

Management System	Marine Safety Management System		
	Reference:	MPA/S/M/003	
Quality Control Form	Version:	B1	
	Date:	13/02/2019	
	Authorised by:	Tom Hutchison	



PORT MARINE SAFETY CODE

Marine Safety Management System Manual

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Record of Change

Amendment Record				
Revision	Date	Author	Status	Purpose of Revision
A1	04/02/2019	Edward Dowds	Draft	Draft for internal review
B1	05/02/2019	Tom Hutchison	Approved	Approval

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Introduction

This document represents the Marine Safety Management System (MSMS) adopted by Montrose Port Authority (MPA) and sets out how it intends to operate its harbour in a safe and environmentally sound manner for the benefit of all stakeholders. So that the MSMS remains accessible, this document may be regarded as an executive summary while the more detailed supporting policies and procedures can be found in the document: Port Operations Manual.

Scope of the Marine Safety Management System (MSMS)

The port's MSMS, as administered and managed by MPA, applies to marine operations and activities within MPA's area of jurisdiction in the Montrose Harbour area.

The scope of the SMS includes all:

- Commercial shipping operations in the 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 navigational activities; and
- Marine operations undertaken by any support or service organisation; including ship and craft towage, pilot boarding and landing, mooring and line handling, dredging and other marine services, and the navigational activities of other regulators, the Emergency Services, Government Agencies and voluntary organisations.

Port Marine Safety Code Requirements

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

- Making risk assessment and risk control the basis of all marine activities, procedures and regulations applied to or required of port users.
- Using risk assessment to identify the requirement for aids to navigation.
- Applying risk assessment to all harbour works.
- Subjecting wrecks to risk assessment and programming periodic review.
- Periodically reviewing the provision of safe anchorages.
- Maintaining systems to implement the findings of risk assessments.
- Identifying and designating safe pilot boarding and landing areas.
- Applying and adhering to current pilot transfer arrangement regulations.

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- Reporting deficiencies on visiting vessels.
- Providing procedural advice for giving Directions in relation to dangerous vessels or substances.
- Regulating the use of harbour craft and ensuring powers are sufficient to govern the mooring of vessels.
- Maintaining and developing a competence based training scheme to support delivery of all marine functions. This includes cross-training with tug crews.
- Maintaining appropriate plans and procedures for emergency response and associated training\exercises.
- Using verification\audit systems.

System Components

Montrose Port Authority’s MSMS focuses on the operational and administrative output of the following marine departments:

- Harbour Master
- Pilotage
- Port Control
- Marine Services including Harbourmen and Boatmen.

It includes the following components:

- Navigational Safety Policy (as well as MPA’s Environment Policy and other policies as appropriate)
- Marine Management Team
- MSMS Manual
- Risk Assessment and Risk Control Measures
- Hazard Management Reports
- Incident Reports
- Staff Involvement and Consultation
- Records and Controls
- Audit and Review

Risk Control Measures fall into two broad categories:

Documentary

- Regulatory Framework
- Accurate Charts and other Navigational Information
- Operational Manuals & Guidelines
- Operating Procedures
- Emergency Plans and Procedures

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- Notices to Mariners
- Formalized Training and Assessment

Hardware

- Anemometer
- VHF Communication
- Port Control System (MarineCo)
- Tide Gauges
- Aids to Navigation
- Moorings/Anchorages

Applicable National and Local Legislation

- [Harbours Act 1964](#)
- [Harbour, Docks and Pier Clauses Act 1847](#)
- [Merchant Shipping Act 1995](#)
- [Marine Safety Act 2003](#)
- [Dangerous Vessels Act 1985](#)
- [Pilotage Act 1987](#)
- [Aviation & Maritime Security Act 1990](#)
- [Railway and Transport Safety Act 2003](#)
- [Health and Safety at Work Act 1974](#)
- [Civil Contingencies Act 2004](#)
- [Dangerous Goods in Harbour Areas Regulations 2016](#)
- [The Merchant Shipping \(Vessel Traffic Monitoring and Reporting Requirements\) Regulations 2004](#)
- [The Merchant Shipping \(Accident Reporting and Investigation\) Regulations 2012](#)
- [Merchant Shipping \(Oil Pollution Preparedness, Response and Co-operation Convention\) Regulations 1998](#)
- [The Merchant Shipping \(Alcohol\) \(Prescribed Limits Amendment\) Regulations 2015](#)
- [The Ship and Port Facility \(Security\) Regulations 2004](#)
- [The Port Security Regulations 2009](#)
- [The Port Marine Safety Code](#)
- [The Montrose Harbour Revision Order 1999](#)

