

Stena Line Ports Limited: Loch Ryan Port

Navigational and Safety Guidelines

Version History



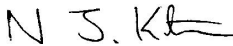
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NSG No 01: LPS Officers. DUTIES AND RESPONSIBILITIES

The LPS Officer on duty is responsible to the Harbour Master for communication with vessels entering or departing Loch Ryan Port limits and approach channel. LPS Officers' duties include, but are not confined to the following:

1. Maintaining a listening watch on VHF Channel 14 and VHF Channel 16.
2. Communication with Masters of vessels entering/leaving or manoeuvring within Loch Ryan Port limits and approach channel, and in particular to advise them of any unusual circumstances which may affect their safe passage.
3. Monitoring of vessel movements within Loch Ryan Port limits and approach channel.
4. Reporting of any incidents/accidents, damage or near misses within Harbour Limits to Port Management in accordance with NSG 14.
5. Maintaining a daily written log to record significant events occurring within each LPS Officer's period of duty.
6. Monitoring the position and operational status of Aids to Navigation within the harbour limits and approach channel, through use of the port radar and information from vessel observations. Aids to Navigation confirmed to be out of position, unlit or displaying incorrect characteristics are to be notified to the Harbour Master. Timely warnings to be communicated prior to vessels entering the Loch Ryan Port approach channel.
7. Initiation of Port Emergency Procedures in conjunction with the Port Operations Manager as and when required.
8. Monitoring, operation and usage of all equipment in the LPS Operations Room.
9. The LPS Officer only provides information to vessels to assist the Master in his decision making process. The LPS Officer does not, nor will not provide clearance to enter or depart Loch Ryan Port limits and approach channel. The decision to enter or leave Loch Ryan Port limits and approach channel lies with the Master alone.
10. Each LPS Officer must complete a watch handover at the end of every period of duty. The watch handover is to include information about:
 - ongoing vessel movements;
 - planned vessels movements;
 - incident reports;
 - aids to navigation status;
 - equipment performance;
 - bunkering operations; and
 - any other relevant information.

NSG No 02: VHF PROCEDURES

1. The listening channels for LPS Officers at Loch Ryan Port are VHF Channel 14 and VHF Channel 16.
2. It is the responsibility of the LPS Officer to ensure that the Masters of vessels entering, leaving or manoeuvring within Loch Ryan Port limits and approach channel are fully informed of all circumstances that may affect their movements so that their decisions may be based on sound, reliable information. All information and instructions given to vessels shall be as accurate and clear as possible. For all vessels entering Loch Ryan Port the following information shall be provided by the LPS Officer:
 - 1) any reported vessel movements;
 - 2) known, but unreported, vessel movements i.e. yachts, fishing vessels entering Loch Ryan port limits and approach channel;
 - 3) berth occupancy;
 - 4) any Navaid deficiencies;
 - 5) wind speed/direction (except for vessels fitted with remote tidal and wind sensors);
 - 6) tidal height (except for vessels fitted with remote tidal and wind sensors);
 - 7) restricted visibility and adverse weather; and
 - 8) any other relevant information.
3. If circumstances change, during a vessel's movement, the Master must be informed immediately.

