



ASSOCIATED BRITISH PORTS

Port of Immingham Marine Safety Management System



Port Marine Operational Procedures Manual Overview of the ABP Marine Safety Management System

The ABP Port Marine Safety Management System (MSMS) framework is intended to provide the foundation for ensuring individual ABP Ports and Harbours consistently and appropriately address the requirements of the Port Marine Safety Code (PMSC) and associated Guide to Good Practice on port marine operations (GtGP). Complementary ABP Marine Policies define the organisation and arrangements that ABP has established to monitor, promote and proactively manage Port Marine Safety.

This document describes how the ABP Marine Policies will be effectively implemented at both Group and Port level. This document is adopted by all ports within the ABP Group. Each port will complete this template document (which is already populated with procedures which must be followed by all ports within the ABP Group) with references and links to local operational procedures.

The ABP Marine Policy can be found [here](#).

Group Template Revision History

Version	Description	Prepared by	Approved by Duty Holder
1.0	Introduction of template format	J.Clark	M.McCartain 02 Nov 2018
2.0	<p>Section 2.5 Incident Reporting and Investigation Requirement to get a 'Letter of Undertaking' signed when a vessel damages ABP infrastructure</p> <p>Section 2.5.3 Investigation Ref made to investigation template document and investigation matrix</p> <p>Section 2.8 Enforcement <i>Consult head office legal team before embarking on any enforcement action</i></p> <p>Section 3.4 Local Port Services Out of hours phone number inserted for 'Oceanwise' tide and weather outages</p> <p>Section 3.6 Open Port Duty <i>Ports to carry out at least annually review of their port entry into nautical publications (ALRS vol 6, Sailing Directions etc) and inform UKHO of any changes</i></p> <p>section 4.8 Authorisation of pilots. <i>HMs requiring pilot revalidation or authorisation to liaise with Technical Authority Marine, a working list of authorised pilots to be maintained by CHA.</i></p> <p>Section 4.12 Collecting Dues <i>Some of the activities that a Conservancy Due is designed to cover</i> Additions:</p> <p>Section 4.16 Mooring and Berthing. <i>PSS guidance</i> <i>Competence (Mooring licensing Process)</i> <i>Self-Mooring</i> <i>Marking of Bridge & Bow Positions</i> <i>Ensuring third party linesman have access to relevant elements of Marine SMS</i></p>	J.Clark	M.McCartain 06 Nov 2019
3.0	<p><u>Section 4.6 Dangerous Substances</u> Ref made to online Haz check tool for dangerous goods</p>	J.Clark	M.McCartain 15 Nov 2019
3.1	<p><u>Section 2.5 Incident Reporting</u> Clarification diagram and supporting guidance for capturing and reporting ship related deficiencies</p>	J.Clark	M.McCartain 02 Dec 2019
4.0	<p><u>Section 4.16 Mooring and Berthing</u> Ref made to requirement to engage with small vessel operators to ensure shared risk assessments are carried out to ensure safe access and egress between ABP operated berths and need for a Code of Practice for the Safe Mooring of Vessels to be produced by each port</p>	J.Clark	M.McCartain 08 Jan 2020
4.1	<p><u>Section 2.4 Competence</u> added link to revised Marine Training matrix Section 2.3 Implement a MSMS: included ref to the requirement for all local elements of the Marine SMS (e.g. local marine ops procedures manuals, checklists etc) to be formally reviewed at least annually in addition to regular ongoing updates</p> <p><u>Section 2.10 Consensus</u> included requirement for port user groups to be held at least annually</p>	J.Clark	M.McCartain 05 Sep 2020

	<p><u>Section 4.4 Directions (usually referred to as Special Directions)</u> inserted general distinctions regarding General and Harbour Directions</p> <p><u>Section 3.9 Civil contingencies duty</u> The addition of guidance around exercises and feeding lessons learnt into emergency plans. Local blue box also inserted to enable ports to reference local plans and content related to Civil Contingencies / Emergency planning</p> <p><u>Section 4.6 Dangerous Goods</u> Included the addition of a description of CERS reporting and how PAVIS manages reports to the MCA</p> <p><u>Section 4.16 Mooring and Berthing</u> included the addition of guidance related to NAABSA berths</p> <p><u>Section 4.16 Mooring and Berthing</u> the addition of guidance highlighting the need for establishing procedures / protocols between marine and operations / engineering to mitigate ships coming into contact with shoreside infrastructure</p> <p><u>Section 4.10 Pilot Training</u> ref made to the required documented elements that support pilot training, Pilot Resource Management Training, and the need for some ports to complement traditional pilot training methods (ship riding) with the use of simulators</p>		
4.2	<p><u>Section 4.3 Directions (usually referred to as Special Directions)</u> ref inserted post MAIB Thea II investigation suggesting that sending copies of Special Directions via email to a ship may be beneficial</p> <p><u>Section 4.9 Port Passage Plan and Master Pilotage Exchange</u> Inserted the addition of ref to the ABP Policy on Portable Pilot Units (PPU's)</p> <p><u>Section 2.8 Enforcement</u> addition of ref to ABP's marine Enforcement Policy Statement</p> <p><u>Section 4.16 Mooring and Berthing</u> Inserted the addition of '<i>ABP have also developed a Mooring and Berthing course which should be provided (via the Academy) to all ABP & third-party mooring personnel.</i>' link to appendix 3 contract template now refers to requirement that all mooring personnel receive ABP approved training course</p> <p><u>Section 4.7 Pilotage</u> Inserted link to ABP Group PPU Policy</p> <p><u>Section 1.9 HM</u> Inserted requirement to keep the working list of those with delegated HM powers maintained using a document held centrally on Marine Teams site (link provided)</p> <p><u>Section 2.5 Incident Reporting and Investigation:</u> Inserted new legal guidance note including letter of protest / undertaking letter templates that should be used when vessels are involved in incidents that cause damage to ABP infrastructure</p>	J.Clark	M.McCartain 02 Mar 2021
4.3	<p><u>Section 4.16 Mooring and Berthing</u> Inserted reminder of the process to be followed regarding Dangerously Weighted Heaving lines</p>	J.Clark	M.McCartain 20 Jul 2021

	<p><u>Section 4.7 Pilotage</u> Inserted eight protocols around pilot boarding and landing for each port providing a pilotage service to implement and draft relevant local procedures</p>		
4.4	<p><u>Section 4.7 Pilotage</u> Inserted link and reference to July 2021 Boarding and landing code</p> <p><u>Section 4.17 Licensing Craft and Works</u> Inserted a section titled 'Commercially Operated craft within Harbour Authority Jurisdiction'</p> <p><u>Section 1.2. Marine Safety Management System Components</u> Updated copies (links) as part of annual review of: VTS Policy ABP Marine Employee Training Structure ABP Marine Policy ABP Marine Employee Training Policy ABP Marine Training Matrix PPU Policy (to include policy on the use of eMPX see Section 4.9 Port Passage Plan and Master Pilotage Exchange)</p>	J.Clark	M.McCartain 02 Feb 2022
4.5	<p><u>Section 4.14 Wrecks and Abandoned vessels</u> Inserted legal guidance note and Process Flow regarding wrecked and abandoned vessels</p> <p><u>Section 2.2.6 Operational Risk Assessments and Safe Systems of Work (RA's & SSOW)</u> Inserted the requirement for Marine Ops procedures manuals to (where relevant) link to or reference relevant RA's & SSOW</p> <p><u>Section 4.16 Mooring and Berthing</u> Inserted into 'Self Mooring' section ref to sect 26.7 of the Code of Safe Working Practices for Merchant Seafarers, and the need for collaborative risk assessments for self-mooring between vessels and berth operators / owners</p> <p><u>Section 4.17. Licensing Craft and Works</u> Inserted the requirement to consider carriage of AIS when engaging with commercial small craft operators (non-SOLAS) and to include carriage of AIS as part of MARNIS risk assessment reviews</p> <p><u>Section 4.7 Pilotage</u> Inserted link to Trelleborg PPU training video's</p>	J.Clark	M.McCartain 11 Nov 2022
4.6	<p><u>Section 4.7 Pilotage</u> Inserted new section on <i>Pilot Boat Operations</i> with a link to <i>ABP Group Marine SMS – Pilot Boats</i></p> <p><i>Inserted links to established generic RAs and SSOW for Pilot Boarding and Landing and MOB drills and Emergencies which should be used as templates for producing local RA & SSOW for these two specific operations</i></p> <p><u>Section 1.2 Marine SMS Components</u> Link updated to reviewed and updated Marine Policy 2023</p> <p><u>Section 1.2 Marine SMS Components</u> Link updated to reviewed and updated Marine Training Matrix 2023</p> <p><u>Section 1.2 Marine SMS Components</u></p>	J.Clark	M.McCartain 18 May 2023

	Link updated to reviewed and updated VTS Policy 2023		
4.7	<p><u>Port Marine Ops Manual Overview</u> Revision history table columns formatted.</p> <p><u>Section 1.1.1 Associated British Ports</u> Addition of Local Lighthouse Authority duty and abbreviations.</p> <p><u>Section 1.2 MSMS Components</u> Revision dates amended.</p> <p><u>Section 1.5 Designated Person</u> Named individual updated, role titles checked and updated.</p> <p><u>Section 1.7 Director Safety, Engineering and Marine</u> Role title checked and updated.</p> <p><u>Section 2.2 Use of Formal Risk Assessment</u> Acronyms MarNIS replaced with MARNIS. Images updated to latest software. Training and guidance information updated.</p> <p><u>Section 2.2.5 Significant High Risk</u> Section updated to include intolerant risk outcome and reporting lines to the HASB.</p> <p><u>Section 2.3 Implement a Marine SMS</u> Formatting updates.</p> <p><u>Section 2.5.1 MARNIS Incident Database</u> Images updated to latest software. Training and guidance information updated.</p> <p><u>Section 2.7.4 Enhanced Internal Audits</u> Section title changed to 'External Audits'</p> <p><u>Section 2.7.5 External Audits</u> Section title changed to 'Regulatory Audits'</p> <p><u>Section 3.4 Local Port Services</u> Formatting and update to hyperlinks.</p> <p><u>Section 3.9 Civil Contingencies Duty</u> Formatting updates.</p> <p><u>Section 4.16 Mooring and Berthing</u> Formatting and update to hyperlinks.</p> <p><u>Section 4.9 Port Passage Plan and MPX</u> Formatting updates.</p>	ABPmer	M.McCartain 04 Sep 2023

Local Manual Revision History (Port of Immingham)

Version	Description	Prepared by	Date
1.1	Full revision		
1.2	Revision and additions		
1.2	Reviewed – no additions or amendments		