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Policy

Policy Development and Location

The Navigational Safety Policy was developed by the Marine Management Team, headed by the Harbour Master. It can be found on our website (www.montroseport.co.uk)

Purpose and Use of the Policy

The primary purpose of the Navigational Safety Policy is to provide an overall standard for marine operations throughout the Port of Montrose. It also provides a reference point for a variety of operational decisions including the selection of resources, the design and implementation of safe working practices.

Commitment Statement

The MPA Board, as “Duty Holder” under the PMSC and 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 Maritime & Coastguard Agency, compliance with the requirements of the PMSC.

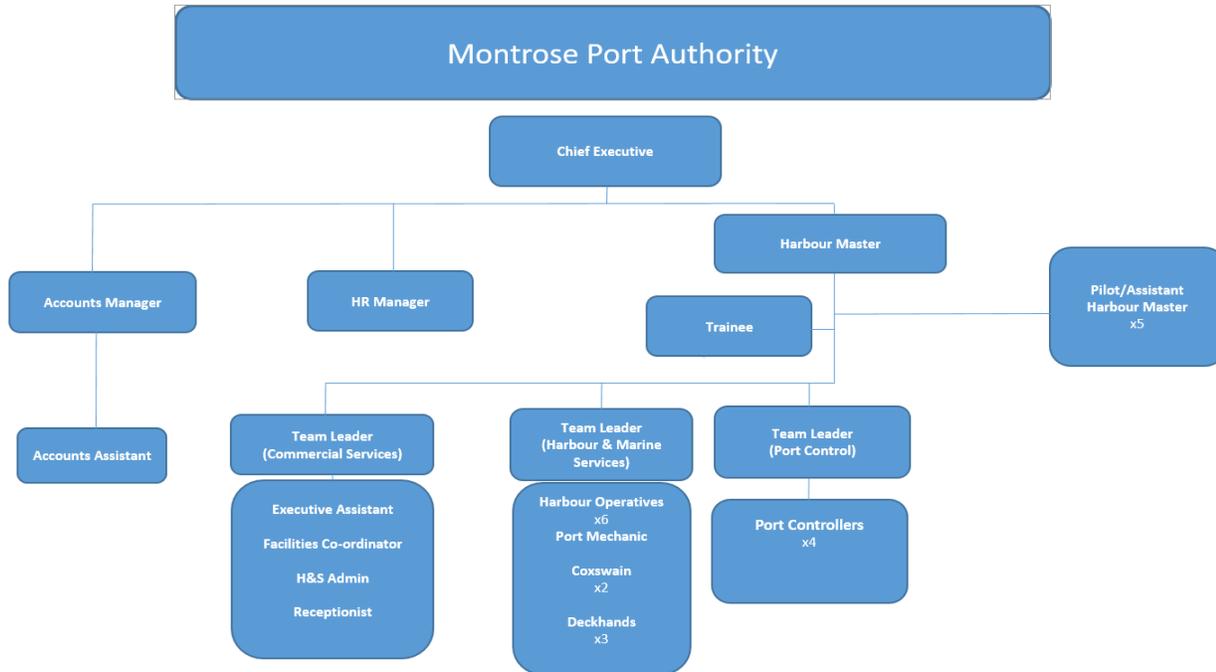
Policy Review

The Navigational Safety Policy will undergo constant review on an informal basis but will undergo a Formal review by the Marine Management Team every three years.

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Organisation

MPA Organogram



Organisation

The Board

The board as 'Duty Holder' under the PMSC has committed itself to maintain high standards of safety in operations and to ensure that adequate resources are available. In addition, it:

- Discharges the duties and exercises the powers given to it, both directly and by delegation, as it is considered appropriate as permitted by the Montrose Port Authority Act 1878.
- Approves the strategy, policies, plans and budgets of MPA.
- Measures the performance of MPA against its strategic and operational objectives, plans and budgets.

All board members are both collectively and individually responsible for compliance with the Code and cannot assign or delegate their accountability for compliance with the Code on the grounds they do not have particular skills.

