MANAGEMENT ACTS 1863/1868
THE CATTEWATER HARBOUR PETROLEUM ACTS 1871/1926
PIER AND HARBOUR ORDERS CONFIRMATION ACT 1874
CATTEWATER HARBOUR ORDER 1915
CATTEWATER HARBOUR BYE LAWS 1915
PILOTAGE ORDERS CONFIRMATION (NO.1) ACT 1921
CATTEWATER HARBOUR ORDER 1925
PIER AND HARBOUR ORDERS CONFIRMATION (NO.1) ACT 1925
CATTEWATER HARBOUR PETROLEUM BYE LAWS 1928
CATTEDOWN WHARVES PETROLEUM BYE LAWS 1928
MINISTRY OF TRANSPORT PROVISIONAL CATTEWATER HARBOUR ORDER 1929
PIER AND HARBOUR ORDERS CONFIRMATION ACT 1929
CATTEWATER HARBOUR (AMENDMENT) BYE-LAWS 1935
COASTLINES LIMITED RATES ON GOODS AND VESSELS 1941
COAST PROTECTION ACT 1949
PIER AND HARBOUR ORDER (CATTEWATER) CONFIRMATION ACT 1950
TERRITORIAL WATERS ORDER IN COUNCIL 1964
MERCHANT SHIPPING ACT 1979 – SCHEDULE 1 (PILOTAGE COMMISSION)
PILOTAGE ACT 1983
PLYMOUTH MARINE EVENTS BASE ACT 1985
CATTEWATER HARBOUR REVISION ORDER 1986
PREVENTION OF OIL POLLUTION ACT 1986
TERRITORIAL SEA ACT 1987
THE DANGEROUS GOODS IN HARBOUR AREAS REGULATIONS 2016
PILOTAGE ACT 1987
THE CATTEWATER (PILOTAGE) HARBOUR REVISION ORDER 1988
CATTEWATER RECLAMATION ACT 1992
THE DOCKYARD PORT OF PLYMOUTH ORDER 1999
THE CATTEWATER HARBOUR REVISION (CONSTITUTION) ORDER 2005
THE HARBOUR DIRECTIONS (DESIGNATION of HARBOUR AUTHORITIES) ORDER 2015



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2.0 POLICY

The Navigational Safety Policy sets out the Harbour's intentions and commitment to safety. It also describes the organisational responsibilities and arrangements established to ensure that the policy is implemented. The policies contribute to operational objectives and state that the Cattewater Harbour Commissioners are committed to meeting its legislative responsibilities. The fundamental objective of the Marine SMS is to demonstrate the consistent application of these policies. Policies can be found in the Annex of this document.

General Policy can be found in Annex A

Navigation Policy Annex B, further guidance can be found on Pg.30 of the CHC Port Marine Safety Code guide found on the website www.plymouthport.org.uk

Enforcement policy Annex C

2.1 POLICY DEVELOPMENT AND COMMUNICATION

The Navigational Safety Policy was developed by the Cattewater Harbour Master and the Plymouth Pilotage Service and approved by the Commissioners. Consultation is included within this policy, the application of which further aids the development of the Marine SMS, ensures the involvement of all port users and stakeholders, and contributes to compliance with the PMSC.

The **Navigational Safety Policy** has been communicated to Cattewater Harbour staff, port users and interested parties through the company website. There is a continuing process of briefing and updating information with regard to Marine Safety.

2.2 PURPOSE AND USE OF THE POLICY

The primary purpose of the Navigational Safety Policy and the Cattewater Harbour Commissioners' Regulation and Management of Navigation Document is to provide an overall standard for the marine operations throughout the Cattewater Harbour, and waters leading to and from the harbour, to ensure the requirements of the PMSC are being continually met.

2.3 COMMITMENT STATEMENT

The Cattewater Harbour's Board of Commissioners, as "Duty Holder" under the PMSC, and as the body with ultimate responsibility, has committed itself to comply with the requirements of the PMSC. Furthermore, it is committed to ensuring that adequate resources are available to discharge its navigational safety obligations.

The Board (as Duty Holder) has confirmed and continues to confirm, as required to the MCA, compliance with the requirements of the PMSC. Annex H attached.



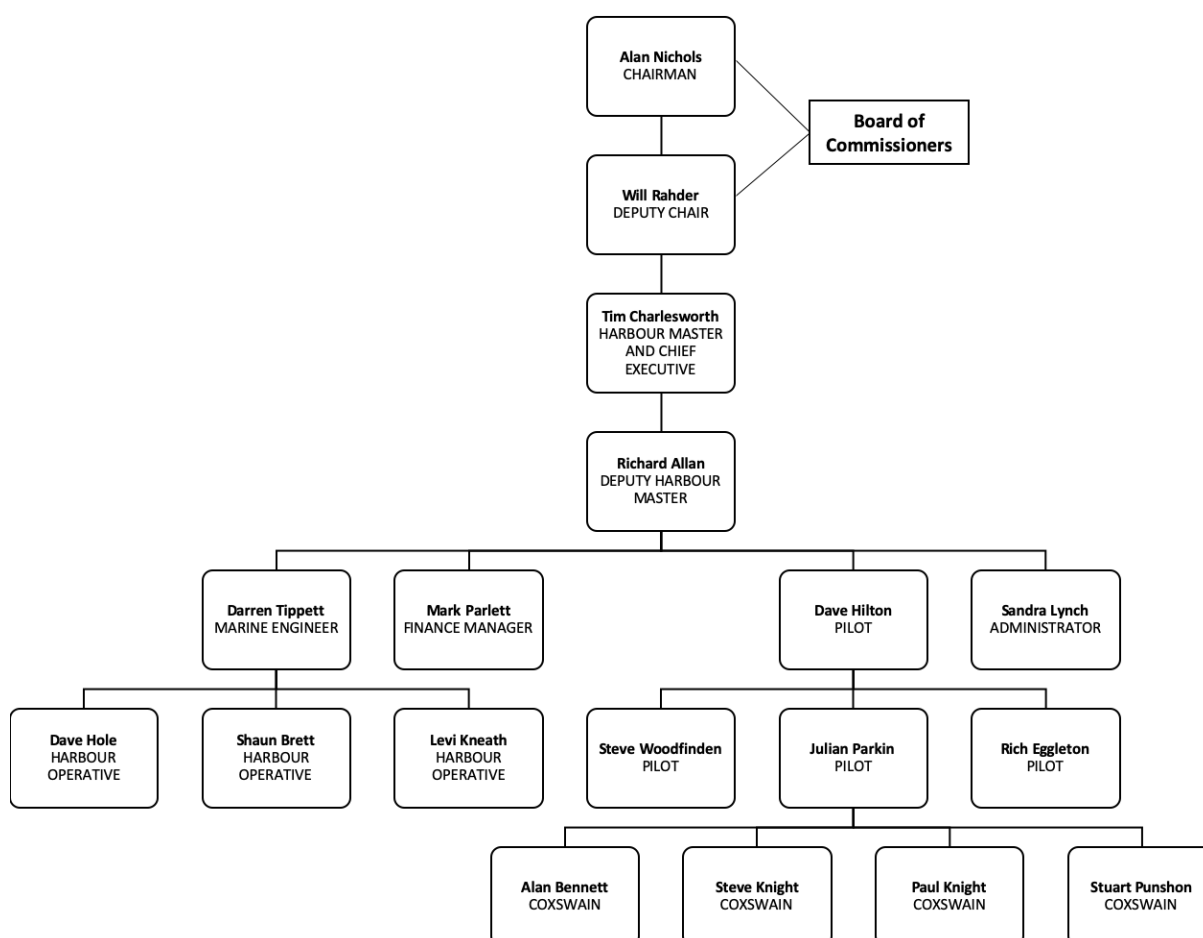
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2.4 CONSULTATION AND REVIEW

Feedback from staff and harbour operatives provide a vital SMS component, and they are actively encouraged to be involved in the management of safety. The Policy will be reviewed on a 3 yearly basis or more frequently if circumstances permit. Internally there is a yearly review of this MSMS to ensure it continues to meet the requirements of the PMSC and aiding the safe running of the Harbour.

2.0 ORGANISATION



3.1 Functional Structure for the Management of Marine Safety – As above



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3.2 Responsibilities - Please see CHC staff responsibilities

3.2.1 The Duty Holder / Board of Commissioners

- In respect of Marine Safety, the Cattewater Harbour Commissioners discharge the duties and exercises the powers given to it, both directly and by delegation.
- Discharges the function of “Duty Holder” as defined in the PMSC, for which they are collectively and individually responsible, by ensuring compliance with the PMSC, and the safe management of navigation.
- Approves strategies, policies, plans and budgets for the harbour
- Reviews the harbours performance against its objectives, plans and budgets
- Accountability for compliance with the code cannot be delegated on the grounds they do not have particular skills.