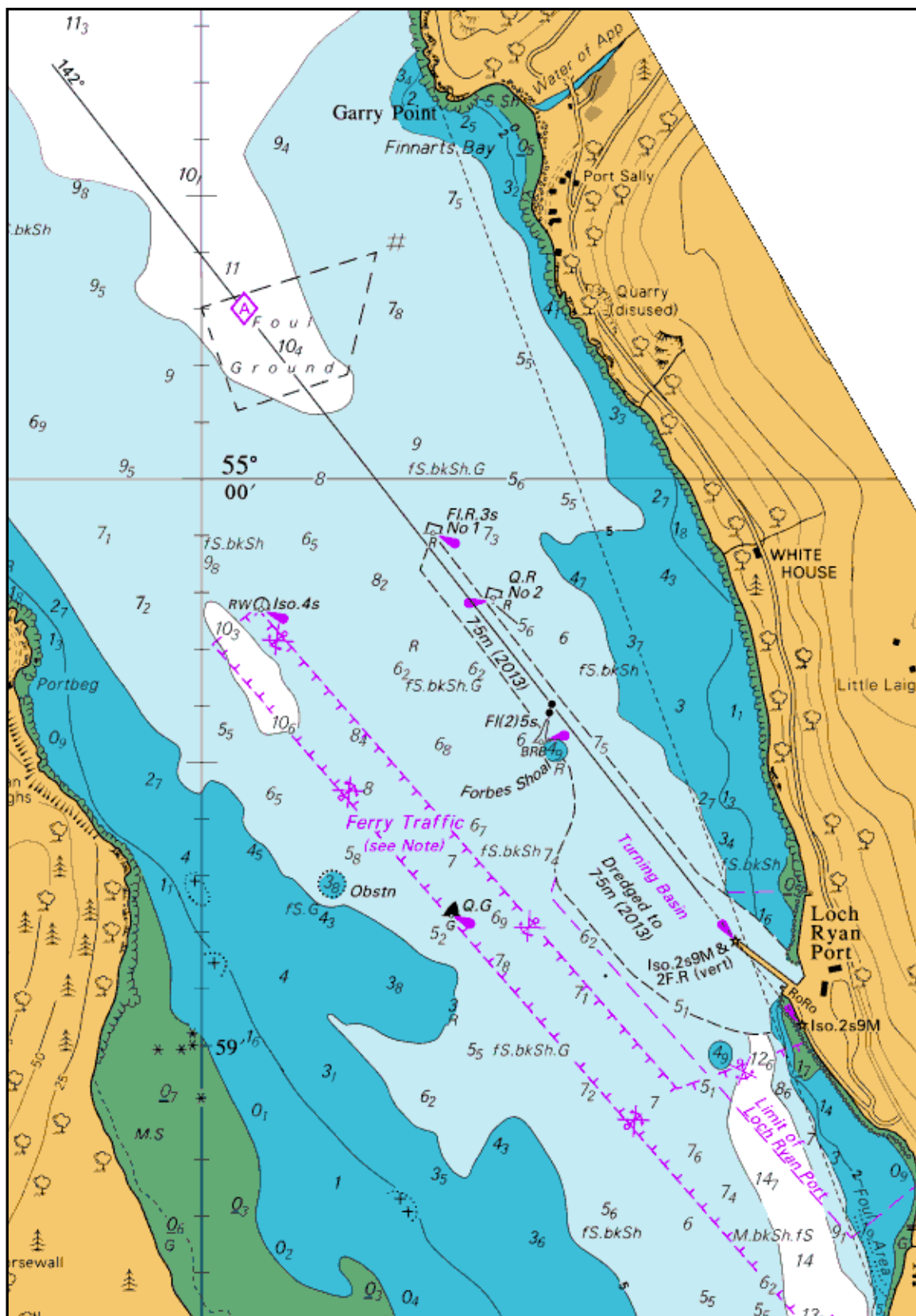
NSG No 03: LOCAL NOTICES TO MARINERS

1. Local Notices to Mariners are issued and maintained by the Harbour Master. These are distributed to vessels and displayed on the Port's Website.
2. Any aspect affecting safe navigation will be considered for distribution by NtM. This includes, but is not restricted to, aids to navigation, dredging, diving and survey.
3. LPS Officers will include reference to new and applicable Local Notices to Mariners in force when communicating by VHF with vessels within the Loch Ryan Port limits and approach channel.

NSG No 04: NAVIGATION AIDS

1. Within Loch Ryan Port limits and approach channel, there are three navigation buoys, one end of pier light and two leading lights.
2. These are as follows and can be seen on the area of chart reproduced within this guideline:
 - 1) No. 1 Red Can Mark: FI.R3s
 - 2) No. 2 Red Can Mark: Q.R
 - 3) Isolated Danger Mark: FI(2)5s (located outside of Port Limits)
 - 4) End of Pier Lights: 2 F.R (vertical)
 - 5) Leading Lights of: 142°T/322°T
 - a. Front Leading Light: Iso 2s 9M
 - b. Rear Leading Light: Iso 2s 9M
3. It is the responsibility of the LPS Officer and Masters of vessels navigating within Loch Ryan Port limits and approach channel, to report to the Harbour Master or Deputy any deficiencies or defects as soon as is practical.

NSG No 04: NAVIGATION AIDS



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NSG No 05: HARBOUR BERTHS

MAIN RO RO BERTH

1. This berth must only be used by commercial Ro Ro vessels when within the stated operating parameters of the vessel as agreed with the Harbour Master and described in the Senior Master's Standing Orders.
2. No other vessels are allowed to lie alongside this berth without the express permission of the Port Operations Manager or the Harbour Master.
3. The automatic mooring system must only be used by those vessels for which it was designed.
4. Any other vessel that is allowed to lie on this berth must use a conventional mooring system and particular care must be taken to ensure that no damage to the automatic mooring system can be caused.

LAY BY BERTH

1. The lay by berth must only be used by vessels with the express permission of the Port Operations Manager or the Harbour Master.

NSG No 06: LOCH RYAN NAVIGATION COMMITTEE SUMMARY OF AGREEMENTS

1. Vessels entering or departing Loch Ryan Port limits and approach channel will do so in accordance with the current '*Loch Ryan Ferry Navigation Committee Summary of Agreements*' which is attached as an Annex to NSG Number 06.
2. Vessels bound for Loch Ryan Port report on VHF Channel 14 when passing Milleur Buoy. Their call will be acknowledged by Loch Ryan Port.

NSG No 06: LOCH RYAN NAVIGATION COMMITTEE SUMMARY OF AGREEMENTS

Summary of Agreements Made By: THE LOCH RYAN FERRY NAVIGATION COMMITTEE

As of 0001Hrs GMT on 1st May 2016

Affecting Vessels Operated by P&O Ferries & Stena Line

Nothing in these agreements relieves any vessel of its duty to comply with the MS Distress Signals and Prevention of Collisions Regulations 1996 (COLREGS as amended).

The use of the phrase “deeper water in the prohibited anchorage area” within this document shall be taken to mean the deeper water to be found within the prohibited anchorage area towards the west side of Loch Ryan and as indicated upon the chart extract included in this agreement at Annex 1.

1. Intership Communications

All ships that are party to the agreement are to call on Ch. 16 prior to entering the Loch and before departing their berths advising all vessels to listen to Ch.14 for further communications regarding movements and manoeuvres. Communications can then be monitored by all other ships in the vicinity. Ship's AIS may be used to identify other vessels.