Chief Executive Officer

For the purpose of the MSMS, the Chief Executive (CE) is responsible for overall strategic and financial operations of the harbour. The CE advises the board on their powers and duties with input from the harbour master.

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Harbour Master

The harbour master is appointed by the board and is responsible for the safety of navigation and for exercising the port's powers in the harbour and its approaches. Individually, and through delegation, he is responsible for implementing powers of direction both general and local.

S/he is responsible for operations and marine safety management of the port and for keeping the CE advised and informed.

Marine Management Team

The Marine Management Team which is led by the Harbour Master consists of at least one person from each marine department. The purpose of the team is to have a collective of different backgrounds to analyse, risk assess and regularly meet to discuss all safety factors across the marine environment. It is their responsibility to ensure the MSMS is maintained and regularly reviewed. It is also their responsibility to ensure that the MSMS is disseminated throughout MPA staff and all port users/ stakeholders.

Designated Person (DP)

In meeting its obligations under the PMSC, the MPA Board has appointed a 'Designated Person', who maintains a right of direct access to the Board. The role of the 'Designated Person' is to:

- Provide independent assurance to the MPA Board that MPA has an effective and appropriate Safety Management System.
- Provide the MPA Board with independent and professional advice regarding MPA's overall compliance with the requirements of the Port Marine Safety Code. The Designated Person for MPA is

Marex Marine & Risk Consultancy

Centurion Court
North Esplanade west
Aberdeen
AB11 5QH
Tel 01224 894498
Mob: 07795086600
www.mmass.co.uk

Port Stakeholders Group

A port stakeholder's group is established and meets annually to discuss all matters of port operations, safety and security.

Port Control

Port Control, in consultation with the duty pilot, coordinates vessel movements and are responsible for implementing the call-out system in case of emergency, keeping a routine daily log and recording

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any incidents of near misses. Port control maintains CCTV surveillance of the channel and the harbour estate. Port control operates 24 hours a day and keeps watch on Channel 12 VHF. Operators should be kept advised of all movements, including changes to ETA. Port control can also be contacted by telephone +44(0)1674 672302.

Implementation

Marine Safety Objectives

As part of its duties and responsibilities MPA annually reviews its Five Year Strategic Objectives. To support those Strategic Objectives, the Marine Management team also sets 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 on the South Esk.
- Ensure conformance with our navigational safety and marine 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 MSMS awareness programs.
- Encourage employees to become more involved and participate in continually improving our overall marine safety performance.
- Facilitate port user involvement in the maintenance of the MSMS and the overall improvement in the provision of marine safety.
- Communicate MPA’s ongoing efforts and achievements in facilitating navigational safety on the South Esk to all stakeholders.
- Review the effectiveness of and continually improve MPA’s MSMS.

Primary Objective

The primary objective of MPA’s MSMS is the implementation of the Navigational Safety Policy. This is achieved by:

- Providing the organisation, arrangements and resources to manage marine activities safely;
- Recognizing that people are MPA’s most important asset; and
- Ensuring that due importance and priority are accorded to navigational safety issues

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Navigational SMS Data

Hazard Database

All navigational hazards in the South Esk and approaches to are listed in our Navigational Hazard Database along with their risk control measures. They are observed and reviewed informally during acts of pilotage but are formally reviewed every year during an internal audit with changes been made to both the risk status and the control measure.

Incident Database

All incidents occurred in the South Esk and approaches are recorded and kept in our Incident Database.

Incident Investigation

All navigational incidents are investigated by the Harbour Master or a member of the Marine Management Team who has had incident investigation training. The incident and findings are communicated to all marine personnel via email and formally reviewed every three months by the Harbour Master and Pilots.

Risk Control Measures

The risk control measures employed by MPA can be categorized as follows:

Documentary Risk Controls

- Regulatory Framework –Includes Montrose Port Byelaws & Directions.
- The provision and promulgation of accurate charts, tidal and other navigational information, navigation warnings.
- Port Operations Manual
- Emergency Plans and Procedures
- Notices to Mariners –General navigational and safety guidance and advice.
- Ship Information System – Marineco
- Formalized Training and Assessment

Hardware Risk Controls

- AIS –Automatic Identification System: A transponder system through which commercial traffic movements are monitored throughout the port.
- VHF Communication –Constant Monitoring of VHF CH 12 from Port Control and hand held vhf's for all marine staff.
- Tide Gauges –A tide gauge situated at berth no.1 digitally sent to the port control computer system
- Aids to Navigation –Buoys, marks and lights etc. Maintained by both MPA and the NLB.
- Moorings/Anchorages –Short and long term moorings located throughout the port. Anchorage positions monitored in Montrose bay and Lunan Bay.