3.2.2 Executive Committee (EXCO)

For the purpose of the Marine SMS, EXCO is responsible for co-ordinating cross departmental projects, which may include or bear upon marine safety. It is also responsible for budget preparation and resource planning. EXCO consists of the Chairman, HM, DHM, Marine Engineer, Finance officer with advice from a serving pilot if required.

3.2.3 Harbour Master

The Harbour Master is appointed by the Cattewater Harbour Commissioners to discharge the statutory role of Harbour Master in accordance with the PMSC. He is responsible for delivering the Navigational Safety Policy, authorising the initiation of prosecutions and keeping the Board of Commissioners advised and informed.

This role is key to ensuring that the Marine SMS fulfils the marine aspects of the Cattewater Harbour Commissioners’ statutory duties and relevant non-statutory obligations.

The Harbour Master is the recognised representative for the Competent Harbour Authority (CHA) and is responsible for overseeing pilotage arrangements made by the CHA.

The HM, with support of management is responsible for overseeing the SMS, and where appropriate, for the provision and maintenance of any aids to navigation.



3.2.4 Vessel Traffic Services – Owned and operated by QHM

A VTS is provided within the Cattewater up to the Oreston Channel, on behalf of the Harbour Master by QHM, as the VTS authority for the DPOP.

For information on Plymouth VTS and information services please follow link below:

<https://www.royalnavy.mod.uk/qhm/plymouth/port-information/vts>

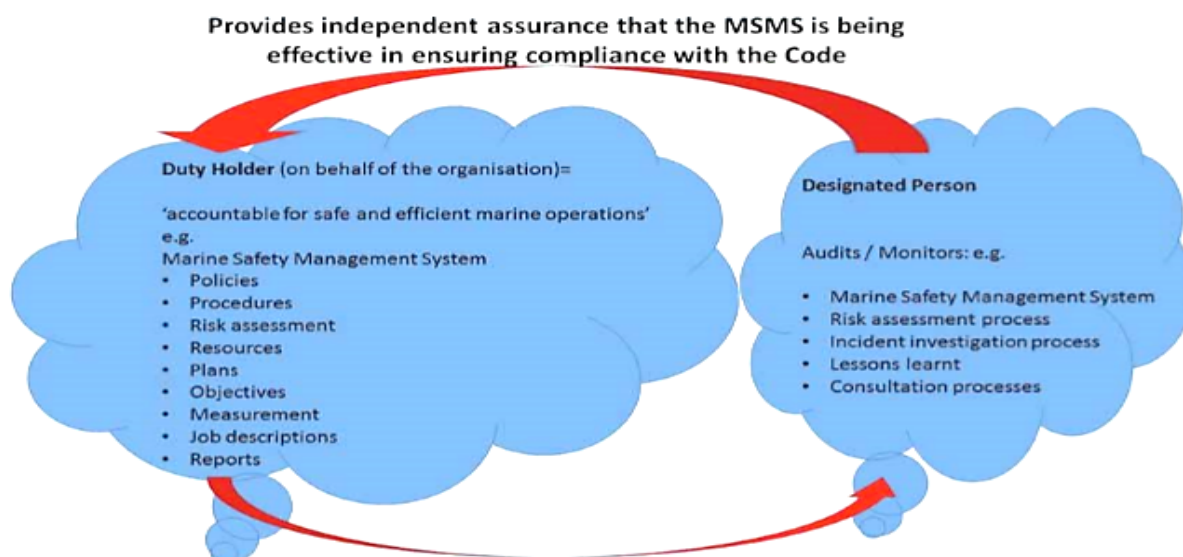
The Cattewater Harbour has full HD CCTV coverage.

3.2.5 Designated Person

In meeting its obligations under the PMSC, the board of the Cattewater Harbour Commissioners has appointed a ‘Designated Person’ (DP) who enjoys direct access to the Board. The DP has an in-depth knowledge and understanding of the requirements of the PMSC and any associated port and marine legislation. Their role does not obscure the accountability of the organisation’s duty holder.

The role of the DP is to:

- Provide independent assurance to the board that the harbour has an effective and appropriate Safety Management System.
- Prove the board with independent and professional advice regarding the harbour’s overall compliance with the requirements of the PMSC.



- The Designated Person for the Cattewater Harbour Commissioners is :
Richard Smith Telephone 01822 841693



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3.2.6 Administration Staff - Please see CHC staff responsibilities

Other responsibilities and duties are contained within individual job descriptions, which are signed as an acceptance and undertaking of those responsibilities by the individuals concerned.

3.3 EXTERNAL INVOLVEMENT AND RESPONSIBILITIES

3.3.1 CATTEWATER HARBOUR WATER USERS FORUM (PPMLC)

To manage both commercial and recreational user concerns, the Harbour Master uses the Port of Plymouth Liaison Committee as the vehicle to provide consultation on all marine maritime matters relative to the Cattewater. This forum meets on a regular basis and representatives of all disciplines are members. The aim of the forum is three-fold. Firstly, as a formal means of communication between all users of the port. Secondly, to discuss and resolve any concerns before they could escalate into conflict, and thirdly to allow the Harbour Master to brief all concerned on any likely changes or forthcoming events which may have an effect on navigation within the Cattewater.

3.3.2 PILOTAGE MANAGEMENT COMMITTEE

The PMC is represented by a Designated Pilot and the Harbour Master. The Pilots host a meeting every 4 months and feedback is fed through the Harbour Master to HALC, if required.

3.3.3 NAVIGATIONAL RISK ASSESMENT WORKING GROUP (HALC)

Navigational Risk Assessment Working Groups consist of appropriate Cattewater staff, and other relevant interested parties. Internally the Harbour Master and Pilots have a range of SOP's to work from.

The port is a member of the Harbour Authority Liaison Committee (HALC) which meets every 3 months, with all port stakeholders. Risk assessments and HAZMAN are reviewed at this forum every 6 months.

The HALC forum will take the following Terms of reference: A forum for raising and discussing navigational issues, including safety, relating to the harbour and pilotage jurisdiction.



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The Harbour Master also sits on a number of consultative forums within the port structure:

- Port of Plymouth Sailing Association (PPSA)
- Tamar Estuaries Consultative Forum (TECF) <http://web.plymouth.gov.uk/tecf/>

The Harbour Master is Chairman and Deputy Port Security Officer of the Plymouth Port Security Authority. This role does not arise from the responsibilities of the Commissioners.

4.0 IMPLEMENTATION

4.1 Marine Safety Objectives

As part of its duties and responsibilities, the Cattewater Harbour Commissioners annually reviews its strategic objectives. To support those objectives CHC also set individual Departmental Objectives, which include the ongoing maintenance and development of the Marine SMS. In general, these objectives seek to:

- Reduce risks to as low as is reasonably practicable
- Ensure all reasonably practicable steps are taken to identify the hazards and risks arising from operational activities.
- Ensure conformance with our navigational and marine safety policies, associated operating controls and applicable port and marine legislation and non-statutory obligations.
- Periodically review data gathered from audits, inspections, incidents and any concerns raised to evaluate and determine where improvements and changes need to be made.
- Implement employee competence training and Marine SMS awareness programmes.
- Encourage employees to become more involved and participate in continuous improvement of the MSMS
- Facilitate port user involvement in the maintenance of the MSMS and the overall improvement in marine safety
- Review the effectiveness of and look to improve the Marine SMS.

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5.0 MARINE SAFETY

5.1 Hazard Management Database

The above can be located in the HAZMAN folder specifically designed for the stakeholders of Plymouth port. These Hazards and Risk Assessments are reviewed 6 monthly.

<https://www.royalnavy.mod.uk/-/media/qhm/plymouth/documents/20171119-whole-port-risk-assessment-report-final.doc?la=en-gb>



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5.2 Navigational Incident Database

The Cattewater Harbour comes under the Dockyard Port of Plymouth plan, and when required, an MOD incident report form is completed and sent to QHM for review.

Cattewater incident records are used by the QHMSO when compiling port statistics to improve safety within the harbour. Incident reports are discussed at regular intervals between the Harbour Master and the Duty Holder, as well as at HALC meetings if necessary. Board meetings and monthly staff meetings are also utilised to share this information if required.

A record of Navigational incidents is kept with the Pilots, and will be reviewed to identify trends, regular occurrences that can be improved upon.

Internal incidents and near misses are to be reported via Annex F or via the online reporting system bit.ly.chcincident.