VHF Communications by ships navigating the loch should be transmitted using 25 Watts power and those communications should be positively acknowledged by ships party to this agreement.

All vessels inbound to Loch Ryan will:

- On passing Corsewall Point make an “*Approaching Loch Ryan*” broadcast on VHF Ch.14 to “*All ships in Loch Ryan*” and thence maintain a listening watch on both VHF Ch.14 & 16. At this point the inbound ship's intention to use the deeper water in the prohibited anchorage area should be stated.
- Make a further “*All ships in Loch Ryan*” broadcast on VHF Ch.14 reporting passing Milleur Buoy. At this time the inbound ship will establish communication with any outbound ship. Intention to use the deeper water in the prohibited anchorage area should be re-stated.

Loch Ryan Port bound vessels already routinely report on VHF Ch.14 passing Milleur Buoy, and their call will be acknowledged by Loch Ryan Port.

NSG No 06: LOCH RYAN NAVIGATION COMMITTEE SUMMARY OF AGREEMENTS

All vessels departing from berths in Loch Ryan will:

- Five minutes prior to departure, make an *"Intention to depart"* broadcast on VHF Ch.14 to *"All ships in or approaching Loch Ryan"*, and thence maintain a listening watch on both VHF Ch.14 & 16. At this point intention to use the deeper water in the prohibited anchorage area shall be stated.

All vessels proceeding outbound in Loch Ryan will:

- Make a further *"All ships approaching Loch Ryan"* broadcast on VHF Ch.14 reporting passing Forbes Shoal buoy outwards.

These reporting points should be included in each ship's passage plans and checklists to ensure that they became routine and are not overlooked.

2. Operating Principles

In the event of a High Speed Craft operating in Loch Ryan they will endeavour not to operate in the critical speed range between Cairn Point and Forbes Shoal if there is another ship in that area.

3. Passing Manoeuvres

Risk Assessment has identified the need for control measures:

- 1) Conventional ships may use the deeper water in the prohibited anchorage area.
- 2) An inbound ship passing Milleur Buoy shall communicate with an outbound ship to confirm intentions.
- 3) Safe separation of inbound and outbound ships will be ensured by use of agreed waypoints off Milleur Buoy as detailed in Paragraph 5.
- 4) If an outbound P&O vessel has passed Cairn Point a Stena Line vessel will not depart the berth at Loch Ryan Port until the P&O vessel is past and clear.

Ships that have requested the use of the deeper water in the prohibited anchorage area shall remain within the deeper water in the prohibited anchorage area until clear of the safe water mark.

4. Overtaking Manoeuvres Within Loch Ryan and Immediate Approaches

Ships party to this agreement will not overtake anywhere within Loch Ryan unless positive agreement has been received from the ship they intend to overtake and others in the vicinity. The overtaking vessel shall make such agreements in good time.

NSG No 06: LOCH RYAN NAVIGATION COMMITTEE SUMMARY OF AGREEMENTS

5. Tracks to Maintain Safe Separation at Milleur Buoy

Normal outbound and inbound tracks will pass close to Milleur Buoy, however, in the event of Ferries passing in the vicinity of Milleur Buoy, the following tracks have been agreed to ensure safe separation between outbound and inbound traffic:

Outbound

Once clear of the deeper water in the prohibited anchorage area, or past Forbes Shoal Buoy, outbound ships should set course for a point 0.7 nm northeast of Milleur Buoy.

Inbound

Inbound ships should head for a point 0.2 nm north of Milleur Buoy, thereby maintaining a safe separation from any outbound ship.