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- Anemometer- Situated above the main office and can be remotely accessed to provide wind speed and direction via www.weatherfile.com.

Departmental Risk Control Functions

Marine Conservancy

Constant hydrographic surveys are conducted by the MPA pilots using the echo sounder mounted under the pilot boat. Before dredging or after strong storms heading in a westerly direction, an outsourced survey boat is brought in to make detailed hydrographic charts of the channel and the harbour. Tide gauges are maintained throughout the Port to provide real time observations for safety of navigation and records on which to base predictions. Which are forwarded on to the UKHO every year.

Pilotage

Pilotage matters are the responsibility of the Harbour Master, who shall determine, by a continual process of risk assessment, the identification of safe boarding and landing areas and the safe transfer of pilots as required by the appropriate current regulations. The pilotage service provided is administered through best demonstrated practice and associated operational instructions and guidelines. The Harbour Master, through the MSMS, (risk assessment) determines the compulsory pilotage requirement in the Port.

Port Control

It has been determined via a risk assessment that there is no need for a full VTS to operate at Montrose and so vessel traffic is advised upon by Port Control. Although not required, Port Control follows many of the international standards set out for VTS'. The Harbour Master is responsible for the management and effective operation of this department.

Emergency Plan and Response

If there is an emergency at Montrose then MPA's Emergency Plan, found on server and www.montroseport.co.uk, should be followed. Under the Civil Contingencies Act 2004 and the Civil Contingencies Act 2004 (Contingency Planning) (Scotland), Montrose Port Authority is classed as a Category 2 responder. Category 1 responders include local authorities, police, fire, ambulance, health boards, SEPA and the MCA. As a Category 2 responder, MPA is required to cooperate with Category 1 responders with the performance of their legislative duties and information sharing.

Environmental Management

MPA maintains an Environmental Policy, together with effective procedures and control measures designed to ensure that the potential impact on the environment is fully considered when planning or

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approving commercial and recreational activities within the port. MPA’s Environmental Policy can be found on the MPA Website (www.montroseport.co.uk).

System Operation and Control

Marine SMS Review Process

The identification and assessment of navigational hazards is central to the effective maintenance of the MSMS. MPA uses a Hazard Management database as the basis for its continuing review of both new and existing hazards and their preventative control measures. In reviewing identified hazards and risk control measures the Harbour Master or one of his assistants will involve MPA marine staff and practicing port users as appropriate. It may also, on occasions, involve external specialist consultants.

Periodic Reviews

Twice per year, the Marine Management Team headed by the Harbour Master meet to review all the individual marine hazards and their risk control measures.

Post-Incident Reviews

Following a marine incident, the Harbour Master will undertake an initial investigation. This will establish whether there has been a failure to comply with MPA regulations, or internal procedures, and whether further regulatory action is warranted. The Harbour Master will also investigate the circumstances of the incident from a MSMS perspective and establish whether there is a need to review the relevant hazard and its associated control measures. This review may involve appropriate staff and practicing river users.

New Risk Assessments

Whenever circumstances change to introduce activities into the port or to develop existing activities, which are outside the existing scope of the MSMS, the Harbour Master will, in full collaboration with the relevant stakeholders, undertake a risk assessment of the intended operation.

Documentary Control

All MPA documents follow a strict control regime with access allowed to minimum staff. Only heads of departments have certain access to certain documents. All documents within the MSMS are reviewed and approved, as appropriate, by the Harbour Master or a designated person on the MMT prior to update or issue. Prior to approval the aforementioned shall ensure that:

- The correct issues of relevant documentation are available, where needed, by approved personnel.
- Obsolete copies have been removed.

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- Changes and amendments to documents are reviewed and approved by the same personnel or department that carried out the original review and approval unless specifically designated otherwise

Manuals, Procedures and Operational Guidance

The cornerstones of MPA’s MSMS are the knowledge, skills and competence, underpinned by appropriate training, of individuals within the system. Operating controls in the form of departmental manuals and operating procedures. Departmental manuals provide direction and guidance on the core functions of the department. They also provide an overview of recruitment, training and, as appropriate, authorization procedures and standards. Operating Procedures are produced by function, as deemed necessary, to describe the activities to be carried out for each operational process or task, including any precautionary measures that need to be observed.