1.2	Reference and hyperlink to ABP’s marine safety plan and continuous improvement plan		
1.3	Change ‘mission’ statement to group approved wording		
1.3	Add to hydrographic information. Inclusion of safety and environmental notice information and restricted visibility information		
5.0.0	Major revision: introduction of template format		
5.1.0	<p>Section 1.2 Marine Safety Management System Components Update links, documents and review dates</p> <p>Section 1.10 Local Port Officers Update terms and information</p> <p>Section 2.1 Review Existing Powers Update information</p> <p>Section 2.2 Use Formal Risk Assessment Update information about risk assessments and detail the formulation of new risk assessments.</p> <p>Section 2.2.3 New Risk Assessment Detail process</p> <p>Section 2.4 Competence Update references to group matrix</p> <p>Section 2.5.2 Ship Related Deficiency Reports Provide local information</p> <p>Section 2.5.2 Damage to ABP Infrastructure Information updated and expanded</p> <p>Section 2.5.5 Marine Investigation Template Provision of local information</p> <p>Section 2.6 Incidents involving drugs and alcohol Updated locational information</p> <p>Section 2.10 Consensus Updated locational information</p> <p>Section 3.2 Safe and efficient port marine operations Include information about Port Notices</p> <p>Section 3.9 Civil Contingencies Duty Detail emergency co-operation information</p> <p>Section 3.10 Port Safety and Security Plans Updated links</p> <p>Section 3.11 Counter Pollution Response and Planning Include detail and information</p> <p>Section 4.1 Appointment of Dock Master Updated information</p> <p>Section 4.7 Pilotage and Pilotage Directions Added pilotage information</p> <p>Section 4.10 Training of Pilots Include link to training documentation</p> <p>Section 4.12 Collecting Dues Updated link and detailed process</p> <p>Section 4.15.1 Routine Towage Provide more detail regards towage providers and operations</p> <p>Section 4.16 Mooring and Berthing – Marking of Ships Bridge and Bow Positions Provide local information</p> <p>Section 4.16 Dangerously Weighted Heaving Lines Provision of local information</p>	Catherine Jefferson	10 Nov 2022
5.1.1	<p>Updated as a result of internal PMSC Audit</p> <p>Section 2.3 Competence Updated to include reference to ABP Academy</p> <p>Section 2.4.2 Incident Reporting Requirements Updated and expanded procedure</p> <p>Section 3.7 Conservancy Duty Updated and expanded responsibilities and procedures</p> <p>Section 4.1 Appointment of a Dock Master Updated link to byelaws</p> <p>Section 4.6 Aids to Navigation Updated and expanded responsibilities and procedures</p> <p>Section 4.9 Mooring and Berthing</p>	Catherine Jefferson	27 Feb 2023

	Updated and expanded to reflect Berthing and Mooring Operations in Immingham.		
5.1.2	<p>Section 1.2 Marine Safety Management System Components Update links, documents and review dates</p> <p>Section 1.10 Local Port Officers Update reporting lines</p> <p>Section 4.4 General Direction and Harbour Directions Additional information provided about Harbour Directions in Port of Immingham.</p> <p>Section 4.16 Self-Mooring Updated information about self-mooring of vessels in Port Of Immingham.</p> <p>Section 4.16 Access and Egress to berths and Terminals Provision of information about safe access and egress.</p>	Catherine Jefferson	01 Sep 2023

Control and Distribution

This document will be maintained on the Marine and Compliance section of ABP’s SharePoint. The document will be available in controlled form to all users with access to this website. In addition, this document will be made available to the following:

Location
Dock Master

PMSC-Section Name	PMSC Subject Heading	PMSC Paragraph Reference	GtGP Reference	Document Page/Section Reference
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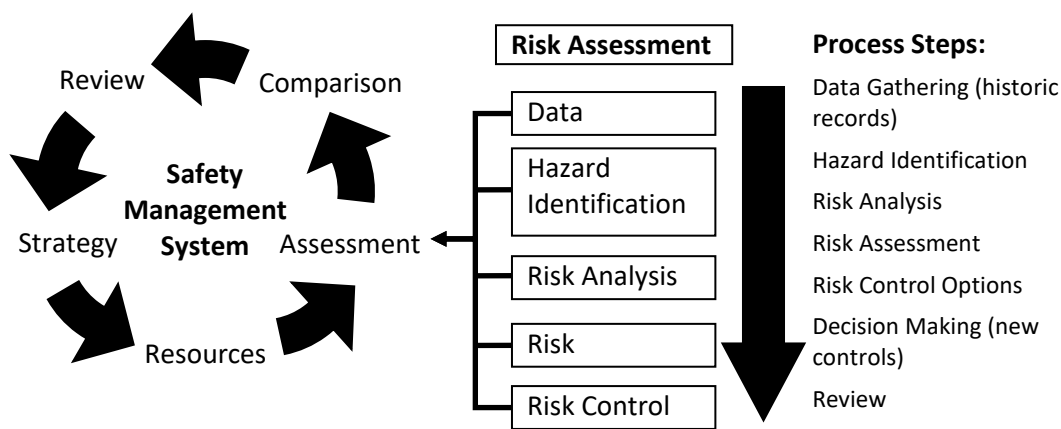
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1. Introduction - Background to Port Marine Safety

The Port Marine Safety Code (PMSC) applies to every Harbour Authority with statutory powers and duties. This also includes Competent Harbour Authorities which have specific powers and duties for marine pilotage. The PMSC is concerned with Harbour Authority responsibilities for port marine safety, but does not explicitly cover other duties derived from separate legislation, such as duties from health and safety legislation or those from Merchant Shipping Acts.

The PMSC has established a national standard for every aspect of port marine safety. It aims to enhance safety for those who use or work in ports, their ships, passengers and cargoes, and the environment.

The Port Marine Safety Code relies upon the principle that all Harbour Authorities will base their policies and procedures, relating to marine operations, on a formal assessment of risks; and that they will maintain a formal marine safety management system developed from that risk assessment.



The Guide to Good Practice on Port Marine Operations (GtGP) is used in combination with the PMSC to supplement the requirements by providing industry best practice. It contains useful information and more detailed guidance and examples on a number of issues relevant to harbour authorities and compliance with the PMSC. Like the PMSC, the Guide does not have any legal force, though it does refer to existing legal powers and duties.

1.1. The Harbour Authority

1.1.1. Associated British Ports

ABP is ultimately owned by ABP (Jersey) Limited, a limited liability company incorporated in Jersey. However, under Part II of the Transport Act 1981 ABP is controlled by Associated British Ports Holdings Ltd (ABPH), a company formed by the Secretary of State. The directors of ABP (of which there must not be less than five, nor more than thirteen) are appointed by ABPH, but ABPH has no power to give directions to the directors of ABP in respect of the execution of their powers and duties as a Harbour Authority. The directors of ABP whilst acting in their capacity as Harbour Authority, are the “Duty Holder” as defined by the Port Marine Safety Code.

ABP is the Statutory Harbour Authority (SHA), Local Lighthouse Authority (LLA) and Competent Harbour Authority (CHA) for the following ports and harbours, although the precise nature of the arrangements varies according to local circumstances:

Ayr	Goole*	King’s Lynn	Southampton
Barrow	Grimsby*	Lowestoft	Swansea
Barry	Hull*	Newport	Teignmouth

Cardiff	Humber	Plymouth	Troon
Fleetwood	Immingham*	Port Talbot	
Garston	Ipswich	Silloth	

* ABP Humber Estuary Services (HES) fulfils the function of CHA for the Humber Estuary and the ABP docks within.

1.1.2. The ABP Mission Statement

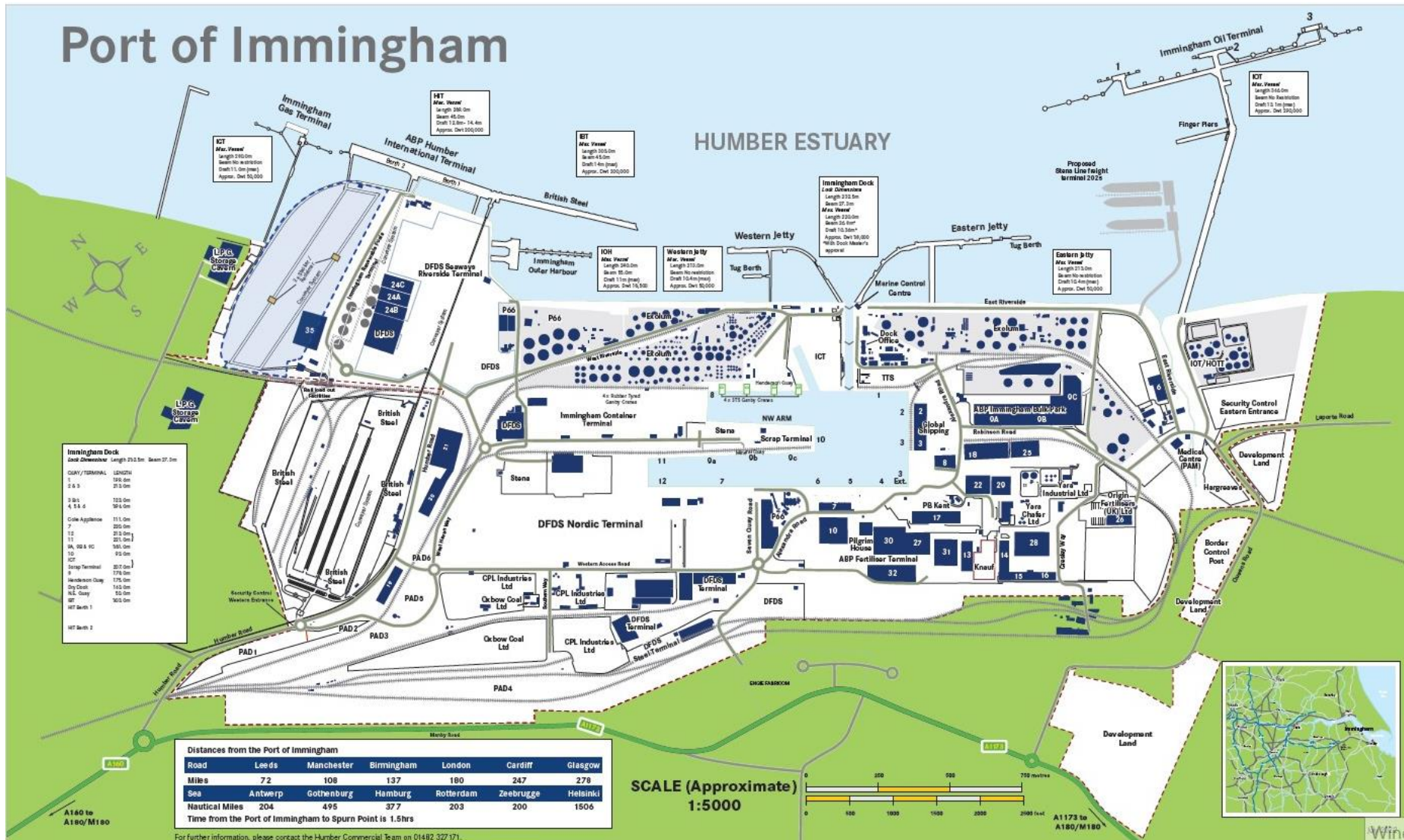
It is the aim of Associated British Ports that all of its Ports, and the waters under its control, as the Statutory Harbour Authority, are:

1. Managed efficiently and effectively in order to provide for safe navigation, under the guidance and direction of the requirements of the Port Marine Safety Code.
2. To facilitate the open use of the port by legitimate port users and to try to ensure no damage is caused to the marine environment through the activities of the Port.
3. To provide port facilities and services, making use of the Port’s physical location in relation to UK & European trade routes and offshore activities.
4. To ensure that adequate resources are provided to enable personnel to follow policies, procedures and systems effectively, recognising that proper discharge of the Authority’s duties will otherwise be compromised.
5. Work in partnership with port users, to be recognised for customer-focussed quality and flexibility of service.