6.0 RISK CONTROL MEASURES

Generic risk control measures within the Cattewater can be categorised as follows:

6.1 Documentary Risk Controls

- Regulatory Framework – includes Byelaws and Harbour Directions
- The provision and promulgation of accurate charts, tidal and other navigational information, navigation warnings and weather advice. (QHM LONGROOM)
- Departmental guidelines and SOPS's
- Emergency Plans and Procedures
- Notice to Mariners
- Training and Assessment

6.2 Hardware Risk Controls

- AIS available to all port users, fully utilised by Longroom VTS
- Radars – Plymouth including the Cattewater has radar coverage operated by Longroom VTS (NOTE no radar coverage at the cement berths)
- VHF communication – a marine radio network covering the whole of the Port of Plymouth, providing effective port communications for shipping, VTS and port control.
- Aids to Navigation – Within the port of Plymouth the navigation marks are maintained by either Trinity House, MOD or civilian harbour authorities.
- Moorings are continually subject to ongoing review and assessment.

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6.3.1 Conservancy

A number of measures are in place to ensure that the Cattewater Harbour is *'fit for use as a port'* and *'in a fit condition for a vessel to use it safely'* as required by the Code.

These measures are described below

- **Bathymetric surveys** – Bathymetric surveys of the Cattewater are carried out on a regular basis by an independent marine survey company. It is on the basis of these surveys that a decision is made by the Harbour Master on whether dredging is required. Electronic copies of the surveys are forwarded to the UKHO who will amend the Admiralty Charts if required. The CHC has a bilateral agreement with the UKHO regarding the exchange of information on hydrographic matters in the Cattewater.
- **Chart Corrections** – If a correction to the representation of the Cattewater on an Admiralty Chart is required, the Harbour Master will forward full details to the UKHO. CHC have a bilateral agreement with the UKHO regarding the exchange of information on the Cattewater.
- **Dredging** – When dredging to the main channel and /or the berths alongside the commercial wharves is required, this is carried out by an independent dredging company. This is to maintain the depth marked on the appropriate Admiralty Charts published by the UKHO.

Prior to dredging, a license to deposit the spoil arising must be obtained to ensure that the requirements of the Marine and Coastal Access Act 2009 are met. These licenses are issued by the MMO. Powers to dredge are included in the Cattewater Harbour Order 1915.

During dredging, the work is monitored by the Harbour Master.

- **Environmental Duty** – To ensure that the environment of the Cattewater is protected, the CHC complies with the Environmental Protection Act 1990, the Environment Act 1995, The Marine and Coastal Access Act 2009 and other relevant statutory provisions.
- **Fault Reporting** – Should a Pilot notice that a navigation aid is defective, the Harbour Master must be notified. All users of the Cattewater are requested to notify the Harbour Master of any defect to a navigation aid.
Short term information concerning defective navigational aids, dangers, or other important details are notified by the publication of a Plymouth Navigational Warning (PLYMNAVWARNS) message. These are issued by QHM on behalf of the Cattewater Harbour.
Any longer term changes, which are likely to affect Navigation within the Cattewater, are again published by QHM as a Plymouth Local Notice to Mariners (PLNTM).



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Apart from routine checks made by the Harbour Master and Pilots, the high level of movements in the Cattewater – both commercial and leisure - ensure that no navigational defects go unnoticed and unreported for any significant time.

In addition, a yearly audit of all the navigation aids within the Cattewater is undertaken by a Trinity House Lighthouse Authority Inspector of lights as the **General Lighthouse Authority** with the responsibility for, and control of navigation marks and lights in the UK. Since 2002 Cattewater has been using the PANAR system which is fully integrated, removing the necessity for quarterly submissions.

- There is a Historic Wreck NNE of Mount Batten Tower, which is protected from unauthorised interference under the Protection of Wrecks Act.
- The relationship between safety of navigation, and nature conservation must be managed with care to allow the delivery of potentially conflicting objectives and to ensure compliance with the CHC's statutory duties and environmental responsibilities.

6.3.2 Pilotage

Whilst responsible for Pilotage within the Cattewater, the CHC has wider powers as the CHA for providing pilotage to all applicable non-military vessels, except for vessels on charter to the MOD and proceeding to or from MOD berths, within the Plymouth Pilotage District. Vessels on charter to the MOD are covered by the DPPO.

Commercial vessels are to comply with the Pilotage Direction for the Port of Plymouth (PIDAR) whilst within the Cattewater and thus the Plymouth Pilotage District. The PIDAR is available on the website or the link below.

The Cattewater Harbour Master, through the Marine SMS, (risk assessment) determines the compulsory pilotage requirement in the Port.

Pilot Exemption Certificates are issued if vessel Masters meet a stringent set of standards. The PEC process is attached in Annex E.

<http://www.plymouthport.org.uk/~portorg/sites/default/files/PILOTAGE-DIRECTION-Jan2014.pdf>

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6.3.3 Harbour Patrol

A regular harbour patrol is maintained throughout the port during busier periods or when required, to assist in the effective regulation and enforcement of the MSMS.

6.3.4 Harbour Master

This central support function includes the maintenance of an appropriate regulatory framework, including the revision of byelaws, directions and the publication and promulgation of navigational information and advice e.g. NTM.

6.3.41 Marine Services

Company Marine Engineer is responsible for the upkeep of the Cattewater Harbour's marine assets. Supported by the marine department and external contractors where necessary.

6.3.5 Emergency Preparedness and Response

Cattewater Harbour has an Oil Spill Response plan assisted by 3rd party provider Adler and Allan. Oil spill response equipment is provided on site and is accessible to all staff in case of emergency. Cattewater, with its sister ports, alternate oil spill training throughout the 3-year period. Sutton Harbour, Royal Navy and ABP Millbay being the sister ports.

The Dockyard Port of Plymouth Marine Emergency Plan is in the form of 'SOUND OFF' provided by the MOD of which the port is a stakeholder.

6.3.6 Vessel Operational Standards

The PMSC requires the Cattewater Harbour Commissioners to manage marine operations and regulate navigation within the port in order to reduce the risk of marine accidents and incidents to a level where risks are ALARP.

There are many component parts to this process, including HAZMAN, provision of Pilots, VTS VIA Longroom (QHM) and up to date hydrographic information.

An important component part of this system is that vessels navigating the port, whether subject to pilotage or not, are maintained to an appropriate standard, and operated in a competent manner commensurate with national and international standards. Unfortunately, this is not always the case.

On behalf of the whole of Plymouth Port, utilising QHM's VTS Longroom VHF interrogation, CERS forms, supplemented by further required details via email, checks are made that the vessels are compliant. There is no guarantee that a compliancy system can be 100% effective, however as a port we need to take every reasonable step to try and reduce the chances of a sub-standard ship increasing the level of navigation risk.



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Items that are asked include, but not limited too:

1. Charts and Navigational publications up to date
2. Passage plan prepared
3. Vessel is compliant with ISM if relevant
4. No defects with machinery, personnel, hull

Harbour Authorities work closely with the MCA. With staff reporting concerns to the MCA re. operational status of the ship, condition and or welfare of staff onboard a visiting vessel.

7.0. RISK ASSESSMENTS

Individuals and organisations, such as the CHC, manage risk every day, both consciously and unconsciously. The need to do so systematically and explicitly is a matter of transparency, accountability and credibility.

Risk is something that may happen in the future. Risk management involves the analysis of scenarios about future events, their likelihood, impact and acceptability to stakeholders - i.e. the users of the Cattewater.