6. Information to Relieving Vessels

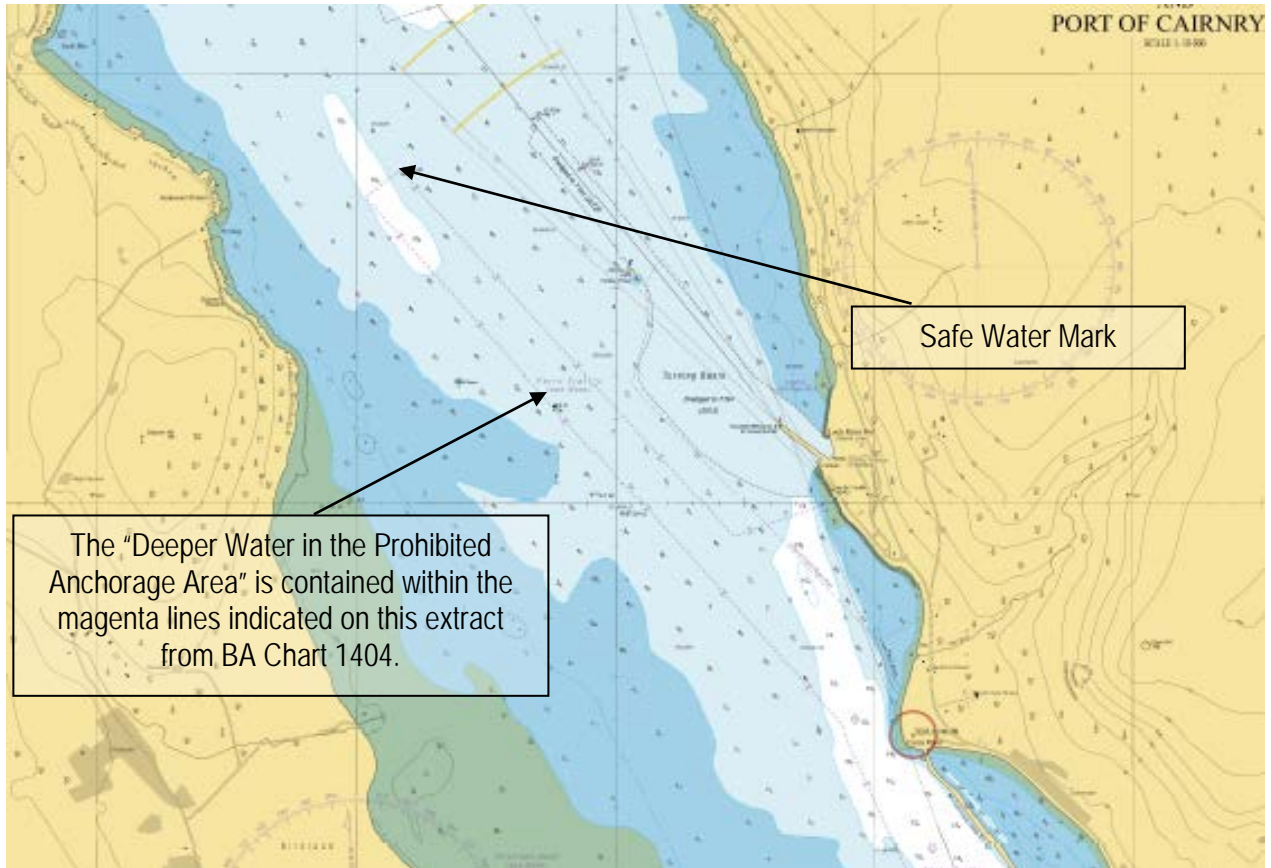
When a relief vessel is operating instead of one of the regular ferries that is party to the Agreement, the master of the relief vessel must be informed of the Agreements reached by this Committee. The responsibility for ensuring this will lie with the Management of the company whose vessel is being relieved.

7. Relations With the Glasgow and Belfast Marine Offices of the Maritime and Coastguard Agency

- 1) Copies of the minutes of all Loch Ryan Ferry Navigation Committee meetings shall be forwarded to the Glasgow and Belfast Marine Offices.
- 2) Any near misses that occur within Loch Ryan shall be reported to the Maritime and Coastguard Agency by the Master(s) of the vessels involved.
- 3) Any changes to this agreement shall be notified to the Maritime and Coastguard Agency prior to implementation.

NSG No 06: LOCH RYAN NAVIGATION COMMITTEE SUMMARY OF AGREEMENTS

Annex 1 – Location of “Deeper Water in the Prohibited Anchorage Area”



NSG No 07: PILOTAGE WITHIN LOCH RYAN PORT LIMITS AND APPROACH CHANNEL

1. Neither Loch Ryan Port nor Loch Ryan are compulsory pilotage areas.
2. Masters and *bona fide* Chief Mates of commercial vessels navigating within Loch Ryan Port limits and approach channel must familiarise themselves with:
 - 1) The navigational requirements and restrictions associated with Loch Ryan Port limits and approach channel and Loch Ryan.
 - 2) The shiphandling capabilities and limitations of their vessels.
 - 3) The substance and the implications of the current version of the Loch Ryan Ferry Navigation Committee agreement on the operation of vessels to and from Loch Ryan Port.
3. For vessels that are not engaged in regular trading to Loch Ryan Port including vessels on relief services to and from Loch Ryan Port, the Harbour Master may direct that the Master of any such vessel intending to enter Loch Ryan Port and approach channel should seek navigational guidance and/or assistance from a Master or *bona fide* Chief Mate of a vessel that is a regular trader to the port. This will be decided on a case-by-case basis.
4. Furthermore, when a relief vessel, which is party to the Loch Ryan Ferry Navigation Committee agreement, is operating instead of one of the regular ferries; the Master of the relief vessel must be informed of the Agreement reached by this Committee. This is in addition to appropriate navigation and pilotage information relating to vessel operations within Loch Ryan Port limits and approach channel.

NSG No 08: NAVIGATION RESTRICTIONS IN LOCH RYAN PORT LIMITS AND APPROACH CHANNEL

1. Only one vessel is permitted in the Loch Ryan Port approach channel and/or the turning basin at any one time.
2. In the event of two vessels being in the vicinity at the same time, the OUTBOUND vessel will have priority at all times.
3. ALL vessels in the Loch Ryan Port approach channel must navigate at a SAFE speed, commensurate with prevailing weather and tidal conditions, as well as taking into account the manoeuvring characteristics of the vessel.
4. High Speed Craft or conventional vessels approaching, passing or leaving Loch Ryan Port limits and approach channel must not operate at a speed that may lead to excessive wake and wash on the shoreline of Loch Ryan Port.
5. ALL vessels in the Loch Ryan Port limits and approach channel must display the appropriate lights and shapes prescribed for the type of vessel in the Merchant Shipping (Distress and Prevention of Collisions) Regulations 1996 [COLREGS] as amended. [MSN1781].
6. Except in an emergency, vessels are not permitted to anchor within Loch Ryan Port limits and approach channel as defined on the chart British Admiralty 1404.
7. In accordance with the Loch Ryan Ferry Navigation Committee agreements, High Speed Craft must endeavour not to operate in the critical speed range between the limits of Cairn Point and the Forbes Shoal.