1.1.3. The Port of Immingham

Immingham is situated on the South Bank of the River Humber approximately 10 miles from Spurn Point. The Port of Immingham includes the enclosed Dock, the Eastern and Western Approach Jetties, the Immingham Oil Terminal, The Immingham Outer Harbour, The Immingham Bulk Terminal, Humber International Terminal and the Immingham Gas Jetty. The prescribed limits include a distance of 200 yards riverward from any and every part of these jetties. The port of Immingham is situated within the ABP Humber SHA area as with the other four ABP ports located on the River Humber

1.1.4. Port Map



1.2. Marine Safety Management System Components

The Marine Safety Management System (described by this document) will be annually reviewed internally and updated in line with good practice, and to reflect experiences and lessons learned both within ABP and reported by other Ports and organisations (for example MAIB reports). The MSMS is also reviewed externally every three years.

The Port of Immingham MSMS comprises this document and a set of policies, procedures and guidelines related to port marine safety. The table below presents all of these associated documents, with links to their location on the ABP SharePoint.

ABP Documents (Group Level)	Next Revision due Date
ABP Marine Policy	2024
ABP Marine Employee Training Policy	2024
ABP Marine Employee Training Structure	2024
ABP Marine Training Matrix	2024
ABP Marine Safety Plan	2023
PMSC Annual Report	2022
ABP VTS Policy	2024
Legal / External Documents	Next Revision due Date
Harbour Acts specific to port – see Section 0	at next HRO
Harbours Docks and Piers (Clauses) Act 1847	n/a
British Transport Docks Act 1981	n/a
Harbours Act 1964	n/a
Pilotage Act 1987	n/a
Docks Regulations 1988	n/a
Port Marine Safety Code	2023
Port Marine Safety Code and Guide to Good Practice	2024
Harbour Masters’ guide to hydrographic and maritime information exchange	n/a

ABP Documents (Port Specific)	Revision Date
Immingham Dock Byelaws – published in 1929	n/a
Immingham Docks (Regulations of Vehicles) Byelaws – published in 1979	n/a
Local Notices to Mariners	n/a
Immingham Marine Operations Manual	2023
Grimsby and Immingham Port Waste Management Plan	2025
Local Emergency Plans	
ABP Business Continuity Plan – Grimsby and Immingham	n/a
Humber Ports - Oil Spill Contingency Plan	2026
Additional Published Information	
Rates and tariffs	
Tide Tables	
Port Web Site	
LARS Aids to Navigation Check Sheets	

1.3. Commitment to the standards laid down by the PMSC

PMSC	1. 1	GtGP	2.3
Legislation	None		

ABP publishes a Marine Policy, the current version of which can be found on the Company web site: <https://www.abports.co.uk/marine-information-and-compliance/abp-marine-policy-and-pmsc>

The ABP Marine Policy aims to demonstrate our commitment to the safe and responsible operation of our ports and harbours by detailing areas of primary concern (which are closely based on the requirements of the Port Marine Safety Code). Linked to this policy, ABP as a ports group has developed standard Port Marine Operational Procedures Manuals, describing how the policy will be implemented at each ABP port and harbour.

The Summary of Harbour Authority Powers details local legislation providing duties and powers at the port of Immingham. The local acts consist of:

- The Humber Commercial Railway and Dock Act 1904.
- The Transport Act 1947.
- The British Transport Commission Act 1956.
- The Transport Act 1962.
- The South Killingholme Jetty Empowerment Order 1968.
- The British Transport Docks Act 1971.
- The Transport Act 1981.
- Associated British Ports Act 1983.
- ABP (Immingham Gas Jetty) Harbour Revision Order 2007.

There is no definitive statement as to the extent of the limits of ABP’s powers at Immingham. Instead, the majority of the Acts that authorised new works extended the geographical limits so as to take account of these new works.

1.4. The Duty Holder

PMSC	1.6 – 1.10	GtGP	Section 2
Legislation			

The directors of ABP’s Harbour Authority and Safety Board (HASB) have been appointed as the “Duty Holder” as defined in the PMSC for ABP’s Ports, Harbours and Marine Facilities.

The Harbour Authority organisation (identifying the roles of individual Board members, including the Chief Executive) is illustrated in section 2.7 of the Marine Policy document.

The Harbour Authority has developed and adopted a Constitution clarifying the duties and roles of the Harbour Authority members (collectively and individually) when acting as Duty Holder.

1.5. The Designated Person

PMSC	1.11 – 1.12	GtGP	2.3.25 – 2.3.38
Legislation			

The Duty Holder has appointed a ‘Designated Person’ (Gareth Robins) who is also the Technical Authority Marine. As Designated Person, the Technical Authority Marine has direct access to the Duty Holder.

For practical operational and commercial purposes, the Technical Authority Marine works closely with the ‘Group Director Safety, Engineering and Marine’ and other compliance functions including Health and Safety, Environment, Security and Quality to ensure consistent and efficient compliance in all marine functions.

1.6. Chief Executive and the Organisation’s Officers

PMSC	1. 6 – 1.10	GtGP	2.3.19 – 2.3.24
Legislation	None		

The Chief Executive is accountable for the operational and financial control of the authority. The Chief Executive has authority on all matters related to duties and powers. This role includes the following responsibilities under the PMSC:

- Oversee the implementation of policies and decisions;
- Have overall executive responsibility for the safety of operations and staff; and
- Oversee the recruitment and training policy for staff and key officers.

1.7. Group Director Safety, Engineering and Marine

The ‘Group Director Safety, Engineering and Marine’ is a member of the board who has relevant maritime experience and acts as the initial point of contact for the Designated Person. They also ensure that appropriate resources are made available for ABP to discharge its marine safety obligations and ensure that commercial pressures are managed appropriately without undermining the safe provision of services and duties.

1.8. Dock Master

PMSC	1.14 – 1.15	GtGP	1.4
Legislation	Harbours, Docks, and Piers Clauses Act, 1847 Dangerous Goods in Harbour Areas Regulations, 2016		

The Dock Master has day-to-day responsibility for the safe operation of navigation and other marine activities in the harbour and its approaches. The post holder must be competent and a suitably qualified person, with sufficient experience for the role. They must also be competent to undertake other relevant duties, in relation to Merchant Shipping legislation. The Dock Master:

- Has powers of direction to regulate the time and manner of ships’ entry to, departure from and movement within the harbour waters, and related marine safety purposes;
- Ensures the co-ordination and regulation of all vessels within the harbour and its approaches; and
- Has overall responsibility for monitoring the effectiveness of Aids to Navigation, including placement, type, defect reporting and performance monitoring to meet the authority’s conservancy duties.

The Dock Master’s powers are determined by the Harbour’s enabling (and subsequent) Acts, and can be further strengthened by Harbour Byelaws and General/Harbour Directions if available. The Port of Immingham Dock Master’s powers, duties and responsibilities are laid out in Section 4.1. **All ports should maintain a working list of those with delegated powers** at their port using the document found here.

Section 1.10 should also describe each role which uses the DM delegated powers.

The Dock Master manages the Port's Marine Team and reports to the Head of Marine Humber. The Dock Master manages navigation within the port limits and ensures safe functioning of port operations. This includes:

- Monitoring marine facilities (berths, docks, navigational equipment).
- Reviewing and creating marine risk assessments.
- Enforcing port regulations.
- Ensuring the port complies with its statutory duties and responsibilities.

1.9. Local Port Officers

Head of Marine

The Head of Marine Humber oversees all Marine and HES operations and reports directly to the Regional Director Humber. The Head of Marine Humber also has delegated Harbour Masters Powers.

Dock Master

The Dock Master is responsible for safe navigation of all vessels within the respective dock limits and reports to the Head of Marine Humber.

Deputy Dock Master

The Deputy Dock Master supports the Dock Master in carrying out their duties. The Deputy Dock Master performs the role of Duty Manager alongside nominated personnel from the other ABP ports on the River Humber and Humber Estuary Services. The Deputy Dock Master also has delegated Harbour Masters Powers.

Assistant Dock Master

The Assistant Dock Masters are responsible for managing a watch at the port. Each watch consists of one Assistant Dock Master, two Marine Supervisors, one Radio Operator and a number of other staff determined by staff availability, nominally six. The Assistant Dock Master is responsible to the Dock Master for the shift to shift running of Marine aspects of the Port operations.

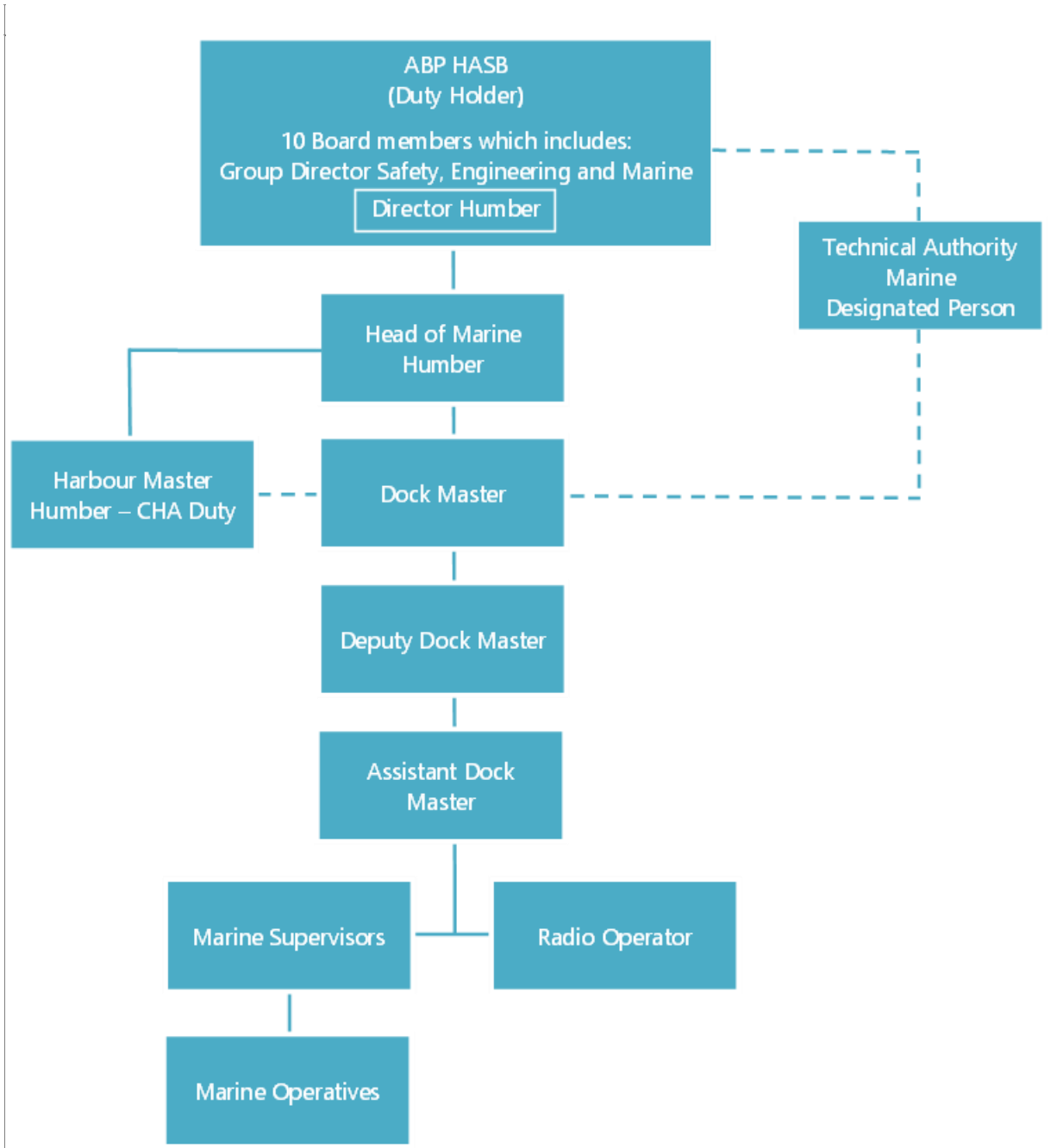
Marine Supervisors and Marine Operatives

The Marine Supervisors supervise the berthing of vessels on the East and West Jetties, Immingham Outer Harbour on behalf of DFDS, the mooring of vessels entering the lock, the berthing and mooring of vessels in the enclosed dock and Humber International Terminal (HIT) as well as ensuring berths are prepared for arriving vessels. The Marine Supervisors and Marine Operatives ensure that Safe Systems of Work are complied with, and that Port Authority Bye Laws and Merchant Shipping regulations are adhered to. They report to their shift Assistant Dock Master.