The process involved for risk management comprises five steps:

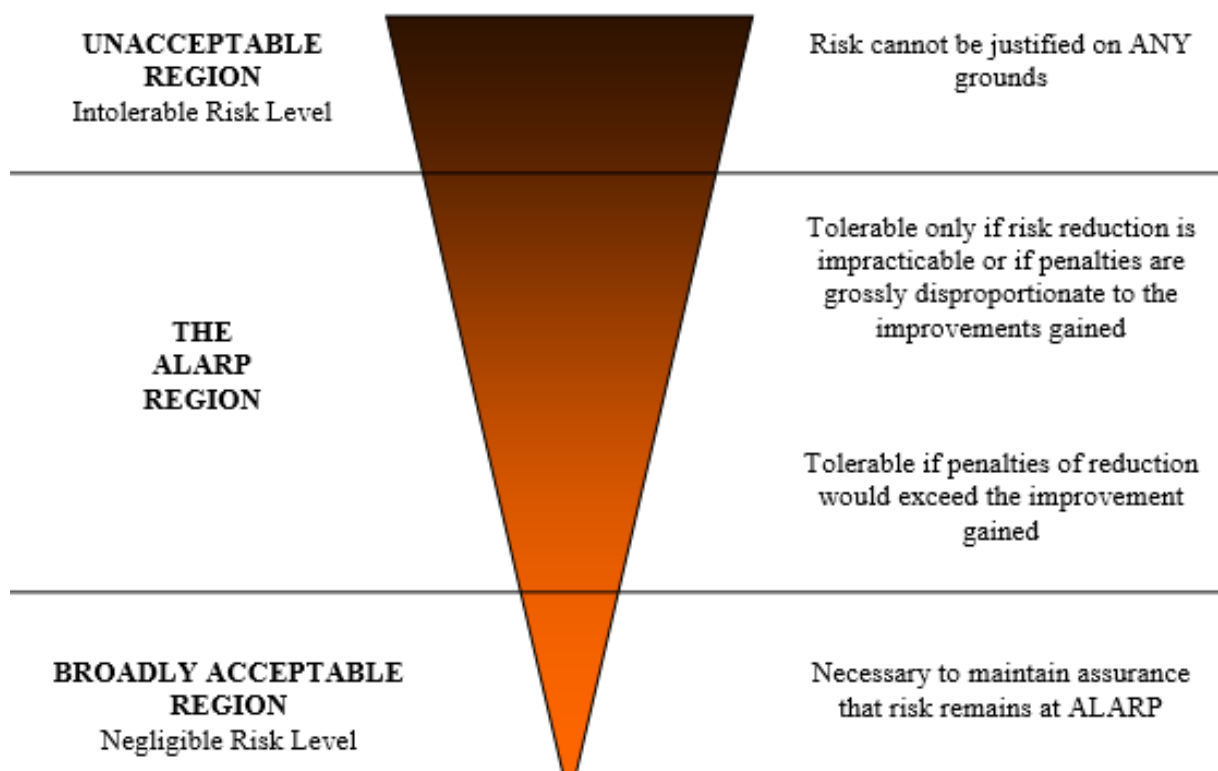
- 1 Identify risks/hazards
- 2 Assess risks
- 3 Specify risk control options
- 4 Make a decision
- 5 Take action, record and review



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The aim of risk management is to reduce the risk factor to 'as low as reasonably practicable' ('ALARP') – the ALARP Principle – shown below:



The CHC Safety Management System (SMS) operates to this principle.

Risk management is not confined to the commercial area of the Cattewater. All organised major recreational events held in Plymouth Sound, whether local, national or international sailing races/championships, or other events such as powerboat races, import risk into the port as a whole. The risk is owned by the organisers, but can be carried by the CHC in the first instance if the participants are based in the Cattewater before proceeding to Plymouth Sound to stage an event.

Risk Management for the CHC is based on a number of factors, such as formal risk assessments and procedures/controls, to ensure that the risk to all users of the Cattewater is ALARP.



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Formal risk assessments were carried out for a range of risk factors to be expected in port operations within the Dockyard Port and Cattewater:

- a. Collisions between vessels.
- b. Contact between vessels and fixed objects.
- c. Fires.
- d. Explosions.
- e. Loss of hull integrity.
- f. Flooding.
- g. Grounding.
- h. Stranding.
- i. Hazardous, noxious or polluting substances (or cargoes) accidents.
- j. Accidents to personnel.
- k. Loss of services.

In addition to the above there is an internal Operations Risk assessment folder for day to day marine operations. These are work place specific for tasks such as crane work, mooring, tug usage etc.

This folder also contains, in addition to Risk Assessments a PPE Matrix, TBT training topics, Fuel transfer checklists and Toolbox talk forms.

7.1.1 Periodic Reviews – Proactive

The identification and assessment of navigational hazards is central to the effective maintenance of the MSMS. The Dockyard Port of Plymouth, of which we are a stake holder in has their own RISK MANAGEMENT SYSTEM in the form of the HAZMAN. The review of Hazards and control measures are prompted by three circumstances:

- Planned annual review of the harbour's risk assessments and risk management system (50% every 6 months conducted post HALC meetings)
- Review of hazards and associated risk controls following an incident
- The identification and assessment of any potential hazards arising from changes in circumstances including the introduction of a new trade/marine operation.



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7.1.2 Post incident Reviews – Reactive

Following a navigational incident, the HM will conduct an initial investigation.

This will establish whether there has been a failure to comply with Byelaws or internal procedures, and whether further regulatory action is required. It will also establish whether there is a need to review the relevant hazard and its associated control measures. This review may involve appropriate staff and users, and the HM may convene a Navigational Advisory Panel.

7.1.3 New Risk Assessments

Whenever circumstances change, to bring in activities outside the existing scope of the Marine SMS, the HM will organise a Risk Assessment of the intended operation. This will involve input from whoever is deemed necessary.

7.1.4 Monthly Safety Meetings

Safety Meetings are held monthly for all available staff. Interaction and input from all staff is strongly encouraged. This is a platform for personnel to raise concerns in a semi-formal environment. Any external safety information, reviews or reports pertinent to our operations will be raised and discussed at this forum.

Participation is strongly encouraged and is planned around shipping movements to ensure at least a representative is available from each department.

Minutes of the Safety Meetings are stored for 12 months and kept in the harbour office.



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8.0 Training

8.1.0 Competence Assurance

The competence assurance process is linked directly to considered personnel selection and recruitment procedures, relevant job descriptions and appropriate pre-determined recruitment selection criteria.

Typically, the process consists of four stages

Stage 1 – Pre Job

A person shall not be permitted to undertake work until the entry level criteria have been satisfied.

Stage 2 – Induction Training

All new staff, including temporary personnel, will receive appropriate induction training. This will take the form of general induction training common to all new staff, followed by specific departmental induction training.

Stage 3 – Supervision of on the job training

Once a person has been identified as suitable to fulfil a specific job function, that person will be placed under the supervision of a competent person.

Stage 4 – Competence

A person may be considered competent once he/she has completed all necessary induction training and has been assessed by his/her supervisor.

8.2 Marine Training

Training is a key element within the MARINE SMS. In order to ensure that personnel are properly trained, the principles of job analysis and training design are followed. These are:

- Identify operational and safety training needs
- Establish a skills matrix of competency levels required for each task
- Plan how training requirements are to be met and when
- Establish a process to appraise the effectiveness of training



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8.3 Safety Management Training

It is the harbours policy that all new appointees shall attend a general induction to include aspects of the Marine SMS. Topics to be covered shall include:

- Overview of relevant byelaws and Pilotage Directions
- Specific role and responsibilities
- Review of the Navigational Safety Policy
- Outline of operating procedures, and their provisions
- Formal and individual procedural controls in place
- Outline of response to emergencies and contingencies
- Training and competence records

8.4 Refresher Training

To ensure that staff remains abreast of developments and to prevent any decline in the level of competence and skills of either management or staff, relevant training and instruction shall be repeated periodically, or as when the legislation permits. This will ensure that continued competence and skill levels are maintained in accordance with required competence, pre-determined job requirements and/or risk control criteria



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8.5 Training and Competence Records

All training/instruction provided to employees is recorded and kept in a secure file.

EXERCISE/ TRAINING	Frequency	Harbour Master	Marine Staff	Marine Engineer	Pilots	Admin Staff	Agency
HM Certificate (M)		x					
Oil Spill Training Level 4/5p (M)	3 Years	x		x	x		
Oil Spill Training Level 2/3p (M)	3 Years		x			x	
First Aid as per SCV code (M) or equivalent	When Required	x	x	x	x	x	x
ENG1 / ML5 (M)	When Required	x	x	x	x		x
Engineering Course (O)			x	x			
Sea Survival (M)	5 Years	x	x	x	x	x	x
Plymouth Boatman's license or higher (BML)			x	x			
Fire Drills (M)	4 Months		x	x	x		x
MOB drills (M)	4 Months		x	x	x		x
Fire Wardens (M)						x	
Hot Works (Gas) (O)			x	x			
Radar for coded vessels (O)			x	x			
Crane Training (O)			x				
Banksman (O)			x	x			

Pilots will be enrolled on the 'manned model' course. Renewal is every 5 years for this course.



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9.0 AUDIT

The auditing process of the Marine SMS aims to provide input into the system ensuring continuous development by independent feedback. This is conducted by the Designated Person and reported to the Commissioners.

9.1 Audit Objectives

A system of 'Health checking' has been established to monitor the operational aspects of the Cattewater Harbour's navigational remit. The process is to ensure specific departmental functions comply with aspects of the PMSC.