NSG No 09: VESSELS CARRYING (IMDG) DANGEROUS GOODS

1. The Harbour Master requires that all vessels carrying Dangerous Goods (as defined in the Dangerous Goods in Harbour Areas Regulation 2016) and/or Marine Pollutants (as defined in the IMDG Code), even in Limited or Excepted Quantities, must give appropriate notice to the Port Operations Manager at Loch Ryan Port, who can be contacted through the LPS Officer on VHF Channel 14, that such commodities are carried on board, whether inbound or outbound. Such notice must include full details of the goods being carried and their location on the vessel.
2. It is also acceptable that this Dangerous Goods List is transmitted to the Port Operations Manager at Loch Ryan Port by the most appropriate means from the port of loading in lieu of the above.

NSG No 10: RECREATIONAL AND FISHING VESSELS WITHIN LOCH RYAN PORT LIMITS AND APPROACH CHANNEL

1. The Harbour Master advises that recreational and fishing vessels must not navigate within Loch Ryan Port limits and approach channel when commercial vessels are approaching or departing from Loch Ryan Port.
2. The Harbour Master further requires that recreational and fishing vessels must not make fast to any navigation marks within Loch Ryan Port limits and approach channel, or to any berths in Loch Ryan Port, except in an emergency.

NSG No 11: VESSEL DEFECT REPORTING

1. The Harbour Master requires that all commercial vessels navigating into Loch Ryan Port limits make a report to the LPS Officer. This report must confirm the status of shipboard critical systems relevant to the safe navigation of the vessel (positive reporting and/or defect report). Known defects that may affect the ability of the vessel to navigate safely within Loch Ryan Port limits and approach channel must be reported, including any defects that may affect the ability of the vessel to manoeuvre safely on, to, or away from the berth.
2. The Harbour Master further requires that all vessels with known defects that may affect the ability of the vessel to navigate safely within Loch Ryan Port limits and approach channel must not enter the port limits and approach channel until such defects have been rectified, without the specific agreement of the Harbour Master.
3. For vessels that may be alongside when these defects are discovered, the Harbour Master requires that the vessel does not leave the berth until such defects have been rectified, without the specific agreement of the Harbour Master.
4. Engine immobilisation: any vessel that intends to immobilise its engines, must inform the LPS Operations Room immediately. The LPS Officer will notify the Port Operations Manager.

NSG No 12: OPERATION OF BOW THRUSTERS AND PROPELLERS

1. A risk assessment must be in place to mitigate against vessel movement whilst embarking/disembarking passengers and vehicles. This is required for the Superfast Class vessels in order to allow for the turning of propellers whilst alongside. This risk assessment must be approved by the Harbour Master. All other vessel types will not run main engines and/or thrusters whilst passengers and/or vehicles are embarking or disembarking with the exception of weather or emergency situations requiring main engines and/or thrusters to be run.
2. If no detailed Risk Assessment is in place then the operation of main engines and/or thrusters is strictly forbidden.

NSG No 13: BUNKERING PROTOCOL

1. Masters of vessels receiving bunkers within Loch Ryan Port limits and approach channel are required to adopt the following procedures when transferring oil or a mixture of oil and water whether from barge or by road tanker on board the vessel:
 - 1) No transfer of oil is to commence until the LPS Officer has granted permission which can be obtained on UHF Radio handset Channel 3;
 - 2) The '*Loch Ryan Port Bunkering Pre/Post Transfer Agreement*' (attached) has been completed and signed by both parties; or
 - 3) In the case of a barge/road tanker that does not have its own check list, the '*Loch Ryan Port Bunkering Check List*' (attached) has been completed and signed by both parties.
2. Before any transfer of oil takes place the Master or a responsible officer must ensure that:
 - 1) Scuppers are properly sealed, adequate drip trays are in position under hose connections and all precautions have been taken to avoid spillage.
 - 2) The bunker hose joints and connections to ships manifold are tight and the hose is of adequate length, properly supported and without defect.
 - 3) An agreed system of communications has been established between vessel/tanker and the ship and provision has been made to continually monitor the operation. The bunker station on the receiving vessel and the manifold area on the barge must be continually manned during the operation.
 - 4) Both vessel/tanker and receiving vessel have completed their pre-delivery checklists.
3. The bunker barge must have adequate fendering and both vessels must be securely moored.
4. The bunkering vessel must remain in radio contact with the LPS Officer throughout the operation on the UHF Radio handset Channel 3.
5. Transfer of oil is to cease if requested by the LPS Officer and must not recommence until permission is given.
6. If any spillage or accident occurs during transfer the operation must be stopped and the LPS Officer informed immediately.
7. The LPS Officer is to be informed on completion of the operation.
8. Transfer of bunkers will only be permitted if weather and other conditions are considered suitable. The Harbour Master may, at his discretion, order the cessation of operations. This order must be complied with immediately.

NSG No 13: BUNKERING PROTOCOL

9. Vessels must comply at all times with the provisions of the Dangerous Substances in Harbour Area Regulations 2016 and exhibit the warning signals, namely:
 - By Day: A red flag (International Code Flag 'B').
 - By Night: An all round red light, visible 2 miles.
10. The Harbour Master or designated officer of Loch Ryan Port may board the vessel at any time to inspect the operation.
11. The '*Loch Ryan Port Bunkering Check List*' or '*Pre/Post Transfer Agreement*' must be passed to the LPS Officer or Port Operations Manager on completion of the operation.