Radio Operator

The Radio Operator is responsible to their shift Assistant Dock Master and monitor security and access for the East and West jetties.

1.10. Marine Staff Reporting Lines



2. Key Measures to Secure Marine Safety

2.1. Review Existing Powers

PMSC	2.3 – 2.6	GtGP	1.6, 1.9.4 – 1.9.6
Legislation			

The powers available to the port are reviewed periodically to determine if they are appropriate to ensure safety of marine operations. Where additional powers are identified, an appropriate means will be used to extend, improve or amend them. Methods may include the use of Harbour Revision Orders, additional or amended Byelaws and the use of powers of General Direction/Harbour Direction where available.

Harbour Directions can be used by a harbour authority to better regulate ships within their harbour or whilst entering or leaving their harbour. They may relate to the movement, mooring and unmooring, equipment and manning of ships.

Harbour Directions have the benefit over Byelaws in that:

- they are easier to amend and update (with any update requiring local consultation as opposed to an application to the Department for Transport).
- the potential penalty for a breach of Harbour Directions is a criminal offence and ABP can prosecute in a magistrate’s court (for a fine of maximum £2,500).
- they are intended to be user-friendly, accessible, and applicable for today’s modern ports.

Under the Harbours Act 1964 (as amended by the Marine Navigation Act 2013) ABP has ‘designated’ 16 of its ports as having the power to make Harbour Directions (being Barrow, Barry, Cardiff, Fleetwood, Garston, Goole, Grimsby, Hull, Immingham, Kings Lynn, Lowestoft, Newport, Plymouth (Millbay), Port Talbot, Silloth and Swansea).

If, through risk assessment or consultation, it is identified that further powers are required to provide for safety of vessel navigation and port operations a review will be conducted. Due to the resource and legal knowledge required to undertake a formal review of powers, ABP Head Office and legal department will be consulted during any formal review.

2.2. Use of Formal Risk Assessment

PMSC	2.7 – 2.11	GtGP	3.3.8 – 3.3.9 Section 4
Legislation			

Risk Reference	Hazard Theme	Category Name	Title	Current Risk	Date for Review	Status	Tolerable Worst Credible Tolerable Most Likely
TS1-48-3	Nautical Safety	Striking with Floating Object	Collision with Bouy	1.38	21-06-2024	Green Triangle	████████████████████
TS1-42-6	Nautical Safety	Grounding	Group 1: Tanker grounds in port approaches	1.81	20-06-2024	Green Triangle	████████████████████
TS1-44-3	Nautical Safety	Impact with Structure	Group 3: Impact with lock gates	5.56	08-08-2024	Yellow Triangle	███░░░░░░░░░░
TS1-43-5	Nautical Safety	Collision ship - ship	Group 2: Commercial vessel and recreational vessel	6.00	06-06-2024	Green Triangle	███░░░░░░░░░░
TS1-46-1	Nautical Safety	Fire/Explosion	Fire/Explosion Tanker	6.19	13-06-2025	Green Triangle	███░░░░░░░░░░

Risk assessment at ABP is carried out using the MARNIS Port Assessment Toolkit. This software was developed by ABP to facilitate the documentation and review of Hazards and Controls and allow a consistent method for the assessment of marine risk across all ABP locations. In addition, the toolkit allows consistent recording and reporting of incidents that occur, allowing appropriate and timely review of all associated risk assessments, to further reduce risk where possible.

The areas covered by these risk assessments are:

- Nautical safety;
- Environmental protection;
- Port efficiency; and
- Crisis management.

The hazard scenarios are displayed in MARNIS with icons giving immediate visual indications of their status (i.e., tolerability, risk rank, review requirements). The assessments may be sorted by name, hazard category, current risk and date for review. Users are trained in the use of MARNIS before they are provided with login details to ensure competence with the software.

The process of assessment is continuous so any new hazards to navigational and marine operations are addressed. MARNIS Risk Assessments are generally carried out at least annually, post incident and whenever there are changes to control measures which will materially affect the risk rating.

Post incident risk assessments may not always be necessary if the occurrence and subsequent investigation of a relevant incident indicate that there is no measurable impact on the risk rating.

Responsibility for the maintenance of up-to-date risk assessments has been assigned to the Dock Master who ensures that all necessary competent staff and stakeholders are involved at all stages of assessment and review.

During the assessment of a hazard scenario the consequences to people, property, port business and the environment are considered to determine the likely outcome should an incident occur. In practice, the key features of the Risk Assessment Method are:

- Identification of all Hazards likely to impact navigational safety;
- Assessing those Hazards against an appropriate standard of acceptability;
- Identification of the causes and control methods which can be introduced to reduce the likelihood of the hazard occurring;
- Quantify future control methods to further reduce assessed risk;
- Review of identified control measures to eliminate risk or reduce risks to as low as reasonably practical (ALARP);
- Continuous review of hazards, either:
 - On a periodic basis (see Section 2.2.1);
 - Following a marine accident/incident; or
 - Post-review of relevant marine accident or health check trend report.

The process of assessment within ABP is continuous and reflective, so that new hazards to navigation and marine operations are identified and properly addressed. Central to the risk management process is the concept of reducing risk for all hazards to levels which are ALARP.

2.2.1. Periodic Reviews

Periodic reviews are carried out at a frequency selected by the assessors (nominally annually). The review schedule for each hazard will be identified at initial assessment, though the review period will itself be subject to re-assessment at each subsequent formal review. In principle, those hazards with the highest risk scores will be reviewed more frequently while those with very low risk scores may be reviewed at larger intervals, subject to a maximum of not more than three years.

When an assessment is reviewed, a new iteration of the risk assessment is created in MARNIS. Previous iterations or marine risk assessments are retained in MARNIS to allow for auditability. The assessors review all aspects of the hazard in the light of any changes to existing risk controls, or other external factors.

While the review is the responsibility of the named assessors for each hazard, the process will take account of consultation with relevant staff, port users and external bodies where appropriate. Risk assessment reviews will be undertaken by a minimum of two qualified staff, although it would normally be expected that other stakeholders / local marine team members are also involved where appropriate and feasible (e.g. Pilots, tug crew etc. for relevant assessments). The full name and position of each assessor must be recorded in the relevant text area of the MARNIS assessment form.

2.2.2. Post-Incident Reviews

A post-incident review will take the form of an immediate review of the hazard scenario related to the incident. This will include the causes of the incident, and the risk control measures which were in place, and if necessary a re-scoring of the overall risk. It is likely that unless changes are made to controls, the risk score will increase and a judgement will have to be made as to whether this is acceptable.

Post incident reviews will be carried out to the same standard as Periodic Reviews (Section 2.2.1) (See also section 2.5 Incident reporting and investigation).

Upon review, it is necessary to assess whether the time period set until next routine review is suitable, or whether to set a shorter period until it can be confirmed that new control measures are working effectively.

To positively contribute to navigational safety, the lessons learned from post-incident reviews must be effectively promulgated. This may be achieved by a number of mechanisms locally, but MARNIS will allow sharing of the reviews across all Group ports as all users are able to review hazards and assessments for all locations. Whenever a new incident is added to MARNIS the Technical Authority Marine is automatically notified, and will monitor trends or notable incidents which ought to be brought to the attention of other ports.

Post incident review should also include any recommendations from MAIB reports or other relevant worldwide marine casualties. These 'lessons learnt' will be promulgated via MA Notices (see Section 2.3.1); however HMs who are made aware of relevant incident investigations should inform the Technical Authority Marine so that the lessons can be learnt and promulgated around the group as necessary.

2.2.3. New Risk Assessments

New risk assessments may become necessary for a number of reasons:

- A significant change in operational procedures (e.g. new vessel or type of vessel, new cargo, new berth etc.)
- As a result of routine reviews / consultation, it becomes apparent that a hazard exists but has not yet been considered
- Following an incident, a new hazard is identified

In these cases, a new hazard scenario will be created in MARNIS and the risk assessment procedure completed. After taking into consideration (and recording) existing control measures an overall risk score will be derived and recorded in MARNIS. If this score is not acceptable a comment will be noted and new control measures introduced. The assessment can then be reviewed as soon as the new measures are in place, and the risk re-assessed until such time as it becomes acceptable.

It may become apparent that the only way to reduce the risk to an acceptable level is to remove the hazard completely (for example cease the hazardous operation). MARNIS provides a useful tool in assisting the responsible person in reaching this decision objectively.

New MARNIS Risk Assessments will be formulated with the cooperation of numerous internal and external stakeholders who may represent a specific interest in the risk. These are not limited to navigational or environmental risks and may include contingency planning for individual/unique events.

2.2.4. Risk Control Measures

Any activity will involve some element of risk. However, that risk can be reduced by introducing robust control measures to ensure that the activity is carried out as safely as possible, and in a “controlled” manner.

The frequency reduction, consequence reduction and completeness for each risk control measure is evaluated to allow further quantification of the effect of each risk control. Guidance is provided during MARNIS training.

2.2.5. Intolerable Risk Assessments

If a marine risk assessment is identified as intolerable, and/or has a significantly high risk score, following the application of currently available risk control measures - the Harbour Master should raise the assessment at the periodic regional risk review to provide visibility to the Regional Director and the Regional Leadership Team. In parallel, the Technical Authority Marine will review the assessment and its associated risk controls, to determine if any further risk control measures could be used to mitigate the assessed risk. Following this review and validation of the assessment outcome, if the Technical Authority Marine believes the operation and/or risk should be brought to the attention of the Duty Holder, this will feature in the bi-monthly Harbour Authority and Safety Board (HABS) meeting, or sooner if the operation will occur before the next scheduled Board Meeting.

2.2.6. Operational Risk Assessments and Safe Systems of Work (RA’s & SSOW)

Each ports marine operational RA’s & SSOW (non MARNIS) should be linked / referenced in the relevant local marine operational procedure’s manuals. This will assist in making clear links between procedures and corresponding RA’s / SSOW (especially during training) and help with familiarity and cutting down on duplication. An example of the above might include making sure that any Pilotage procedures include a link / reference to the corresponding RA / SSOW for carrying out boarding and landing operations.