Consultation and Communication

Feedback from both MPA staff and other river users provides a vital Marine SMS component. All are actively encouraged to be involved in the management of marine safety. This includes input into the development and implementation of the MSMS and its operational risk management controls.

Risk Assessment Standards

Process

The risk assessment process is split into five steps:

- Step 1: Identify tasks that need to be assessed.
- Step 2: Identify hazards and evaluate risk.
- Step 3: Identify control measures and evaluate the residual risk.
- Step 4: Record and communicate the findings.
- Step 5: Monitor and review.

Risk Assessment Team

Each risk assessment team consists of the following:

- A minimum of two people.
- A competent risk assessor.
- A member of staff relevant to the occupation / task being assessed. The member of staff will be nominated based on them having the requisite skills and knowledge relevant to the task(s) being assessed.

Method

The making of MPA’s navigational risk assessments closely follows MPA’s health and safety department’s risk assessments and therefore the same procedure should be used in making one in order to achieve the same standards. The only difference being that the final review will be carried out by the Harbour Master.

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Training

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 comprises four stages:

Stage 1: Pre-Job

A person shall not be permitted to undertake work until the entry-level criteria have been satisfied. Entry-level requirements are normally defined within the relevant job description and vacancy notice.

Stage 2: Induction Training

All new staff, including any temporary personnel, will receive appropriate induction training. This will take the form of general induction training common to all new staff, followed by departmental induction training and operational briefings as appropriate. Relevant departmental managers are required to record that induction training has been completed.

Stage 3: Supervision and On the Job Training (OJT)

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, who will recommend when the person is considered competent. Alternatively, in certain cases, this period of supervision may take the form of On the Job Training, following which a formal assessment of competence is conducted.

Stage 4: Competence

A person may be considered competent once he/she has completed all necessary induction training, and has been assessed either by his/her supervisor, or by formal assessment on completion of OJT.

Safety Management Training

It is MPA's policy that all Board members, senior managers and line-managers shall attend either a HR Induction Day or a one-on-one MSMS Briefing to ensure that they are fully aware of the provisions of the MSMS, and of specific roles and responsibilities assigned to them within this program. They should also make themselves fully aware of the most current MSMS Briefing on MPA's shared drive, which is updated annually. The topics covered in the SMS Briefing's include:

- Overview of relevant MPA Byelaws, General and Pilotage Directions;
- Navigational Safety Policy;
- Outline of management and operating procedures, and their provisions;
- Principles of individual accountability and responsibilities;

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- Formal and informal procedural controls in place; and
- Outline of response to emergencies and contingencies.

Task Changes

Changes to operational systems and/or safety critical tasks or activities will be considered when:

- Employees transfer to different operating functions, tasks or work locations, or where they are required to take on new responsibilities or to deputize for an employee performing a different activity.
- There is a significant change in the work equipment or risk management systems employed (this may also require a re-assessment of the risks).

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, as appropriate. 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.

Training and Competence Records

All training and instruction provided to employees will be duly recorded and kept in a secure file.

Incident Investigation

Our key objective under the Navigational Safety Policy is to investigate all navigational incidents and near misses to determine the cause in order to reduce the incidence and severity and inform the risk assessment processes; and to decide whether or not an offence has been committed. In certain circumstances the Marine Accident Investigation Branch (MAIB) or Maritime and Coastguard Agency may become involved. In such cases, MPA will take a provisional view of any failings of the Marine SMS and act upon them. A full appraisal of the final outcome of any external investigation (following the publication of any reports or the conclusion of any investigation, inquiry or prosecution) will subsequently be undertaken and any remaining issues considered at that time.

Incident Reporting

MPA wishes to create an environment within which all marine incidents are reported. MPA Byelaws require that a master provides a report to the Harbour Master should his vessel be involved in certain incidents. However, all are encouraged to report other incidents, for only by understanding the causes and avoidance measures adopted in all such circumstances can more serious incidents be avoided.