The intention of the audits is to ensure a high level of proficiency and effectiveness of the various functions which fulfil the requirements of the SMS. Where appropriate ways in which the port can enhance the way, it carries out its duties may be identified, and any best practice can be shared across departments. Audits include:

- Pilotage
- PMS
- SMS (Annual SMS performance review)

Audits are conducted to achieve the following objectives:

- To determine if the Marine SMS aims to provide input into the system ensuring
- To monitor the effect of the system
- To support continual improvement in navigational safety performance.
- To confirm that SMS procedures are understood and being actioned by those involved

Cattewater Harbour Commissioners have established an internal audit system where each department will be audited internally once a year by another department. The audit report from these checks will be kept in the safety meeting folder in the Harbour Masters office.

In addition to the Harbour Commissioner's own audit process, independent checks on operations are carried out by external bodies and form part of the audit process. They are as follows:

- Pilot Boats by MCA
- Navigation Aids by Trinity House
- Sea going vessels by MCA
- Waste Management (wharf owner) by MCA and Environment Agency (EA)
- Oil Contingency Planning by MCA
- Environmental Management by TECF
- Financial Management by External Auditors – Published

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9.2 Review of external information

MAIB Safety Digest, incident reports and other international/local reports.

The Cattewater Harbour regularly reviews any external incident reports and assesses if the report has the potential to affect the Cattewater's operations. They will then be discussed at the monthly safety meeting, or immediately with staff if deemed necessary. A review of our operations would be conducted relevant to the external report received. The points raised and action on the recommendations, if any was taken will be recorded in the minutes.

10.0 Investigating incidents

The benefits of investigating incidents are two-fold namely: -

- It is a management tool to improve performance and reduce the possibility of future incidents
- Findings can be used to assist settlement of disputes arising from the incident

There are two types of Investigation

- Standard Investigation is carried out by a responsible person. This will be the Harbour Master, Deputy Harbour Master, Pilot or Company Marine Engineer
- Detailed Investigation is carried out when there are, or is potential for, serious injuries, fatalities or serious structural damage to vessels or properties. Incidents may include near miss reports. The Harbour Master will head an investigation team reporting to the Board. In addition to CHC Staff, specialist consultants may be appointed and will be assisted by MCA and HSE personnel as appropriate.
- Navigational reports will be submitted on a separate MOD reporting form to QHM. Measures will be agreed upon and annotated by the CHC to minimise the chances of a repeat occurrence of an incident.

Cattewater Harbour Commissioners will comply with requirements to report incidents and investigations made to the MAIB. Reference MGN 458 (M+F)

10.1.1 Technique of Investigation

In line with modern pro-active risk assessment procedures, an investigation will be used to predict future problems and measures put in place to prevent similar incidents occurring again. A reactive control will be put in place to reduce future risk of occurrence.

10.1.2 Evidence Gathering

Documentary, photographic, physical and oral evidence from witnesses and participants will form the mainstay of the evidence.

10.1.3 Analysis of Evidence

Evidence will be recorded in written report form, whilst still clear in the memory. Such reports will largely be chronological and will be factual and free of opinion.



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10.1.4 Conclusion and Recommendations

Once a report has been compiled, it will be submitted to the Harbour Master who will make conclusions in consultation and report to the Board. Included in the report will be changes made and/or recommendations to reduce or prevent future reoccurrence.

10.1.5 Availability of the Investigation Report.

Reports on investigations into incidents will be available to MAIB, MCA and other authorities and organising committees of events, together with those involved in the incident

The report / accident report form which is to be used is attached to this document.

The form identifies the accident, why it happened, what went wrong and what measures have been taken to prevent a re- occurrence.

Navigational reports are stored in the Pilots office as well as electronically.

Internal Marine accidents are stored in the safety meeting folder in the Harbour Office.



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Annex A

GENERAL POLICY STATEMENT

Cattewater Harbour Commissioners will ensure that the harbour is operated efficiently and safely so as to safeguard the harbour, its users, the public and the environment. It is committed to performing all of its duties and responsibilities in a safe and efficient manner.

Cattewater Harbour Commissioners will comply with all legal requirements and aims to meet the national requirements of the Port Marine Safety Code and to heed the guidance in the Guide to Good Practice on Port Marine Operations. The functions of the Commissioners will be conducted openly and transparently and will be in the overall long-term interests of the harbour's stakeholders and beneficiaries. In fulfilling its duties, the Commissioners are committed:

- To ensuring so far as reasonably practical the safety of all those that use and work in the harbour.
- To preserving the environment and maintaining approved pollution prevention and nature conservation measures.
- To facilitating the safety of navigation in the harbour and its approaches together with safeguarding the navigational access to and from the harbour.
- To the provision and maintenance of viable harbour facilities.
- To actively support the aims and objectives of The Tamar Estuaries Consultative Forum.
- To providing an efficient pilotage service.
- To regulating the activities of all those that use the harbour and ensuring the applicable laws are enforced whenever appropriate.
- To formally review the Harbour Authority's plans, policies and procedures at intervals not exceeding 5 years.

This statement was approved by the Board of the Commissioners on 31st January 2017 and will be reviewed again within the next 3 years.

With respect to the requirement in Clause 17 of the Cattewater Harbour Revision (Constitution) Order 2005 (Advisory Bodies), the Commissioners have adopted the Port of Plymouth Marine Liaison Committee (P.P.M.L.C.) as their Advisory Body.

Signed.....Date.....



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Annex B

NAVIGATIONAL SAFETY POLICY

Cattewater Harbour Commissioners in its role as CHA has a responsibility to facilitate the safety of navigation both within the Cattewater Harbour, and those vessels, under pilotage, approaching the Cattewater Harbour. This policy relates to marine operations, navigational safety and the requirements of the Port Marine Safety Code.

Cattewater Harbour Commissioners are committed to:

- Maintain an effective Navigational Safety Management System based on a continuing, formalised assessment and mitigation of risk in consultation with harbour users;
- Review regularly the effectiveness of, and if necessary seek amendments to, its legal powers, Byelaws and Directions in respect of navigational safety;
- Provide adequate patrol resources to enforce local, national and international regulations;
- Provide adequate resources to escort vessels during busy periods as required;
- Provide an appropriate level of pilotage services in accordance with the Pilotage Act 1987;
- Provide a towage service;
- Make and publish hydrographic surveys;
- Undertake maintenance dredging as appropriate;
- Remove sunken vessels and other obstructions that are, or may become, a danger to safe navigation;
- Ensure the provision of necessary aids to navigation within Harbour limits and maintain a close liaison with Trinity House - the General Lighthouse Authority (GLA)
- Promulgate effectively navigational, tidal and other relevant information to all harbour users and in conjunction with QHM.
- Provide effective management and co-ordination in respect of the CHC's response to emergency incidents within its area of jurisdiction including publishing and maintaining emergency plans
- Ensure, through risk assessment that the licensing of harbour works takes due regard of the safety of navigation
- Take all reasonable measures to avoid damage to property and the environment



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- Encourage all users and organisations in the harbour to take responsibility for assessing the risks involved in their events and activities, and for filing their own risk assessment;
- Maintain harbour craft and marine department infrastructure and equipment to legal requirements and agreed industry standards;
- Manage the assets of the Harbour Authority prudently having regard to the principle that all users of facilities should contribute through dues to the safe operation of the harbour;
- Protect the health and safety of its employees working in the marine environment, and individuals utilising the harbour for commercial or recreational pursuits;
- Comply with the letter and also the spirit of relevant United Kingdom and European legislation and promote further measures as appropriate for the protection of health and safety for all who may be affected by its activities.

Signed.....Date.....



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Annex C

Enforcement Policy

Cattewater Harbour Commissioners (CHC) is responsible under the Port Marine Safety Code for the effective enforcement of its regulations, which are adopted in order to assist in managing the safety of navigation within the port. In this Policy, enforcement comprises the promulgation of regulation and guidance, effective surveillance, incident investigation, and where appropriate formal warning and prosecution.

Our policy is based on education in the first instance and generally only reverting to prosecution for repeat offenders, for offences bringing significant risk of serious injury or loss of life or for when users threaten or abuse our staff members. Where appropriate, and where empowered to do so, CHC will prosecute offenders for committing criminal offences, including those set out in the Merchant Shipping Act 1995 and in ancillary regulations and byelaws.