2.3. Implement a Marine SMS

PMSC	2.12 – 2.17	GtGP	Section 5
Legislation			

Each port MSMS includes reference to the policies and procedures necessary to ensure a port:

- Maintains proper control of shipping movements

- Protects the general public from dangers arising from marine activities
- Has regard to possible environmental impact
- Prevents acts or omissions which may cause injury to employees or others

Furthermore, the MSMS:

- Confirms roles and responsibilities of key personnel (Including those responsible for matters such as hydrography, conservancy, environmental protection, etc.)
- Outlines present procedures for maritime safety (by reference to one or more local operational manuals)
- Measures performance against targets (for reporting to the Harbour Authority on a quarterly / annual basis)
- Refers to emergency plans

The MSMS is subject to ongoing review:

- As changes occur locally the MSMS is updated;
- Every three years a comprehensive review of PMSC compliance will be completed, including a review of the MSMS document, as well as assessments of individual port audits, marine policies, procedures and Marine Authorisations. This will enable the Duty Holder to confirm compliance with the PMSC to the MCA when requested. (see section 2.11)
- To complement the above, all local elements of the local Marine SMS (e.g., local marine ops procedures manuals, checklists etc) should be formally reviewed annually in addition to regular ongoing updates. Annual and regular updates should all be recorded in the revision history section alongside appropriate changes to version numbers

Reviews will also take account of external information from neighbouring competent and statutory authorities, examples of best practice from other ports and organisations, and other relevant reports (for example MAIB Investigations and MA Notices).

2.3.1. Marine Advisor (MA) Notices

The Technical Authority Marine will ensure that ABP is aware of any changes to legislation, new guidance or availability of new examples of best practice. This will be achieved by means of (but not limited to):

- Subscription to government alert services
- Attendance at appropriate national meetings including
 - Port Marine Safety Code Steering Group (MCA)
 - UK Safety of Navigation Committee [UKSON] (MCA)
 - Marine and Pilotage Working Group (UKMPG)
- Monitoring MAIB investigations and reports
- Reviewing official reports, such as MCA annual summary of health checks
- Attendance at relevant industry events (e.g., UKHMA seminars)

Whenever new guidance or procedures should become necessary, the Technical Authority Marine will disseminate these by appropriate means. For non-safety critical amendments or advice, this will most likely take the form of incorporation in the MSMS documents during the review process described above. The issue of new procedure or policy will be accompanied by an MA Notice to ensure record of receipt and implementation at each location.

However, in the case of safety or compliance critical information (Where safety of life may be impacted, or if ABP could fail to meet regulatory or statutory requirements if immediate action is not taken), the Technical

Authority Marine will issue a formal “MA Notice” at the earliest opportunity. This will require specific action within a fixed time period and a formal response confirming the action has been taken.

Reasons for issue of a MA Notice will include:

- Any action or request requiring confirmation from all group Dock /Harbour Masters
- Lessons learned from marine incidents leading to improvements which should be adopted at all ABP ports
- Best practice identified through ABP or external audit, or from an MCA Health Check in one ABP port, which should be adopted by all ports.
- Any matters relating to marine safety equipment.
- Notification of new or revised ABP Marine Policy
- Notification of new or revised marine legislation or national policy
- Marine safety notices produced by other organisations, if appropriate to ABP
- MAIB or PSS safety flyers – if not already covered by other methods of dissemination

All MA Notices will be immediately issued by email to individual Dock and Harbour Masters and their nominated representatives. In addition, all current and past MA Notices will be made available on the ABP Intranet. The Technical Authority Marine will maintain a record of all notices issued, and responses received.

2.3.2. Confirming the MSMS is Available and Understood

All ports must implement a documentary system to ensure that all Port Marine Employees have access to relevant parts of the MSMS and receive updates as and when they are made. There must be some form of evidence that relevant employees have received and understood the MSMS and updates. This may take the form of signature sheets, or evidence of attendance at a Tool Box talk where the new documents or updates are introduced and explained.

The induction training for any marine personnel includes familiarisation with the port MSMS. All personnel are required to read any updated documents relevant to the MSMS.

2.4. Competence

PMSC	2.18	GtGP	Section 12
Legislation			

Appropriately trained and competent staff are key elements of many risk control measures, and are essential in determining risks and appropriate controls at the outset.

ABP has published a Marine Employee Training Structure. The purpose of the policy is to ensure that all employees undertaking port marine activities undergo training and assessment to be sure that they are competent to carry out their work in accordance with current appropriate National Occupational Standards and the requirements of the Port Marine Safety Code and Guide to Good Practice.

The policy applies to all employees with marine roles and is supported by the Marine Training Matrix that has been created to outline competencies that are required or desirable for training for each marine role.

Where possible, those with the required qualifications and experience will be employed to perform marine roles. If a suitable applicant does not hold all of the relevant qualifications, a training plan will be required once employment commences.

The Port of Immingham utilises the Group Training Matrix. The matrix identifies all qualifications and training which is considered to be either a requirement of or desirable for each marine role. Review and update of the training matrix is the responsibility of the Dock Master.

The qualifications, training, and corresponding certification for each member of the marine team is recorded and monitored by the ABP Academy, utilising the SAP system to ensure that they are maintained and renewed as required.

2.5. Incident Reporting and Investigation

PMSC	2.19 – 2.23	GtGP	Section 13
Legislation	The Merchant Shipping (Accident Reporting and Investigation) Regulations 2012 IMO Resolution MSC.255(84) Casualty Investigation Code		

2.5.1. MARNIS Incident Database

The screenshot shows a web-based form for reporting an incident. At the top, there are navigation buttons: 'Save and Close', 'Report', 'Investigation', and 'Close'. The 'Status' is set to 'Investigation Complete'. The form is divided into several sections:

- Hazard Theme:** 'Nautical Safety' (dropdown)
- Category:** 'Heaving Lines' (dropdown)
- Title:** 'Unsafe heaving line (Example)'
- Date:** '13/02/2023' (calendar icon)
- Time:** '13:30' (clock icon)
- Brief Description:** 'monkeys fall to heavy'
- Accident or Near Miss:** 'Accident' (dropdown)
- Location:** 'All Harbours' (dropdown)
- Initial Consequences:**
 - Injuries:** No
 - Damage:** Yes
 - Pollution:** No
 - Business:** No
- Classification:** 'Marine Incident - MAIB Reportable'
- SAB Response:** No
- Contact Name:** 'Example'
- Job Title:** 'Harbour Master'
- Email Address:** 'example@abpport.co.uk'
- Phone Number:** '00000000000'

The MARNIS Port Assessment Toolkit allows full details of all marine incidents to be recorded and reports to be generated for external bodies, or to provide feedback to all port users. The centralised location of the software databases allows incident reports to be viewed by the relevant personnel at Group level. When a new incident is recorded using the MARNIS toolkit, automated email notifications are sent to the relevant personnel.

Guidance on the use of the Accident/Incident reporting module of MARNIS is given during MARNIS User Training run by ABP Academy with user support provided by ABPmer or logging a User Support Request.

2.5.2. Incident Reporting Requirements

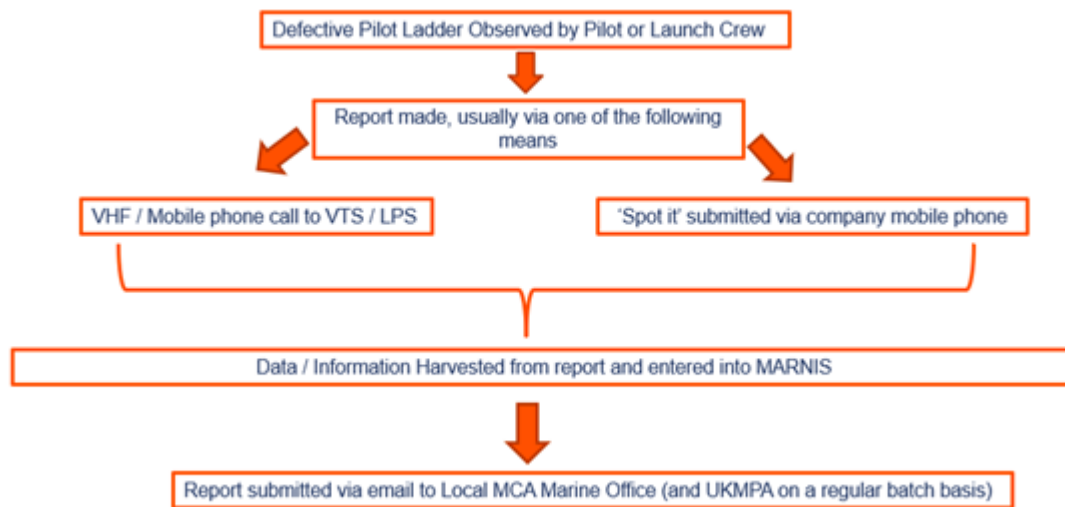
To determine whether an incident is required to be reported to the MAIB a process is used within MARNIS which complies with the Merchant Shipping (Accident Reporting and Investigation) Regulations 2012. The process uses the following criteria to provide the classification of the incident and whether reporting is required:

- Location of incident
- Type of vessel
- Consequences of the incident
- Resulting maritime damage

The MARNIS system allows an immediate incident report to be produced in a format acceptable to the MAIB. A report will be sent to the MAIB containing the details available at the time the incident is reported. After investigation of the incident has been completed a further report will be sent to the MAIB with the additional information, causes and identified further control measures determined by the investigation.

2.5.3. Ship Related Deficiency Reports

The following process should be followed to ensure that appropriate ship defect reports, that may adversely affect the Safety of Navigation, are captured into MARNIS. This must also be forwarded to the MCA to follow up any port state control activities. The below diagram uses a defective pilot ladder as an example:



Vessel Related Defects

Defect declared prior to arrival to Immingham SHA

- Defect is declared to VTS (by Master or Pilot) and handled in accordance with Humber Estuary Service procedures
- Defect information passed to Duty ADM, who will make assessment about whether there is any impact on the safe arrival of the vessel to the port.

Defect declared prior to departure from berth in Immingham SHA

- Defect observed/reported by Pilot/member of Marine Team/ Master to Duty ADM
- Duty ADM to determine if defect requires additional resource to ensure vessel/port/environmental safety.
- Duty ADM to advise VTS Humber – who determine if MCA need to be advised
- VTS Humber submit report to MCA if required
- Duty ADM to complete a MARNIS report (linking in Humber Estuary Services)

2.5.4. Damage to ABP infrastructure

Where an incident occurs, and damage is sustained to ABP Infrastructure a 'letter of Undertaking' must be sent to the vessel's agent. The person sending the letter needs to liaise with engineering / port management and make an assessment regarding the "amount" to cap the security at – the sum cap should exceed the costs that are anticipated will be incurred to repair the damage. The letter should be sent to the vessel's agent and, if appropriate, we should prevent the vessel from sailing until a signed letter on headed paper has been provided to ABP. This will usually be signed by the vessel's insurers. A legal guidance note has been produced which takes you through the steps which should be taken and includes links to 'letter of protest and undertaking' templates that should be used. The guidance note with letter templates can be found on [iport](#).

If any incident is deemed to be serious or the on-duty personnel require additional guidance, the duty manager will be notified. If the incident involves a Piloted vessel or a vessel with a PEC holder, the incident report in MARNIS will be linked to HES.

Determining whether an incident requires a full investigation and review is assessed based on the severity of the outcome and the frequency of the incident type, alongside the investigation matrix outlined below.

The process for issuing a 'Letter of Undertaking' differs slightly from Group guidance within Humber Marine as initial incident notifications are issued alongside letters placing the vessels' owners (via agents) on notice.

A Letter of Undertaking or Protest will be issued if the damage is significant enough.

2.5.5. Conflict between Types of Investigation

All significant incidents and potential incidents are to be investigated, giving rise to two competing and incompatible objectives:

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

It is ABP policy that in the interests of safety and where the circumstances of the incident dictate, an investigation to determine cause should take primacy, these include the following circumstances:

- Where it is necessary to determine the cause of the incident so that precautions can be put in place at the earliest opportunity to prevent a recurrence.
- Where it is necessary to promulgate the cause of an incident to interested parties and other Harbour Authorities so that lessons can be learned.
- Where it is necessary to determine the cause of the incident where those causes may initiate amendments to the Marine Safety Management System which in turn will ensure ABP continue to comply with the Port Marine Safety Code.