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A dedicated Marine Incident/ Near Miss report form has been made available for reporting incidents. The form can be downloaded from both the MPA shared drive and website. All reports are acknowledged and an estimated timescale given to the reporter for completion of the investigation, after which the outcome of the investigation is conveyed.

Incident

In relation to the MSMS an incident is defined as: ‘Any unplanned event which causes, or is liable to cause, an undesirable outcome’.

The above definition encompasses:

- Injury or death to one or more persons;
- Damage to property (i.e. vessels, port infrastructure or aids to navigation);
- Damage to the environment;
- Damage to port business (i.e. financial loss or damage to the PLA’s or the Port’s reputation); or
- Non-compliance with a statute or regulation.

Near Miss

Note that the inclusion of ‘liable to cause’ brings Near Misses into the definition of incident. Examples of those to be considered include:

- Situations where a vessel needs to take unconventional avoiding action.
- A vessel passing another so close as to create a risk of collision or interaction.
- A vessel passing so close to shoal water as to create a risk of grounding.
- A vessel passing so close to a structure as to create a risk of contact.

Deficiency

- Breakdowns which did not lead to an incident or near miss.

For Commercial Shipping, these are reported to the Maritime & Coastguard Agency (MCA) if they fail to comply with the requirements of international conventions (i.e. SOLAS, MARPOL, STCW, etc.) by either the duty pilot/assistant Harbour Master or delegated to a port controller. Our Foxy system is

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also updated by the duty port controller to record the deficiency on the vessel and to notify the vessel's agent.

Investigation

The Harbour Master is responsible for the investigation of marine incidents in accordance with the Navigational Incident Investigation Procedure, both from the Marine SMS perspective (i.e. the cause/circumstance of the incident-) and in the regulatory sense (whether there has been a breach of MPA or other local/national regulations).

Upon completion, the reporter and/or the involved parties are notified of the findings of the Harbour Master's investigation. Where Investigation Reports are produced for Serious and Very Serious incidents, these are provided to the persons involved, as well as disseminated to the relevant Governing/Marine bodies.

MSMS Action

The Harbour Master's findings and recommendations (if any) of his navigational safety investigation are recorded in respect of the incident's impact on the MSMS. Recommendations could be directed at the company / vessel in question –such as a recommendation for the company to review their SMS or implement a particular control measure, or could be recommendations internally for MPA or the Marine Safety Management System itself. These may include:

- The initiation of the MMT to assess a particular hazard and identify additional risk control measures.
- Recommendation to the Hazard Review Panel to review the relevant hazard in the Port Wide Hazard Database PLA Hazard Management Database.
- The issue of a Safety Bulletin

Enforcement Action

Any enforcement action is taken forward in accordance with the Navigational Safety Policy. The various levels of enforcement are summarized below:

Education

Educational enforcement of MPA's regulations either verbally or in writing. Educational enforcement is used where a minor breach against a MPA regulation has occurred, which did not lead to a dangerous situation and the offender is unaware that they were in breach of a MPA regulation.

Informal Warning

A verbally given informal warning where a breach of MPA regulations has occurred that has lead or may have lead to a near miss or dangerous occurrence and a formal warning is deemed excessive.

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Formal Warning

A written formal warning when there is a clear breach of the MPA’s regulations or the COLREGs, which has led or may have led to a near miss or dangerous occurrence or incident and the Harbour Master or one of his Assistants deems a Formal Warning to be appropriate.

Formal Reprimand

A formal reprimand when there is a serious breach of MPA’s regulations, which has led to a dangerous occurrence or incident and the Harbour Master or one of his Assistants deems a formal reprimand the appropriate level of enforcement.

Prosecution

Follows any action by an individual that has resulted in an offence being committed against MPA regulations; and where the Harbour Master, supported by legal advice deems appropriate that a prosecution should be initiated. A record of prosecutions is maintained within the Safety Management System as well as individual company or persons’ enforcement logged within MPA’s Navigational Incident Database. Prosecutions are also published online on the MPA website.

Promulgation of Lessons Identified

Summaries of Incident investigations for serious and very serious incidents are placed on the MPA website and shared drive. Where investigations produce lessons for a particular industry, company or user group, the lessons are shared through regular liaison to the appropriate destination.