To this end, it is the Commissioners' policy that CHC shall:

Maintain through regular reviews, an effective regulatory framework, which is integrated with relevant national legislation and includes local regulation resulting from risk assessment, or as otherwise made necessary;

- i. Ensure that CHC regulations and associated guidance are widely promulgated;
- ii. Develop and maintain effective enforcement procedures, which comply with relevant national legal requirements and guidelines;
- iii. Develop and maintain effective investigation procedures for use in the event of a navigational incident, which support CHC enforcement procedures, but also meet the requirements of the navigational Safety Management System in respect of identifying and promulgating any 'lessons learned';
- iv. Ensure that all staff involved in an incident investigation, or who are required to follow CHC enforcement procedures, receive effective and relevant training;
Maintain an effective surveillance and spot check regime, to monitor compliance with, and detect breaches of, relevant national and CHC regulations;
- v. Respond to breaches of regulation, where justified by the evidence and other circumstances, by the use of formal warnings and legal prosecution;
- vi. When bringing prosecutions observe the Code for Crown Prosecutors and evidential Codes in so far as appropriate;
- vii. Manage the progress of enforcement activities, including incident investigations and prosecutions, and the maintenance of appropriate records.

Signed.....Date.....

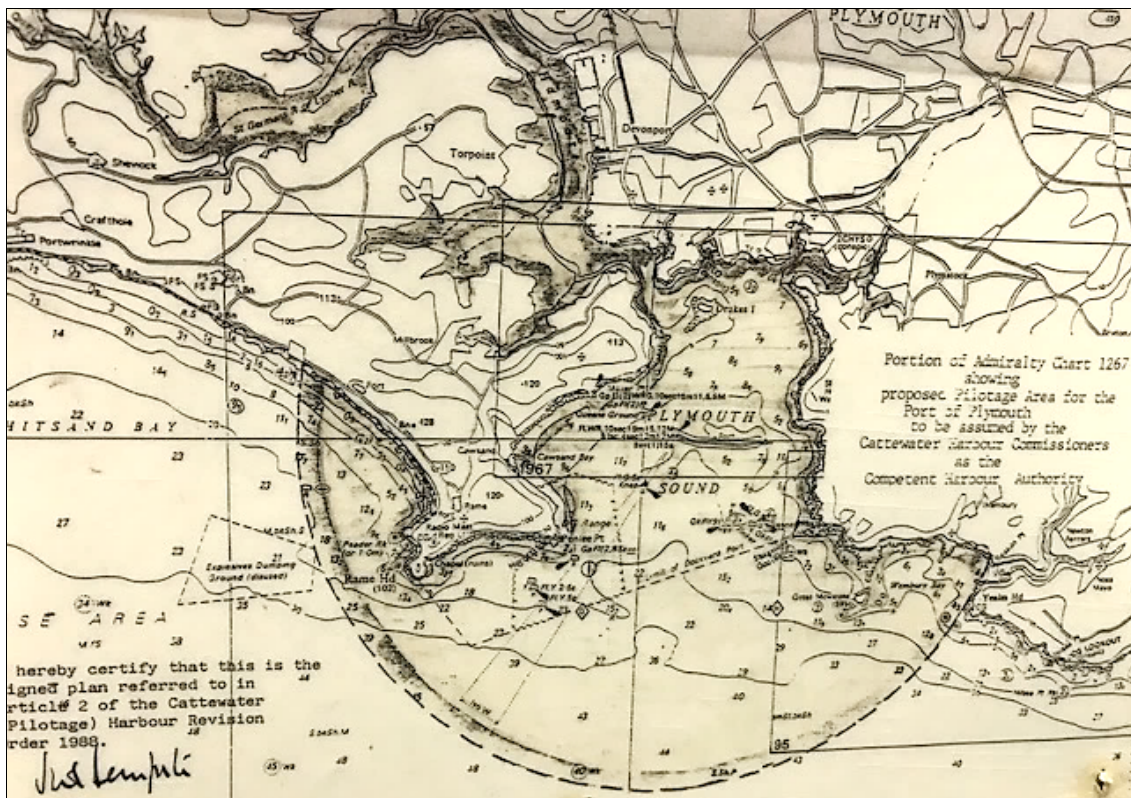
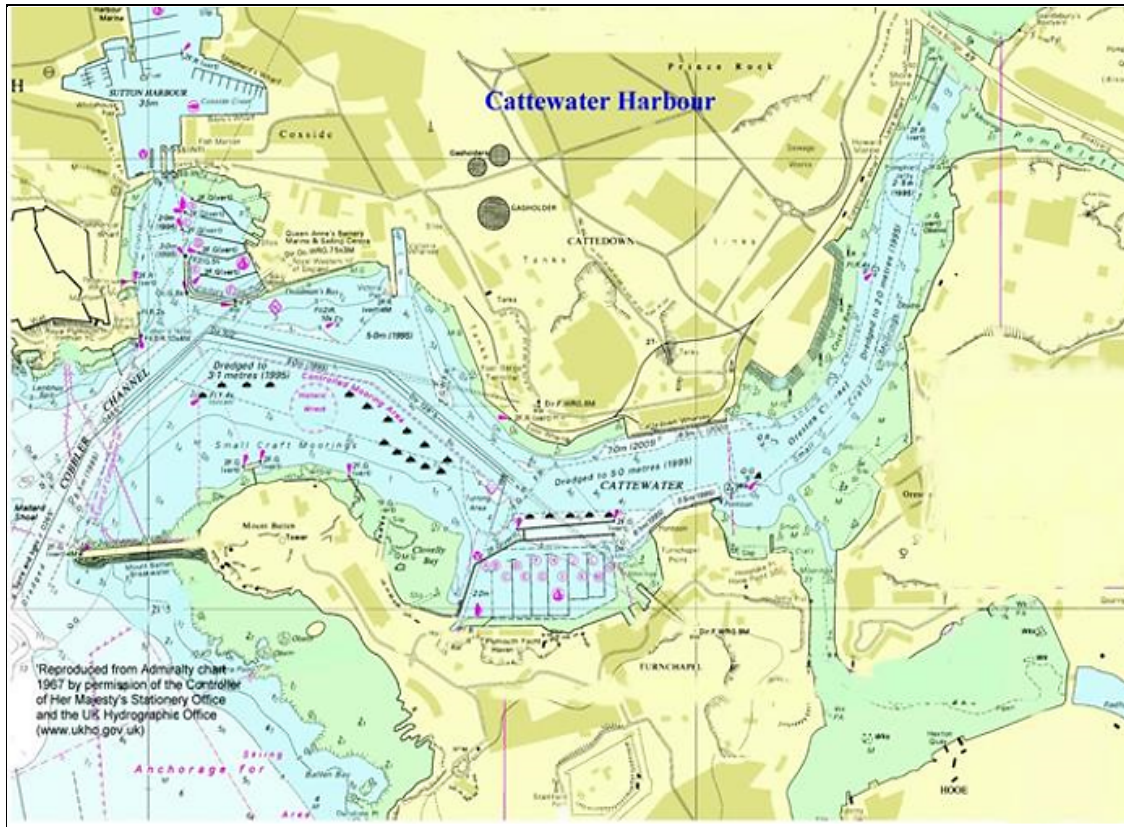


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Annex D

Chart of the Cattewater / Pilotage Limits



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ANNEX E

CATTEWATER HARBOUR PILOTAGE EXEMPTION CERTIFICATE CRITERIA

RULES GOVERNING THE ISSUE & RENEWAL OF PILOTAGE EXEMPTION CERTIFICATES FOR *BONE FIDE* DECK OFFICER

1. Geographical Areas

Certificates may be issued to *Bone Fide* Deck Officers of vessels for one or more of the following parts of the Port of Plymouth Pilotage District:

- 1.1 Sea to Millbay Docks Tidal Berths,
- 1.2 Sea to Cattewater and/or Sutton Harbour Berths,
- 1.3 Sea to Hamoaze Commercial Berths,
- 1.4 Sea to Upper reaches - Harbour tour craft only.

Note: In general a certificate will be granted for use on any named vessel within a range of length/draught and type.

Certificates will only be issued following successful completion of an examination.

2. Fees for Issue, Examination and Renewal of Pilotage Exemption Certificates

- (a) Issue of a Pilotage Exemption Certificate by examination for a single part of the District (as specified in para 1 above)
 - (b) Issue of a Pilotage Exemption for two or more parts of the District.
 - (c) Renewal of a Pilotage Exemption Certificate for a part or the whole of the Pilotage District.
- * Note: Current fees are available on application to the Harbour Master.*

3. Experience Required Prior to Application

The extent of local knowledge and experience required before being granted a **Pilotage Exemption Certificate** will depend upon the part to be navigated and the size and class of the vessel concerned. A candidate for a pilotage certificate is to have performed at least 12 passages (six round trips), including 4 passages in the hours of darkness, in the relevant part(s) of the Pilotage District during the twelve months immediately preceding the date of application for an exemption certificate. However applicants with sufficient proven knowledge but less experience will not necessarily be excluded but there could also be occasions when more experience than that set out above may be required.