NSG No 13: BUNKERING PROTOCOL

LOCH RYAN PORT – BUNKERING PRE/POST TRANSFER AGREEMENT

THIS FORM IS TO BE COMPLETED BY ALL VESSELS AND VEHICLES INVOLVED IN THE TRANSFER OF OIL OR OILY WASTE BEFORE DELIVERY COMMENCES AND IS A LEGAL REQUIREMENT UNDER THE OIL POLLUTION PREPAREDNESS, RESPONSE AND CO-OPERATION CONVENTION (OPRC)

	Delivery Vessel/Vehicle	Receiving Vehicle/Vessel
Name/Reg No:		
Person in Charge:		
Rank/Position:		
Company/Agent:		

	Product	Tonnes	Tank No	Capacity
Quantity and type of product to be transferred				

Communication System	Agreed Pumping Rate

PERMISSION FROM LPS OPERATOR MUST BE OBTAINED (UHF Ch. 3) BEFORE COMMENCEMENT OF TRANSFER

I CONFIRM THAT BOTH DELIVERY AND RECEIVING CHECK LISTS HAVE BEEN COMPLETED AND IT IS SAFE TO COMMENCE TRANSFER.

	For Deliverer	For Receiver
Signed:		
Print Name:		
Date/Time:		

LPS OFFICER OR PORT OPERATIONS MANAGER TO BE INFORMED (UHF Ch. 3) ON COMPLETION OF TRANSFER

I CONFIRM THAT TRANSFER HAS BEEN SAFELY COMPLETED

	For Deliverer	For Receiver
Signed:		
Print Name:		
Date/Time:		

RETURN THIS COMPLETED DOCUMENT TO THE LPS OPERATOR AND DELIVERER TO RETAIN COPY ON BOARD

**IN THE EVENT OF AN INCIDENT CONTACT THE LPS OFFICER
ON UHF CHANNEL 3 IMMEDIATELY**

NSG No 13: BUNKERING PROTOCOL

LOCH RYAN PORT - BUNKERING CHECK LIST

THIS CHECK LIST IS TO BE COMPLETED BY ALL ROAD TANKERS / VESSELS INVOLVED IN THE TRANSFER OF OIL OR OILY WASTE BEFORE DELIVERY COMMENCES AND IS A LEGAL REQUIREMENT UNDER THE OIL POLLUTION PREPAREDNESS, RESPONSE AND CO-OPERATION CONVENTION (OPRC)

Delivery vehicle/vessel:	
Receiving vehicle/vessel:	
Date:	
Berth:	

Action	Deliverer	Receiver
Handling and communication procedures agreed:		
Emergency shut down procedures agreed:		
Smoking/naked light regulations observed:		
Hoses/connections checked:		
Drip trays in place:		
Vessel safely moored:		
Safe access vessel/shore:		
Responsible crew member on deck:		
Unused bunker connections blanked (inc other bunker station):		
Bunker tank lids closed and secured:		
All scuppers plugged:		
Pumping rate agreed:		
All valves open for receiving		

PERMISSION FROM LPS OPERATOR MUST BE OBTAINED (UHF Ch. 3) BEFORE COMMENCEMENT OF TRANSFER

I CONFIRM THAT CHECK LIST HAS BEEN COMPLETED, MSO 16 COMPLIED WITH,
AND IT IS SAFE TO COMMENCE TRANSFER

	For Deliverer	For Receiver
Signed:		
Print Name:		
Date/Time:		

POST DELIVERY CHECKLIST

Action	Deliverer	Receiver
Hoses disconnected/hull openings closed		
All scuppers unplugged		
All valves closed		

LPS OFFICER OR PORT OPERATIONS MANAGER TO BE INFORMED (UHF Ch. 3) ON COMPLETION OF TRANSFER

I CONFIRM THAT TRANSFER HAS BEEN SAFELY COMPLETED

	For Deliverer	For Receiver
Signed:		
Print Name:		
Date/Time:		

RETURN COMPLETED DOCUMENT TO THE LPS OFFICER

**IN THE EVENT OF AN INCIDENT CONTACT THE LPS OFFICER
ON UHF CHANNEL 3 IMMEDIATELY**

NSG No 14: ACCIDENT/INCIDENT REPORTING

1. To ensure the highest standards of safety, the Stena Line Port of Loch Ryan Harbour Master requires that information concerning any incidents, or near misses that have the potential to cause damage or compromise safety, are reported by those mariners responsible for the navigation of vessels within the harbour limits and approaches to Loch Ryan Port.
2. In the event of an incident, an Incident Report form (Marine IRF) is completed at the earliest opportunity and in any event within 24 hours of occurrence.
3. The term "Incident" also includes any accident to ship or shore personnel caused by the navigation or berthing/unberthing act in Loch Ryan Port Harbour limits or approaches.