2.5.6. Other Agencies

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

2.5.7. Investigations to Determine Cause

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

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

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

2.5.8. Marine Investigation Template

Any incidents requiring a full Marine Investigation should be completed using ABPs Marine investigation template, a copy of which can be found here on iport. The below investigation matrix should be used to review each incident and help to determine the severity in terms of further follow up and investigation:

5	Major	Internal investigation to be considered by / led by the Group Head of Health & Safety, Environment or Security; the Technical Authority Marine; or other independent internal Investigator appointed by ABP Director Marine & Compliance. Additional resources from ABP Legal Department, ABP Region(s)/Port(s) and appointed external experts may be required to perform the investigation. ABP Legal Department to determine to what extent Legal Professional Privilege should be applied.
4	Serious	Internal investigation to be considered by / led by appropriate subject Managers at an ABP Regional level, supported by the Group Head of Health & Safety, Environment or Security; the Technical Authority Marine or an external independent expert appointed by ABP to perform the investigation. ABP Legal Department to determine to what extent Legal Professional Privilege should be applied.
3	Moderate	Internal investigation to be considered by / led by appropriate subject Managers at an ABP Regional level, supported by appropriate subject Head/Manager at ABP Regional level, as deemed necessary. Initial decision in consultation with Group Head of Health & Safety or Environment or Security or Technical Authority Marine as appropriate. ABP Legal Department to determine to what extent Legal Professional Privilege should be applied.
2	Minor	Internal investigation to be considered by / led at ABP Port local level by appropriate subject Managers/Supervisors. Initial decision in consultation with appropriate subject Head/Manager at ABP Regional level or Technical Authority Marine.
1	Negligible	Internal investigation to be considered by / led at ABP Port local level by appropriate subject Managers/Supervisors.

Further guidance on the investigation process can be found here on iport

Utilising all available means, including CCTV, Witness statements, Drugs and Alcohol (D&A) test results etc, the investigating Officer (Dock Master or Deputy Dock Master) will determine causality, and report accordingly.

Risk Assessments (MARNIS and Operational) and Safe Systems of Work would be reviewed and amended as required. There are a number of trained incident investigators available within the department.

2.6. Incidents involving drugs and alcohol

PMSC	NA	GtGP	13.3.2
Legislation	Railways and Transport Safety Act 2003		

2.6.1. ABP employees

If an incident occurs involving an ABP member of staff that may require action, the Duty Manager is to be informed, they will then give consideration as to whether or not a drug and alcohol test is required. (See ABP’s Drug and Alcohol Policy).

2.6.2. Non-ABP employees

Non-ABP employees (vessel Masters and crew) accused or suspected of being under the influence of alcohol and/or drugs may be committing an offence under Part 4 of the Railways and Transport Safety Act 2003. This Act covers commercial vessels and leisure craft.

When there is a report of a Master or crew of a vessel within the Port of Immingham who is on duty and suspected of being under the influence of drink or drugs, then Port Control must inform the Dock Master, Deputy or Duty Assistant Harbour Master in the first instance and then inform the MCA.

It will also be necessary to get a Police Officer to attend to undertake a breath test under the Railways and Transport Safety Act 2003.

To request the presence of a Traffic Police Officer contact the Police by calling 101.

State the reason for the request and the name of the Railways and Transport Safety Act 2003.

On receipt of report of a possible offence involving drink or drugs, the duty Marine Manager should be notified. If it is considered that a request for the police to attend the vessel is required, this will be done through the VTS Data Centre.

As soon as practicably possible a Supervisor or Manager should attend the vessel, to either relieve the pilot or stand witness to the actions of the person of concern. The supervisor or manager should remain until the police attend or until the vessel is released.

If the person of concern is detained by the police, the VTS Date Centre shall be informed who will then inform the MCA.

2.7. Monitoring Performance and Auditing

PMSC	2.24	GtGP	5.2
Legislation			

2.7.1. Key performance indicators

In order to monitor the effectiveness of the ABP Port Marine Safety Management System and to provide for progressive improvements in navigational safety, a number of key performance indicators have been selected, which can be measured and assessed on a regular basis.

The KPIs are kept under regular review as required by the Harbour Authority Board members, and are collated and presented on two monthly intervals at the HA Board meetings.

Furthermore, the status of each internal and external audit finding will be tracked by the Technical Authority Marine, and the number of open and overdue audit findings (together with their priority – High, Medium or Low) will be reported to each meeting of the Harbour Authority as a KPI.

The key performance indicators are meaningful statistical measurements that are measurable and aim to show change (improvement) over time. Some of these key performance indicators are not applicable to all of the ports.

2.7.2. Audit Requirements

The MSMS is audited and reviewed for the following:

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

Within ABP auditing is conducted as a centralised activity. The following audits in respect of the PMSC are adopted within the overall framework of business auditing:

- Internal MSMS audit for each port.
- Enhanced internal audit.

2.7.3. Internal Audit

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

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

The Technical Authority Marine will audit each group of ABP ports annually. A full review covering all aspects of the PMSC will be undertaken at every annual audit. Outcomes from the annual audits will be reported to the Duty Holder at the regular Harbour Authority meetings, and summarised in the annual report.

The status of actions can be tracked and updated by action owners via the ABP Compliance Management System. Overdue actions will be proactively followed up by the Technical Authority Marine.

Additionally, the Technical Authority Marine will meet at least once per year with each Port Director (in addition to the Harbour Authority Meetings) to discuss PMSC related issues arising from the audit process. A formal agenda will be used for these meetings which will be minuted.

ABP has published an Internal Compliance Audits Policy and Procedure. Internal marine audits will comply with the procedures set out in this document.

2.7.4. External Audit

Once per year, external PMSC compliance audits using appropriate external professional auditors are carried out. These audits have the same objectives as the internal audits and additionally ensure objectivity and rigour of method in the internal audit process. These enhanced audits will rotate around the Group port directorates on a three-year rolling basis. These audits are also likely to be based upon the internal audit checklist to ensure PMSC compliance at the audited port, and also provide an external check on the processes employed by the Designated Person.

2.7.5. Regulatory Audit

From time to time, ports may be audited externally by the MCA to ensure PMSC compliance, either following an invitation from ABP for the MCA to carry out a ‘health check’ or following a recommendation by the MAIB following an incident investigation. Review and audit by the General Lighthouse Authority (Trinity House, or the Northern Lighthouse Board) is also carried out at port level.

ABP will ensure that any lessons learned from any audits at any port location, are transferred to all other locations through revision of the MSMS or provision of consistent advice to provide for appropriate updates of local policies and procedures.

2.8. Enforcement

PMSC	2.25	GtGP	1.9.12
Legislation			

To be read in conjunction with Section 2.5

2.8.1. The Range of Enforcement Options

Before embarking on any type of enforcement action, the legal team at Head office should be consulted. Enforcement covers everything from cordial education on the conduct expected to prosecution on indictment in the Crown Court where the Court may send someone to prison.

The range includes:

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

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

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

ABP has produced a Marine Enforcement Policy Statement which can be used to inform local harbour users and other stakeholders of ABP's approach to enforcement. This policy statement should ideally be hosted on the port's local website or posted in a prominent position where users can read a copy of the statement. A copy of the policy can be found on the Marine and Compliance site under legislation and guidance.

2.8.2. Criminal Investigations

A criminal investigation does not necessarily end in a prosecution but if the investigation is not done in accordance with the Police and Criminal Evidence Act 1984 (PACE) a prosecution will not be permissible. Therefore, all investigations that may lead to a prosecution have to be conducted with that possibility in mind. For guidance on using PACE when collecting evidence to use during a prosecution see the ABP Enforcement Handbook.

2.8.3. The Conduct of a Criminal Investigation

The conduct of a criminal investigation has to meet strict requirements. Not to comply with these requirements will make it almost impossible to prosecute an offender regardless of the evidence against them. When an incident indicates that a criminal investigation is appropriate but in the interests of safety an investigation to determine cause should take primacy, assistance will be sought from outside agencies. In the case where the Harbour Authority conducts its own criminal investigation, it will be conducted in accordance with National requirements:

In England and Wales:

- Police and Criminal Evidence Act 1984 and Codes of practice
- Criminal Procedure and Investigation Act 1996 and Code of practice

These requirements, and useful and practical guidance are incorporated into the:

- HSE Enforcement Guide (England and Wales)
- HSE Enforcement Guide (Scotland)
- ABP Harbour Authority Enforcement Handbook

In Scotland:

- Reports to the Procurator Fiscal. A guide for Specialist Reporting Agencies

Assistance must be sought from Head Office Legal Team in the first instance, and/or external experts before proceeding with a criminal investigation.

2.8.4. Incidents involving laser devices

PMSC	NA	GtGP	13.3.2
Legislation	The Laser Misuse (Vehicles) Act 2018		

Any person targeting those in control of vessels (or aircraft and road vehicles) as a malicious action, is committing an offence. Under the new law, it is a crime to shine or direct a laser beam that dazzles or distracts, or is likely to dazzle or distract, air traffic controllers, pilots, masters of vessels and drivers of road vehicles.

It is also necessary to get a Police Officer to attend to undertake a breath test under The Laser Misuse (Vehicles) Act 2018. To request the presence of a Police Officer contact the Police by calling 101. State the reason for the request and the name of The Laser Misuse (Vehicles) Act 2018.

2.9. Plans and Reports

PMSC	2.26 – 2.28	GtGP	2.3
Legislation			

2.9.1. Safety Plan

A group safety plan for marine operations is published. This plan sets out specific targets to improve marine safety at all Group Ports, and progress against the Marine Safety Plan is reported to the duty holder in writing at every Harbour Board meeting. The Marine Safety Plan is kept under review as targets are met and changes or additions suggested by the Technical Authority Marine are approved by the Board as required so that the refreshed plan can be implemented.

2.9.2. Reports

The Dock Master of Immingham submits a report to the ABP Technical Authority Marine every two months, including details of Incidents, Key Performance Indicators and other matters of relevance to Port Marine Safety.

The reports from each port, together with a summary document, are provided to the Duty Holder at the ABP Board meeting in writing. In addition, the summary report is presented to the board members every two months by the Technical Authority Marine in person, in the capacity as Designated Person. During this meeting, time is made available for discussion of issues and for the Board members to question the Designated Person, as required.

2.9.3. Annual Report and Assessment of Performance

The Designated person will annually report to the duty holder, giving an assessment of the Authority’s performance against the overall marine safety plan. The report will also be published each year on the company website to publicise the most recent assessment of performance.

2.10. Consensus

PMSC	2.29	GtGP	Section 3
Legislation			

Stakeholder engagement is an important part of managing the port marine environment with a specific focus on securing consensus on proposed protocols or procedures that relate to safety of navigation. Additionally, stakeholder engagement is important when producing or reviewing risk assessments where the view or

opinion of third parties needs to be considered. All ports should have some form of stakeholder engagement via a port user group where items related to promoting port marine safety can be discussed. Port user groups should take place at least once a year with the purpose of engaging stakeholders on such items as:

- Risk Assessment reviews
- New proposals or procedures
- Statutory consultation (byelaws General / Harbour directions etc)
- Incidents and lesson learnt

The Guidance on the formation of port user groups is given in the National Directions Panel Supplementary Guidance: Code of Conduct on Harbour Directions.