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4 Information Required from Candidate for Examination for a Pilotage Exemption Certificate:

Candidates must complete a formal application supplying the following information:

- (a) Name, nationality and address of applicant
- (b) Name and address of owners
- (c) Name and address of local agents
- (d) Names and types of ship for which exemption is required; Flag; length draught and tonnages
- (e) Part(s) of the Pilotage District for which an exemption is required
- (f) The extent of experience in the Pilotage District during the last 12 months (see paragraph 3). Previous experience may also be given as this might be taken into account.
- (g) Evidence of Qualification: eg Department of Transport or Secrétariat de l'État à la Mer etc.
- (h) Evidence of current medical fitness (including eyesight standard from Medical Practitioner, in accordance with Merchant Shipping Notice M.1225 or amending notice, (or national equivalent)
- (i) Confirmation that the applicant is familiar with the current:-
International Regulations for Preventing Collisions at Sea; Dockyard Port of Plymouth Order; Millbay, Cattewater and Sutton Harbour Byelaws as appropriate; Dangerous Substances in Harbour Area Regulations 1987 and individual harbour Emergency Plans; Confirmation that the applicant has a satisfactory working knowledge of the English language, Pilotage Direction.

5. Particulars of Examination

Applicants for *Bone Fide* Deck Officers Pilotage Certificates are to make themselves thoroughly acquainted with the following subjects:

5.1 General Navigation

The application to pilotage of:

- (a) The International Regulations for Preventing Collisions at Sea
- (b) IALA Maritime Buoyage - System A - the General Principles and rules
- (c) The current Dockyard Port of Plymouth Order and byelaws relevant to that part for which the certificate is required (i.e. Millbay, Cattewater or Sutton Harbour byelaws)
- (d) Local Communications procedures
- (e) 'M' Notices relating to Pilotage
- (f) Relevant Notices to Mariners
- (g) The current Port of Plymouth Pilotage Direction.



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5.2 Experience and Local Knowledge

The candidate's experience will be determined by his ability to demonstrate detailed local knowledge of the part or parts for which he is being examined with particular reference to:

- (a) Limits of Pilotage District and individual harbours
- (b) Coastal features
- (c) Names of Channels and Fairways
- (d) General directions and rates of tidal streams
- (e) Names of wharves, jetties and berths and their uses together with specific uses
- (f) Queen's Harbour Master website -
<http://www.royalnavy.mod.uk/ghm/plymouth>
- (g) Cattewater Harbour Commissioners' website-
<http://www.plymouthport.org.uk/>

5.3 Pilotage in the District (or Area required)

A detailed knowledge will be required of the following:

- (a) The names, characteristics, ranges and arcs of visibility of all lights,
- (b) The names and characteristics of navigation buoys, beacons and fog signals and other seamarks,
- (c) The names of channels, fairways, headlands, points and shoals,
- (d) The approximate widths of the various channels,
- (e) The bearings and distances from one buoy to the next on either side the channels,
- (f) The fairway courses and distances,
- (g) Depths of water to be expected in fairways and channels,
- (h) The use of sounding equipment and expected under keel clearances,
- (i) The set, rate, range and duration of the tides and the use of tide tables,
- (j) The effect of meteorological conditions on predicted tidal heights,
- (k) Clearing marks for shoals and points: visually by day and by night and by radar together with the use of the parallel index technique,
- (l) The names of the anchorages, their positions, depths, holding grounds, names and limits,
- (m) Ship handling characteristics of own vessel(s), squat and interaction in narrow channels and from other vessels,
- (n) Limitations of and restrictions caused by other vessels, with particular reference to HM and Foreign Warships and Auxiliaries,
- (o) Special local traffic and wind signals; signal stations and radio communications Facilities.
- (p) Local Emergency Plans and procedures,
- (q) Dangerous Substances in Harbours Regulations 1987, as applicable to Plymouth,
- (r) Byelaws or other Directions requiring Certificate holders to report accidents or hazardous incidents,
- (s) Any other relevant information at the discretion of the Examiners.



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6. Conduct of the Examination

- 6.1 The Examination Board will consist of:
- The Chief Executive/Harbour Master
 - a nominated Pilot
 - Chief Admiralty Pilot (or deputy)
- 6.2 Normally the examination will be conducted at the offices of the Cattewater Harbour Commissioners at a time and date set by the Harbour Commissioners.
- 6.3 The depth and detail of questioning will depend upon the type and size of the vessel for which a certificate is required.

7. Conditions for Renewal of an Exemption Certificate

- 7.1 Certificates shall be renewed annually. Application for renewal must be made no earlier than 2 months and no later than the expiry date. Applications for renewal are to comply with the following requirements:

(a) *Bone Fide* Deck Officers must, under normal circumstances, complete at least 8 acts of pilotage (4 round trips) during the past 12 months in the District for which the Certificate was granted, in order to qualify for renewal. The CHA will reserve the right to require officers without this continued experience to present themselves to an officer of the Commissioners, prior to consideration as to whether renewal will be granted. (The Pilotage Certificate and the Renewal Application Form, contain a section for recording an officer's annual experience in the port).

(b) Written confirmation of the following:

Dates of all acts of pilotage in the district in the 12 month period following issue/renewal of the certificate,

- ii. Knowledge of any relevant changes affecting navigation relevant in the part(s) of the district, including changes to Local Byelaws, Regulations, Orders and Notices to Mariners.
- iii. Evidence of the officer's continued satisfactory medical condition and eyesight standard.

(c) The relevant fee.

8. Misconduct

In consonance with Section 21 of the Act, all holders of Pilotage Exemption Certificates shall report any incident of misconduct to which he might be a party or witness, to the Competent Harbour Authority by the quickest possible means and followed up at the next convenient opportunity by a formal written report.



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Annex F

This Form is to be used to report a Marine/Navigational or Safety Incident or Near Miss to the Harbour management, as required by the Cattewater Harbour Safety Management System. URGENT Navigational matters should be reported immediately to the Harbour Master via phone or email or on the appropriate Port VHF Channel. Navigational reports are still reported on Naval Base Form 385 and submitted to QHM.

Section A – Person / location details

Name
Date
Location
Weather

Section B – Other vessel if applicable

Name of vessel
Type of vessel
Status of other vessel

Section C – Vessel incident

Collision		Berthing, manoeuvring	
Grounding		Breach of General Directions	
Pollution		FIRE	
Inappropriate Navigation		Near Miss or other	



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Section D – Personal Injury Type

Slip trip and fall		Pinch, crushing injury	
Head injury		Sprains and strain	
Hand injury		Cuts and abrasions	
Dropped object		Eye / Ear injury	
Near Miss		Other	

Section E – Report and steps taken

Please provide an explanation of the incident in concise terms following the sequence of events and, if necessary, expanding on them with as much appropriate detail as possible. We encourage the use of a sketch to accompany this report where appropriate.



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From the causes you have found, what immediate action have you taken to prevent a similar occurrence happening again?

Steps taken by the Harbour Authority to prevent a similar occurrence happening again

NAME	POSITION
SIGNATURE OF PERSON SUBMITTING REPORT	DATE OF REPORT
HARBOUR MASTER SIGNATURE	DATE CLOSED



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Annex G

Pilotage Policy

Cattewater Harbour Commissioners (CHC) is a Competent Harbour Authority (CHA) within the meaning of the Pilotage Act 1987 and publishes Pilotage Directions.

These Directions define CHC's Pilotage District and the requirements for compulsory pilotage within it. They also lay down regulations under which Pilotage Exemption Certificates (PECs) are issued and administered in that District.

The Board of the Cattewater Harbour Commissioners' Policy, in respect to pilotage, is to:

- Ensure that the operation of the pilotage service is compliant with national regulations, guidelines and competency standards;
- Keep under review its Pilotage Directions to ensure that they are based on formal risk assessment and are fully in accord with the current Navigational Safety Management System;
- Maintain a competent and Authorised Pilotage Service;
- Maintain a fully supported Pilotage Service, able to respond to all properly notified pilotage requirements;
- Keep the means of boarding and landing pilots under review to ensure that these operations are always undertaken as safely as possible;
- Administer the PEC system to ensure that all PEC applicants and holders fully meet the requirements laid down in the Pilotage Directions.

Signed.....

Date.....