Date: _____ / _____ / 20_____

Time: _____ : _____ (Local Time)

Incident Type: Tick Incident Potential Incident (Near Miss) (PTO for description)

Tick type below:

Nautical Safety	Port Efficiency	Environment Protection	Crisis Management
Collision ship - ship	Port (weather) suspension	Contaminated sediment	Terrorist threat
Striking with ship (moored)	Availability of berths	Air pollution	Illegal transhipment of goods
Striking with floating object	Availability of anchorages	Ballast water discharge	Illegal transhipment of people
Impact with structure	Service providers delay	Illegal waste discharge	Members of public
Equipment failure (vessel)	Customs delay	Ship wash	Natural Emergency
Equipment failure (port)	Port State Control delay	Pollution (Tier 1/2/3)	
Grounding	Pilot logistics	Pollution (Minor)	
Stranding	Port infrastructure delay	Debris in water / seabed	
Sinking and capsizing	Road traffic congestion		
Fire/Explosion	Berth structural failure		
Ranging	Pilot Boat Availability		
Fairway obstruction	Injury - Harbour Works		
Pilotage Incident	Fouled Propeller		
Mooring			

Incident Location: Port/Berth _____ Area _____

Names of Vessel(s) involved: _____

Names of Persons Involved: (Master / Skipper / Crew / etc) _____

Brief Description of Incident: _____

Names of Witnesses: _____

LPS Check List

Date/Initial Done

Notification	This form must be completed to formally register a Near Miss / Incident. Detailed reports can be sent electronically	
Investigation	All involved questioned and requested to provide electronic statements to LPS Operator / Harbour Master as soon as possible. Conclude if the incident is MAIB or HSE reportable? Berth Damage reported to the Duty Manager.	
Evidence	Weather Data, Tide & swell data, CCTV, IRIS Recording. Photographs, where possible obtain electronically.	
Alerting	Major damage / navigational danger / serious incidents may need Technical Services / Harbour Master / Port Users	
Closure	Cause(s) identified, consequence noted, actions assigned (if necessary). MarNIS record closed.	

Transferred to MarNIS: Yes No Date: _____ / _____ / _____ By: (Initials) _____
MarNIS Ref. No.

Hazard Type	Hazard Description	Hazard Explanation
Nautical Safety	Collision ship - ship	Contact between two Sea going vessels underway, drifting, under towage or otherwise not made fast to the ground.
	Striking with ship (moored)	Contact between one vessel underway or drifting and an another moored vessel.
	Equipment failure (vessel)	Failure of vessel nautical safety equipment.
	Equipment failure (port)	Failure of port nautical safety infrastructure.
	Grounding	Contact between a vessel and the bed of the berth, lock, channel or any other seabed area.
	Stranding	Ship that goes ashore (grounded) and does not re-float on the next tide.
	Sinking and capsizing	The loss of buoyancy of a vessel resulting in that vessel settling on the sea/channel/lock bed, or turning over.
	Impact with structure	Ship contact with fixed object, i.e. dock etc.
	Striking with floating object	Contact between one vessel underway or drifting and an object such as a buoy or another vessel at anchor.
	Fire/Explosion	Fire or explosion on or associated with a vessel.
	Ranging	The movement of a vessel relative to its berth due to disturbance of the water by wind, tide, current or a passing vessel, or inadequate moorings.
	Fairway obstruction	Anchoring or small craft navigation causing commercial shipping to take avoiding action.
	Pilotage Incident	Incidents on-board vessels with PEC holder or Authorised Pilot
	Mooring	Berthing and unberthing of vessel, or moored vessel breaks free of berth
Port Efficiency	Port suspension due to weather	Port activities stopped due to weather (Ice, wind, visibility, wave action, storminess).
	Availability of berths	Port berths unavailable or full resulting in vessels going to anchor or queuing.
	Availability of anchorages	Port anchorages unavailable or full resulting in vessels queuing.
	Service providers delay	Providers of port services failing to meet demands resulting in port delays.
	Customs delay	Delays created by port customs.
	Port State Control delay	Delays created by Port State Control procedures including inspections.
	Pilot logistics	Delays resulting from Pilot planning and availability problems.
	Port infrastructure delay	Delays caused by port provided equipment failure (e.g., gangways, locks)
	Road traffic congestion	Delays created by traffic congestion outside port estate, causing delays to mooring gangs, Pilots, etc.
	Berth structural failure	Failure of fendering and/or berth support
	Pilot Boat Availability	Unavailability of Pilot Boat due prop fouling
	Injury - Harbour Works	Injury during marine operations involving harbour works
Fouled Propeller	Tug or other craft fouling propellers	
Environment Protection	Contaminated sediment	Control of waste water or ship repair with the potential to contaminate dock or river sediment.
	Air pollution	Pollution to the air from vessels within the HA area, including release of gas cargoes and Emissions from ship exhausts.
	Ballast water discharge	Illegal exchange of ballast water within the ports area of authority.
	Illegal waste discharge	Illegal exchange of waste into the water from vessels within the HA area.
	Ship wash	Protection of coastal habitat subject to the effects of wash from shipping.
	Pollution (Tier 1/2/3)	Oil pollution incident requiring a response (measured in Tier levels)
	Pollution (Minor)	Minor pollution incident not requiring a response
Debris in water / seabed	None Oil or HNS pollution - scaffolding/fenders/rubbish/nets/cable/ropes.	
Crisis Management	Terrorist threat	Threat of attack from terrorists to port facilities or shipping.
	Illegal transhipment of goods	Illegal transhipment of goods through the port via shipping.
	Illegal transhipment of people	Illegal transhipment of people.
	Members of public	Members of public in dock estate, visitors, control of contractors etc
	Natural Emergency	Flooding, extreme waves, tidal surge, fire.