ABP Immingham sit on and host a range of consultation meetings. These meetings are as follows:

- Port user group meetings
- Safety of Navigation River Committee
- Tug liaison meetings
- Jetty liaison meetings
- Terminal operator meeting
- Humber oil pollution response committee
- COMAH liaison group
- DFDS liaison meeting
- Health and safety committee (South Bank)

2.11. Monitoring Compliance

PMSC	2.30 – 2.32	GtGP	2.3.2
Legislation			

ABP will ensure that a prompt and internally verified response is made to the MCA’s compliance programme, every three years.

Verification of compliance will be assured by means of ABP’s ongoing programme of performance monitoring and audit as described in section 2.7 above. By means of having regular and recent audits of all ABP locations, together with oversight of progress made against actions identified during audit, it will not be necessary to carry out additional audits at the time a response is due to the MCA. This is in compliance with the spirit of the Port Marine Safety Code, which not only requires compliance at all times between verification checks, but also requires the ability to demonstrate continuous improvement in Port Marine Safety.

In advising the Duty Holder whether or not ABP should confirm compliance when requested, the Technical Authority Marine will specifically consider:

- All of the most recent internal ABP audits
- Minutes of Meetings held with regional Port Directors
- Recent enhanced internal audits

- Any MCA Health check reports
- The number and status of any outstanding audit recommendations from any source
- The status of any recommendations received from official bodies, for example the MAIB)
- The status of all ABP MARNIS risk assessments (If any significant assessments are overdue review)
- The status of all internal investigations (Any significant incidents which have not been formally investigated and closed)

When making the decision to recommend confirmation of compliance (or otherwise) to the Duty Holder, the Technical Authority Marine will prepare a draft letter to the MCA setting out the recommendation. Before this is formally considered by the full Harbour Authority and Safety Board (HASB) for approval, guidance will be sought from Group Legal Counsel. The letter will then be presented to the HASB at least one month before the requested response date, and formal approval for submission to the MCA obtained and minuted.

ABP will always assist the MCA, should a health check visit be required at any ABP port.

Should internal audits reveal potential compliance issues which cannot be resolved internally, ABP will seek the advice of the MCA to assist in gaining confirmation of compliance.

3. General Duties and Powers

3.1. Introduction

This section describes the general duties and powers appropriate to a Harbour Authority. The manner in which these duties are fulfilled, and the extent of available powers are in this section of the manual. Some detail and procedures are common to all ABP ports, and this text should not be changed without approval of the Technical Authority Marine.

3.2. Safe and efficient port marine operations

PMSC	3.4	GtGP	1.3, 2.2
Legislation	Section 26 of the harbours Act 1964		

A harbour authority is responsible to ensure that the mariners are provided with the necessary information to ensure the safe passage of their vessel in the port. It is vital for procedures to be in place to make sure that this information is given out as soon as possible.



Local Notices to Mariners are issued from time to time advising mariners operating within the area of jurisdiction of the port of changes that have taken, or are likely to take, place and which may affect the safety of navigation (i.e., buoyage, amendments to advertised depths, wrecks, obstructions and implementation of new guidelines, etc.). These Local Notices to Mariners are promulgated via the port website.

Local Notices to Mariners

Local Notices to Mariners are issued by Humber Estuary Services for all vessels navigating in the River Humber and ports.

Standing Notices to Mariners

A set of Standing Notices to Mariners are published by Humber Estuary Services to provide information to all ships navigating in the area. These standing notices include information specific to the Port of Immingham and its approaches.

Local Port Notices

Local Port Notices for the Port of Immingham have been issued by the Dock Master and include information about specific operations within Immingham. Further Notices can be issued as required by the Dock Master.

3.3. Vessel Traffic Services

The need for a Vessel Traffic Service must be established by risk assessment, and full guidance on the process required is given in the MCA Guidance Notice MGN 401, and the referenced documents produced by IALA. There should be a designated person responsible for the effective management of the service, including the personnel and hardware. Local procedures and guidelines will be required to ensure adequate staff training to internationally agreed standards and to control the proper operation and maintenance of the VTS facility and service.



A VTS service is provided by Humber Estuary Services whilst the vessel is navigating in the River Humber. There is a memorandum between ABP Immingham and Humber VTS for vessels passing Immingham Docks. Once vessels arrive within the Port limits of Immingham, control of their movements passes to the Assistant Dock Master and the Immingham Port Authority.

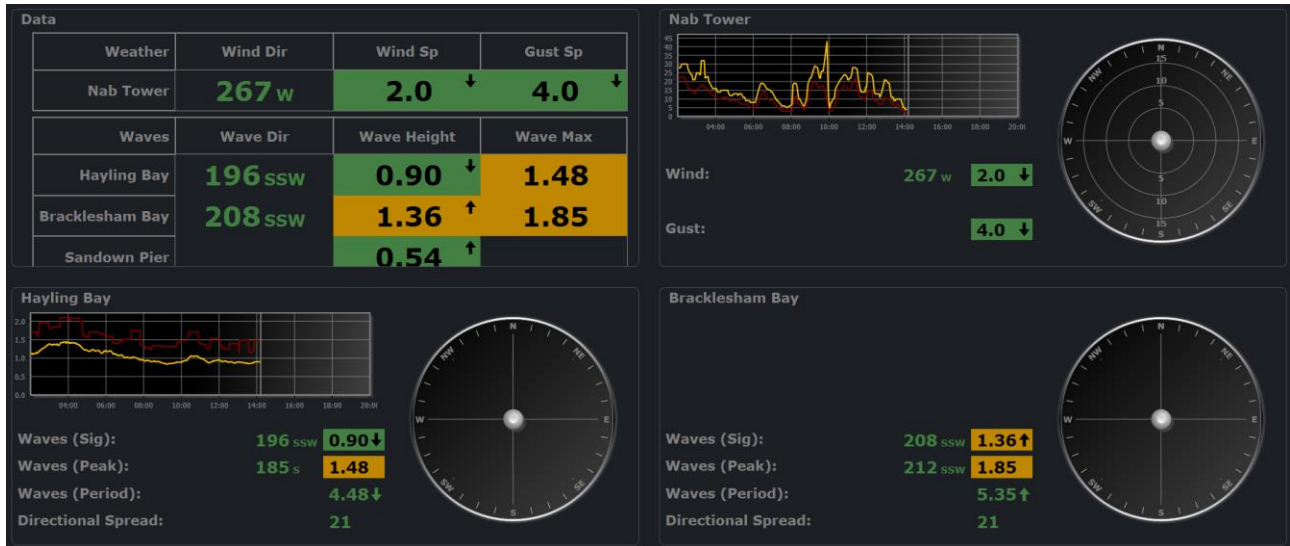
3.4. Local Port Services

At the majority of ABP ports, which have assessed that there is not a requirement for the provision of a full VTS, a "Local Port Service" will be provided to the standards recommended in section 7.2.8 of the PMSC Guide to Good Practice, and as described in the latest edition of the MCA Guidance Notice MGN 401.

3.4.1. Tide and Weather Information

Much of ABPs tide and Weather sensor data is captured onto a web-based platform (known as Port Log) so that it can be displayed easily in VTS / LPS operations room and also on mobile applications.

This service is provided by a company called Oceanwise. ABP pay an annual subscription for each data feed and also maintain a 24 / 7 Service Level Agreement. If any port experiences any issues with the Oceanwise infrastructure they can be contacted on 01420 768262 during office hours or 03334 441754 out of office hours. IT should also be contacted to confirm that any issues are not related to ABPs IT Infrastructure.



VTS Humber and the Marine Control Room, Immingham liaise with each other to regulate the arrivals and departures at Immingham in order to prevent congestion in the Port approaches in accordance with Standing Humber Notices to Mariners SH.22.

Once vessels arrive within the Port limits of Immingham, control of their movements passes to the Assistant Dock Master and the Immingham Port Authority.

3.5. Recreational Navigation

PMSC	NA	GtGP	8.11
Legislation			

Recreational navigation includes a wide range of differing activities and craft types, ranging from off-shore power boats, cabin cruisers, yachts, sailing dinghies, rowing sculls, canoes, personal watercraft, and water-ski boats. Recreational users are not always well-trained, safety conscious, experienced boat handlers affiliated to local clubs; or the RYA; neither do they all have detailed knowledge of the harbour they are using.

A Harbour Authority should provide information to recreational users of the harbour area and consult with local clubs to promote safety. This information may include existing traffic management systems, contact information, byelaws, directions and the role and responsibility of the Harbour Authority.

There is no recreational activity within the enclosed docks at ABP Immingham. Recreational vessels navigate in the River Humber and regularly pass the port. Information is promulgated to vessels navigating in the River Humber by HES.

3.6. Open port duty

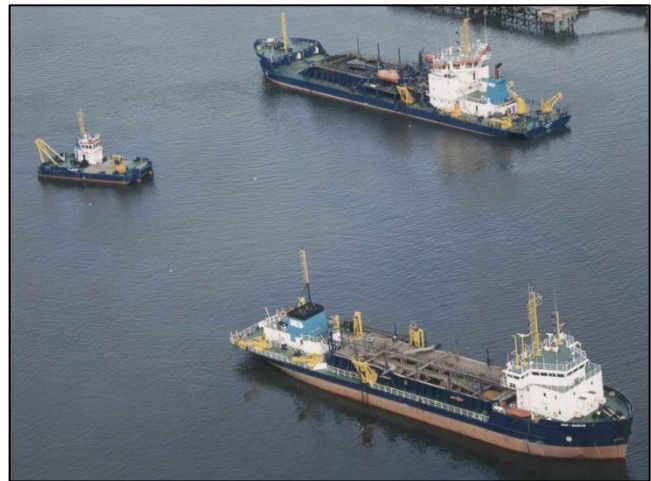
PMSC	3.5	GtGP	8.3
Legislation	Section 33 of the Harbours, Docks and Piers Clauses Act 1847		

Every ABP port has the Open Port Duty meaning that the harbour must be open for the shipping and unshipping of goods and the embarking and landing of passengers, on payment of rates. This duty is a requirement of Section 33 of the Harbours, Docks and Piers Clauses Act 1847.

3.7. Conservancy duty

PMSC	3.6 – 3.7	GtGP	Section 7
Legislation	Section 198 of the Merchant Shipping Act 1995		

All ports within ABP have an effective programme of hydrographic survey designed to establish and confirm the depths of channels, fairways and berths, and to inform the Dock Master and port users of any shoaling or new obstructions. This function will also ensure that any necessary dredging is carried out safely and in good time, and that new charts are issued upon the completion of dredging works. The marine conservancy function also ensures that all physical aids to navigation are correctly positioned and maintained according to the requirements of the GLA, and that all changes in depths, navigation aids or changes arising due to development are immediately promulgated and forwarded to the UKHO for inclusion on official charts. Ports should also ensure that all appropriate Admiralty publications that reference their ports e.g. Sailing Directions, and List of Radio signals Volume 6, are reviewed and updated at least annually. Tidal measurements and accurate predictions are also an important part of the conservancy function. Appropriate consenting of works within the SHA area is also a conservancy function.



ABP Humber has an in-house hydrographic surveying department, which also produces navigational charts.

The primary function of the Hydrographic team is to continuously monitor the seabed topography within the Statutory Harbour Area, and to bring any changes to the attention of all port users by the most appropriate means.

In addition, survey data is sent to the United Kingdom Hydrographic Office, following survey completion, under the terms of a bilateral agreement, where it is used in the compilation of British Admiralty Charts.

Dedicated survey vessels are always available for survey work, with a permanent hydrographic survey installation on board. These vessels are owned by ABP and are inspected and surveyed by the MCA as per the requirements.