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ANNEX H

**CATTEWATER HARBOUR
COMMISSIONERS**

2 The Barbican, Plymouth, PL1 2LR
01752 665934 info@plymouthport.org.uk



**PLYMOUTH PILOTAGE
SERVICE**

2 The Barbican, Plymouth, PL1 2LR
T01752 662708 pilot@plymouthport.org.uk

PORT OF PLYMOUTH

25th March 2018

Technical Support Team - Coastal
Maritime and Coastguard Agency
Bay 2/01, Spring Place
105 Commercial Road
SOUTHAMPTON
SO15 1 EG

For the attention of the Chief Executive, Maritime & Coastguard Agency

Dear Sir,

PORT MARINE SAFETY CODE - STATEMENT OF COMPLIANCE

I, Robin Love, Chairman, on behalf of the Cattewater Harbour Commissioners, being the Port Marine Safety Code Duty Holder for the Cattewater, Plymouth, having considered all the requirements of the Port Marine Safety Code, including reviewing the risk assessment and safety management system, certify that the Port of Cattewater, meets the standards required by the Port Marine Safety Code.

Yours faithfully,

Robin Love
Chairman
Cattewater Harbour Commissioners



MARINE SAFETY MANAGEMENT SYSTEMS MANUAL

NUMBER: 01
ISSUE: 04
DATE: 02/20
OWNER: CHC DHM

Marine Safety Plan 2019-2022

January 2020



CATTEWATER
H A R B O U R
COMMISSIONERS

PORT MARINE SAFETY CODE

Marine Safety Plan
2019 - 2022

Introduction

As required by the Port Marine Safety Code (PMSC), the Cattewater Harbour Commissioners (CHC) publishes its Marine Safety Plan for the conduct of marine operations in the Port of Plymouth every three years; this plan covers the period January 2019 – January 2022.

This Marine Safety Plan commits the Cattewater Harbour Commissioners (CHC) to undertaking the proper management and regulation of marine operations within the scope of its powers and authority, according to the HDPC 1847, associated Harbour Orders and subsequent amendments, and the PMSC. The CHC has the primary responsibility of maintaining safe access to the Port and its facilities, managing and supporting the safety of vessels, the general public and all users of the Cattewater, together with a duty to conserve and improve the harbour and its environment. In managing the safety of navigation and the provision of services, the CHC always has the safety of life and vessels as its highest priority.

1. Navigational Safety Policy

The CHC has a [Navigational Safety Policy](#) in support of the management and regulation of marine operations on the tidal Cattewater and maintenance of the port's Marine Safety Management System (SMS), which has been approved by the CHC Board as Duty Holder under the PMSC.

This Policy was developed in 2019, the next scheduled review is due in Jan 2022.

This Policy can be found in the CHC Marine SMS Manual.

The Navigational Safety Policy covers the following areas:

- Safety Management Systems
- Vessel Traffic Service
- Pilotage
- Hydrography
- Emergency Preparedness and Response
- Enforcement and Prosecution
- Marine Training
- Consultation
- Environment

The CHC also has an Environmental Policy and other non-marine policies such as the Drug and Alcohol, Health and Safety and Enforcement Policies which are applicable to marine staff within the CHC.

What is the Port Marine Safety Code?

The 'Port Marine Safety Code' sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses or works in the port marine environment.

It is endorsed by the UK Government, the devolved administrations and representatives from across the maritime sector and, while the Code is not mandatory, these bodies have a strong expectation that all harbour authorities will comply.

It applies to all harbour authorities and other marine facilities, berths and terminals in the UK and is intended to be flexible enough that any size or type of harbour or marine facility will be able to apply its principles in a way that is appropriate and proportionate.

2. Safety Management System

A comprehensive overview of the structure, management and maintenance of the port's Marine SMS and the CHC's compliance with the PMSC in support of this Plan, is contained in the Marine SMS Manual.

External audits of the CHC's compliance with the PMSC are undertaken at least every 3 years, through an annual rolling programme, supplemented by regular internal health checks.



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3. Marine Incident Targets for the period of the Plan

The following objectives represent the CHC's commitment to reducing incident numbers, to continuously improve the management of marine safety and toward achieving zero harm.

1. Reduce the number of serious marine incidents by 10% every year, based on the number at the start of the plan.
2. No serious or very serious incidents resulting from errors made by CHC Pilots.
3. Increase the number of near miss reports by 10% year-on-year.
4. Complete incident investigations within the following targets:
 - Minor Incidents, near misses and deficiencies – close within 4 weeks of being reported.
 - Serious / Very Serious Incidents – produce an investigation report within 6 weeks and close within 10 weeks of being reported.
5. Initiate a safety campaign aimed at improving the Port's safety culture, and knowledge of PMSC.

4. Objectives to fulfil the CHC's Navigational Safety Policy for the period of the Plan

	Policy Section	Objectives	2019	2020	2021
1	Safety Management Systems	<ol style="list-style-type: none"> 1. Improve a Port Information Book (Code of Conduct) which acts as a single reference point for CHC Regulations, easily accessed and searched with modern technology in mind. 2. Make improvements to recording changes made to our documentation. 3. Carry out a Red Tape review on our internal processes and documentation. 	Met		
2	Pilotage	Provide a pilotage service of suitably qualified and experienced Pilots that is supported by appropriate recruitment and training, conduct the authorisation of pilotage exemptions as per Annex E of the Marine Safety Management Systems Manual, resulting in no serious incidents caused by errors made by CHC Pilots.	1 x Pilot under training		
3	Vessel Traffic Services	Liaise with the MOD, as the service provider, with a view to ensuring best operational service and practices within the Harbour and its approaches, any feedback to be filtered to coxswains and Pilots.	Met		
4	Hydrography	<ol style="list-style-type: none"> 1. To continue hydrographic surveys that are carried out regularly to ensure the riverbed within port limits is surveyed and charted to modern international standards where reasonably practicable 2. To review the authorities long term survey strategy to ensure it remains relevant and fit for purpose 	Met		
5	Vessel Licensing	To monitor licensing of commercial leisure vessels operating within the Cattewater, in accordance with regulations stipulated by appropriate licensing authorities.	Met		
6	Management of River Activities and Works	<ol style="list-style-type: none"> 1. River events are to avoid river closures and any unnecessary restrictions on commercial and leisure vessel movements. All risks associated with river events are to be at ALARP prior to consent being given for an event to take place by QHM and recorded in the Water Events Diary for the Port. 	Met		
7	Emergency Preparedness and Response	Establish a robust schedule of regular training and exercises for implementing emergency plans and oil spill procedures, to improve our response capability. This will include table top and live exercises afloat to test all aspects of the CHC's operations. Exercises will be carried out with external stakeholders such as the RN, local authorities and the emergency services.	Met		
8	Enforcement and Prosecution	Continue to support efforts to bring into force the same drink-drive and drugs legislation for recreational users as already applied to commercial users under the Railways and Transport Safety Act 2003. To introduce a Byelaw on speeding within the Cattewater.	Byelaw pending		



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Environmental Policy 2019



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Environmental Policy

Cattewater Harbour Commissioners' objective is to maintain the balance in the harbour between commercial, recreational and environmental interests, at the same time maintaining a sustainable and commercially viable medium sized trust port.

The Commissioners are committed to continuous improvement of their environmental performance by fulfilling their duties relating to conservation, regulation and enhancement of the port of Plymouth with relevant UK, European and International legislation.

The Commissioners continue to be a major stakeholder in the TECF management group.

<http://www.plymouth-mpa.uk/>

In implementing this policy, Commissioners shall ensure that they:

1. Environmental management

- Endorse the principles contained in the European Sea Ports Organisations Environmental Code of Practice.
- Assess and mitigate environmental risks for all aspects of the Commissioners' operations.
- Include measurable environmental objectives and targets in business plans.
- Conduct regular management reviews and audits to identify areas for improvement.
- Develop a sustainable procurement policy for the business.
- Record all significant environmental occurrences.
- Publish environmental performance in an annual environmental review.

2. Resource management

- Continue to monitor and where possible reduce resource consumption.
- Seek opportunities to apply innovative technology to reduce emissions and energy consumption.

3. Waste management

Continually assess recycling, re-use and waste minimisation opportunities.

4. Communication and training

- Communicate with employees, contractors, regulators and the general public to ensure people are aware of their roles and responsibilities and are competent in performing them.

5. Pollution prevention and control

Ensure that contingency plans and controls are in place and regularly reviewed and tested, to endeavour to prevent spills of oil, chemicals or potentially contaminating materials.

- Apply best available technology, without involving disproportionate costs, to plant acquisitions, facilities and activities to advance pollution control and emissions reduction.
- Pursue good housekeeping policies to ensure tidiness on the port estate.
- It is the Commissioners policy for the 'polluter' to pay for the cost of clean-up and disposal following land and marine based incidents.

The policy will be reviewed from time to time to embrace changes in the Commissioners' activities and endorsed by the current CHC Chairman

Signed.....Date.....