NSG No 15: COMMERCIAL DIVING OPERATIONS

1. Commercial diving is deemed to be any diving activity carried out for gain or favour. Commercial diving is not permitted within or near the approaches to the Harbour without the express permission of the Harbour Authority.
2. Before permission to dive is granted the contracting party (client) must satisfy the Harbour Authority that all legislative requirements have been met. Specifically the Harbour Authority will expect the client to have seen the risk assessment, diving project plan, diving operation record, divers record books, and to have assured himself, as far as possible, that the diving operation will be carried out in a proper manner. The client should advise the diving contractor of any hazards that may be encountered during the diving operation. The clients permit to work should then be taken/given to the Duty Manager or his Deputy.
3. If satisfied, the Duty Manager/Deputy on behalf of the Harbour Authority will issue a 'Loch Ryan Port General Work Permit' to the contracting party, identifying any other known risks. Diving operations may then begin. Divers entering or leaving the water must be reported to the Duty Manager by VHF channel 14, as must the end of operations. The Duty Manager/Deputy will keep the diving supervisor informed of any additional hazards to the diving operation. This procedure is required to ensure that the Harbour Authorities obligations under the relevant legislation are complied with. You are referred to:- 'The Diving at Work Regulations 1997.' Statutory Instruments 1997 No, 2776.
4. HSE leaflet: "Are you engaged in a diving project?" (www.hse.gov.uk/pubns/indg266.pdf). It is recommended that anyone involved in a diving project has read the above document. The Duty Manager/Deputy maintains a listening watch on VHF channel 14 Tel: Mobile +447773664102.

NSG No 16: POWERS TO BOARD A VESSEL

1. The Harbour Master has the power to board a vessel to determine the cause of a discharge of oil into the Harbour. This power has been established by the Merchant Shipping Act 1995.
2. An extract of the relevant sections from the Merchant Shipping Act 1995 is reproduced below:

Powers of inspectors in relation to premises and ships (extract from Merchant Shipping Act 1995)

- (1) The powers conferred by this section are conferred in relation to:
 - (a) any premises in the United Kingdom; or
 - (b) any United Kingdom ship wherever it may be and any other ship which is present in the United Kingdom or in United Kingdom waters.

And are available to any Departmental inspector, or any inspector appointed under section 256(6), for the purpose of performing his functions.

- (6) The powers conferred by subsection (2) (a), (c) and (j) [see below] shall also be exercisable, in relation to a ship in a harbour in the United Kingdom, by the Harbour Master or other persons appointed by the Secretary of State for the purpose, for the purpose of ascertaining the circumstances relating to an alleged discharge of oil or a mixture containing oil from the ship into the harbour.

Subsection 2 Powers that may be exercised by the Harbour Master (extract from Merchant Shipping Act 1995)

- (2) Such an inspector:
 - (a) may at any reasonable time (or, in a situation which in his opinion is or may be dangerous, at any time):
 - (i) enter any premises , or
 - (ii) board any ship.
 - (c) may make such examination and investigation as he considers necessary;
 - (j) may require the production of, and inspect and take copies of or of any entry in:
 - (i) any books or documents which by virtue of any provision of this Act are required to be kept; and
 - (ii) any other books or documents which he considers it necessary for him to see for the purposes of any examination or investigation under paragraph (c) above.

NSG No 17: TOWAGE OPERATIONS

1. Towage operations may include the provision of assistance to an operational vessel, the movement of non-powered vessels and the movement of barges and floating equipment and plant into, out of or within the harbour area.
2. When towage operations are proposed, a towage plan/method statement must be submitted to the Harbour Authority and approved by the Harbour Master before the commencement of the operation.
3. When a tug is involved in towage all her water tight and weather tight doors must be closed and secured.
4. All non-routine towage operations are to be risk assessed on a case by case basis. The tow vessel shall produce the risk assessment which will be reviewed by the Harbour Master.
5. Prior to commencement of towage operations the tug checklist shall be completed by port personnel and retained.

NSG No 17: TOWAGE OPERATIONS

Tow Details

Tug Name		Date	
Tow Name		Port Officer	
Bollard Pull		Chart System	
Propulsion		Number of Crew	
Contact		Company Address	
Email			
Phone Number			
Notes			

General Requirements

No	Task	Initials
1	Towage risk assessment	
2	Weather forecast available	
3	Vessel has up to date charts and publications	
4	Visual inspection of towing wire	
5	Check towage plan	
6	Check planned tow configuration	
7	Check deployment of towing gear	
8	Watertight doors closed	
9	Check correct documentation for the tug	
10	Check correct documentation for the tow equipment	
11	Check emergency tow release has been tested	
12	Check tug navigation equipment	
13	Check crew suitably qualified	
14	Confirm communication requirements	
15	Check emergency procedures in place	
16	Check gob/bridle arrangement	
17	All LSA inspected and in good condition	

Ship Towage

1	Vessel details available	
2	Check vessel movements in the area	
3	Confirm minimum speed to maintain steerage	

Non-Powered Vessel Towage

1	Check arrangements for streaming emergency tow line	
2	Check lighting arrangements	
3	Confirm tow is seaworthy	
4	Check passage plan available	
5	Verify tug requirements for the tow	
6	Check tow survey completed	