Reports which identify lessons pertinent to Pilots and Port Controllers are placed onto the MPA’s FOXY Information System to be viewed, which is used by Pilots and Port Controllers regularly. Additionally, minor reports and/or near misses are placed onto the MPA Shared drive. When a trend is identified, MPA issues Safety Bulletins to bring these trends to light, as well as provide guidance to river users in order to reduce the likelihood of an incident reoccurring.

Performance Monitoring

MPA uses various performance monitoring techniques to progressively improve marine safety. By measuring key indicators, which reflect both the performance of MPA and that of port and river users, appropriate measures can be adopted and introduced which further improves marine safety.

Performance Measures

The following measures are used to monitor marine safety and MPA performance:

- Facilitating the safety of navigation within the MPA Harbour area
 1. Number of Maritime Safety Incidents.
 2. Availability of leading lights and buoys.
 3. Number of attributable ship delays.

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4. Number of complaints re: attributable ship delays.

- Respecting Environment of MPA Harbour Area
 1. Total number of reported pollution incidents.
 2. Number of attributable pollution incidents, including safety incidents.
 3. Number of prosecutions initiated.

Compliance Monitoring

The responsibility for compliance by monitoring marine safety management controls and provisions lies with the MMT headed by the Harbour Master. The MMT has at least one person from each department and so monitoring of the entire port is achieved on a day-to-day basis. On a three yearly basis the Board sign a statement found on our website describing MPA's compliance with the Code.

Records and Record Management

A member of the MMT/H&S designated by the Harbour Master is responsible for maintaining appropriate records in both the Hazard Management and Incident databases. Such records are to include a complete and accurate audit trail of the development and maintenance of the MSMS.

In addition, departmental managers are responsible for identifying any supplementary records they require to keep, and for establishing the necessary procedures and/or guidance notes for keeping and retrieving these records, as related to their areas of responsibility. All supplementary records kept shall also be made known to the MMT/H&S for information and/or use if required.

Audit and Review

The auditing process of the Marine SMS requires an assessment of continuous development and improvement and its responsiveness to events and changing circumstances. In order to comply with the requirements of the PMSC, MPA will ensure appropriate internal and external audits of the MSMS are undertaken at appropriate periods. This will include audits or reviews undertaken by the appointed 'Designated Person'.

Audit

Objectives

Audits are conducted to achieve the following objectives:

- To determine if the Marine SMS is being operated in accordance with MPA's Navigational Safety Policy and, the provisions of the PMSC.
- To monitor the overall effectiveness of the system.

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- To identify and implement ways of improving overall performance.
- To confirm that relevant procedures are understood and being actioned by those involved.

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

Independent Audits/Reviews by the Designated Person

The ‘Designated Person’ shall undertake periodic audits/reviews of the Marine SMS for the purpose of assessing the following:

- The continued provision of an appropriate and effective Marine SMS.
- MPA’s ongoing, overall compliance with the requirements of the Port Marine Safety Code.

Internal Audits

A system of internal ‘Healthchecking’ has been established to monitor the operational aspects of MPA’s Navigational Safety remit.

This process is to ensure specific departmental functions’ compliance with MPA procedures, policies, Safety Management System (SMS) and in turn, compliance with the Port Marine Safety Code. This system will provide added assurance that the plans, policies and procedures MPA have in place are sufficient and are being followed.

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 MSMS. Where appropriate, ways in which the Port can enhance the way it carries out its duties may be identify and any best practice can be shared across departments. The scope of this audit system includes the areas which fall under the remit of the Harbour Master, as well as the Chief Executive:

- Chief Executive
- Harbour Master
- Port Control
- Pilotage
- Safety Management Systems
- Pilot Boat

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Review

Internal Review

The MSMS will be reviewed continually as it is used by department heads, most of whom make up the MMT. A recorded meeting regarding the MSMS performance will be held twice yearly by the MMT to discuss any changes or additions across all departments.

Review of relevant external information

MPA receives copies of each published MAIB Safety Digest. The Harbour Master reviews each issue to identify any reported incidents, which impact or have the potential to impact upon MPA's MSMS. All such incident summaries are then circulated to all departmental managers for information/action, and where appropriate, considered formally by the MMT with a view to taking any necessary action, including the promulgation of any lessons learned. In addition, the Harbour Master assesses all published MAIB Incident Investigation Reports, as well as other international reports relevant to the MSMS. The Reports, including lessons learned and/or consequences are reviewed formally by MMT and/or promulgated to relevant marine staff, including pilots.