Surveys within the Immingham Port SHA are carried out by the Hydrographic team under a memorandum of understanding.

Dredging is carried out by UKD following close liaison with the Dock Master and their team.

Aids to Navigation within the Immingham SHA are the responsibility of the Dock Master and should there be a defect with any aid to navigation, an engineering work request is raised, and the defect resolved by the Engineering Team.

Any defects with AtN within the Immingham SHA jurisdiction are reported to the GLA by the LLA, in this case Humber Estuary Services.

3.8. Environmental duty

PMSC	3.8	GtGP	6.5, 6.6.4
Legislation	Section 48A of the Harbours Act 1964 Regulation 3(4) of the Conservation (Natural Habitats &c) Regulations 1994 (SI 1994 No 2716) Section 262 of the Town and Country Planning Act 1990 Section 40 of the Natural Environment and Rural Communities Act 2006		

All Statutory Harbour Authorities have a duty to conserve the Marine Environment, and many of the control measures introduced to enhance marine safety also serve to protect the environment.

ABP has a Sustainable Development Department, which works in close co-operation with the Technical Authority Marine. A number of documents are produced by the SD team aimed at giving advice, recommending procedures appropriate for marine teams, and contributing to compliance with the PMSC. In particular the port of Immingham ensures that local procedures adopt the requirements of Environmental Management Framework (EMF) Notices 19, 20 and 25 in particular.

The Port of Immingham makes the contents of EMF 20 (Environmental Information for Masters) available to all visiting vessels before first arrival. This includes information on Bunkering procedures.

Standing Notices to Mariners are published to provide guidance to vessel Masters regarding environmental issues. The following Standing Notices outline specific environmental issues:

- SH.8 – River Humber Tank Washing and Gas Freeing;
- SH.9 – River Humber Bunkering Operation and Transfer of Slops Operations;
- SH.11 – The Merchant Shipping (Oil Preparedness, Response and Co-Operation Convention) Regulations 1998.

3.9. Civil contingencies duty

PMSC	3.9	GtGP	6.2.2 – 6.2.4
Legislation	Civil Contingencies Act 2004		

ABP as Harbour Authority is a category 2 ‘cooperating body’ with specific defined roles in the event of incidents that affect the Harbour. ABP shares relevant information with category 1 bodies (emergency services and local authorities), and other category 2 responders, through attendance and dialogue with the Local Resilience Forum.

3.9.1. Exercises

Each port should determine annually an exercise schedule which should be developed on statutory requirements e.g. oil spill exercises, and in response to incident trends or accidents. The focus should be on testing emergency plan response and improving resilience / learning lessons from incidents which have occurred. In line with best practice any learnings which have been identified during drills and exercises should be fed back into the relevant emergency plans. Some exercise scenario examples may include:

- Tabletop response to navigational incidents (Collision, grounding, impact with structure etc)
- Operating lock gates on back-up systems

- Mobilising marine response centre (VTS or LPS)
- Person Overboard drills
- Landing casualties from sea to shore
- Liaison with local stakeholders (e.g. LRF other neighbouring authorities).

Local Emergency Co-operation

As part of the response required as a category 2 “cooperating authority”, Associated British Ports liaise with emergency services and local authorities, sharing information as required when incidents occur.

Drills/Exercise		Post Incident	Annually	6 Monthly	3 Monthly	Monthly
Tabletop response to navigational incidents		✓	✓			
Mobilising marine response centre			✓			
Liaison with local stakeholders	HOPPRC				✓	
	Humber Liaison Meeting		✓			
Test Back Up LPS			✓			
Oil Spill Response			✓			

3.10. Port safety and security plans

PMSC	NA	GtGP	6.2 – 6.5
Legislation	Dangerous Goods in Harbour Areas Regulations 2016 International Ship and Port Facility Code International Convention on Oil Pollution Preparedness, Response and Co-operation 1995		

Oil Spill Contingency Plan

The Oil Spill Contingency Plan has been developed to conform to the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations, 1998. The Plan is designed to meet the statutory responsibilities placed on the Harbour Authority for responding to oil pollution within the harbour area.

Port Emergency and Business Continuity Plan

The Port Emergency Plan and Business Continuity Plan is, in the event of an emergency, to specify means of raising alarm, summoning assistance, and establishing the role of those organisations and persons involved in order to co-ordinate the activities necessary to safeguard life, property and the environment.

Port Facility Security Plan

The Port Facility Security Plan was written and is maintained by the Dock Master to comply with the Port Facility Security Regulations 2004 (PFSR 2004) and the DfT’s Port Facility Security Instructions (PFSI). It is classified as “Official - Sensitive” document and is not published or widely distributed. This Plan addresses the routine security measures and emergency procedures to be adopted in the event of a security incident at the Port of Grimsby. The Dock Master and Deputy Dock Master have access to this plan.

3.11. Counter Pollution Response and Planning

PMSC	NA	GtGP	6.5
Legislation	International Convention on Oil Pollution Preparedness, Response and Co-operation 1995 The Merchant Shipping (Oil Preparedness , Response and Co-operation Convention) Regulations 1998		

Every ABP port has an Oil Spill Contingency Plan in accordance with The Merchant Shipping (Oil Preparedness, Response and Co-Operation Convention) Regulations 1998. These plans are updated and approved by the MCA on a 5 yearly basis.

An annual return is provided to the MCA detailing the date the Oil Spill contingency Plan requires re-approval, a summary of exercises undertaken and pollution training which has been undertaken. An example format for the annual return is provided in Appendix K of the OPRC Guidelines for Ports.

Exercises of the Oil Spill Contingency Plan are carried out as stipulated in the plan and reported to the MCA using the annual return. These exercises will include as a minimum:

- a) 2 x Annual Notification Exercise;
- b) Annual Table-Top Exercise;
- c) Three yearly Incident Management Exercise.

Following an exercise a post-exercise form is completed and sent to the regional Counter Pollution and Salvage Officer (CPSO) at the MCA and all relevant plan holders. An example of this form is provided in Appendix J of the OPRC Guidelines for Ports.

ABP currently has provision for the Tier 2 Oil Spill response contractors (Adler and Allan) to provide training and support at Oil Spill / Hazardous Material contingency exercises. This includes exercise facilitation, and post exercise reporting and feedback. Each Dock or Harbour Master must ensure that any feedback received from exercise facilitators (whether Adler and Allan or any other source) is forwarded to the Technical Authority Marine so that any lessons learned, or best practice identified, can be shared with all Group ports.

Exercises are carried out as required by the OPRC Guidelines for Ports and are diarised throughout the year.

3.12. Harbour authority powers

PMSC	3.10 – 3.11	GtGP	1.3 – 1.4
Legislation	Section 40 of the Harbours Act 1964 Local Legislation		

The Harbour Authority powers for the Port are derived from the local legislation detailed within Section 1.4. These powers are kept under review as detailed within Section 2.1.

3.13. Revising duties and powers

PMSC	3.14	GtGP	1.9.4 – 1.9.6
Legislation	Schedule 2 of the Harbours Act 1964 Section 7(5) of the Pilotage Act 1987 Sections 17A to 17F of the Harbours Act 1964		

A harbour revision order can be used to amend statutory powers in a Harbour Authority’s local legislation. It can be used to achieve various outcomes, one of which is to impose or confer additional duties or powers on a harbour authority (including powers to make byelaws). It can also be used in the context of the Code to substitute or amend existing duties and powers. The following are some examples of the purposes for which duties and powers may be imposed or conferred, substituted or amended by a harbour revision order:

- improving, maintaining or managing the harbour;
- marking or lighting the harbour, raising wrecks or otherwise making navigation safer; and
- regulating the activities of other individuals and groups in connection with the harbour and the marine/shoreside interface.

Harbour revision orders can also be used to change the harbour limits and to extend compulsory pilotage beyond the harbour.

Harbour revision orders are made by the Secretary of State or the Marine Management Organisation (MMO) to whom order-making powers have been granted. The order can only be made if the person making it is satisfied that the order would be desirable:

- to secure the improvement, maintenance or management of the harbour in an efficient and economical manner; or
- to facilitate the efficient and economic transport of goods by sea; or
- be in the interests of the use of sea-going ships for leisure purposes.

For guidance on applying for a harbour revision order visit the GOV.UK website [here](#).

4. Specific Duties and Powers

4.1. Appointment of Dock Master

PMSC	4.2	GtGP	1.4, 12.5
Legislation	Section 52 of the Harbour, Docks and Pier Clauses Act 1847 Sections 40A to 40D of the Harbours Act 1964 Local legislation		

The principal responsibility for navigational safety lies with the Dock Master who, by virtue of section 52 of the Harbours, Docks and Pier Clauses Act 1847, amplified as necessary in local Orders, is empowered to regulate shipping. For the purposes of this document, the most important aspect is the power to give Special Direction as detailed in Section 4.3. Section 52 details the Dock Master’s statutory powers, namely:

‘The Harbour Master may give directions for all or any of the following purposes:

For regulating the time at which and the manner in which any vessel shall enter into, go out of, or lie in or at the harbour, dock or pier, and within prescribed limits, if any, and its position, mooring or unmooring, placing and removing, whilst therein;

For regulating the position in which any vessel shall take in or land its passengers, or shall take in or deliver ballast within or on the Harbour, Dock or Pier;

For regulating the manner in which any vessel entering the harbour or Dock or coming to the Pier shall be dismantled, as well for the safety of such vessel as for preventing injury to other vessels and to the Harbour, Dock or Pier, and the moorings thereof;

For removing unserviceable vessels or other obstructions from the harbour, dock or pier and keeping the same clear;

For regulating the quantity of ballast or dead weight in the hold which each vessel in or at the Harbours, Dock or Pier shall have during the delivery of her cargo, or after having discharged the same; and

Provided always, that nothing in this or the Special Act contained shall authorise the Harbour Master to do or cause to be done any Act in any way repugnant to or inconsistent with any law relating to the customs, or any regulations of the commissioners of Her Majesty’s Customs.’

Captain Mark Collier has been appointed as Dock Master at the Port of Immingham with the associated powers, duties and responsibilities under local and national legislation.

4.2. Byelaws

PMSC	4.3 – 4.5	GtGP	1.7, 1.9.7 – 1.9.10
Legislation	Section 83 of the Harbours, Docks and Piers Clauses Act 1847 Section 236 of the Local Government Act 1972 Local legislation		

All ABP ports have powers drawn from Section 83 of the Harbours, Docks and Piers Clauses Act 1847. The procedure for making and confirming the port byelaws is modelled on the procedure used for Local Authority

byelaws contained within Section 236 of the Local Government Act 1972. The byelaws are kept under review as detailed within Section 2.1.

Whilst navigating in the River Humber, vessels will be subject to the Humber Navigation Byelaws.

Once entering the lock at Immingham, the Port of Immingham Byelaws apply to all vessels. The Immingham Dock Byelaws are divided as follows:

- Interpretation Clause
- Dangerous and Offensive Things
- Eastern Passenger Jetty
- Penalties
- Prescribed Limits

4.3. Directions (usually referred to as Special Directions)

PMSC	4.6 – 4.7	GtGP	1.8
Legislation	Local legislation		

It is this Power of Direction that enables a Dock Master to regulate the movement of Harbour traffic to minimise risk of collision, and ensure the safe and timely movement of all vessels within their area of jurisdiction and responsibility. Section 30 (e) of the 1959 Act reiterates that:

‘section 52 of the Act of 1847 shall extend to empower the harbour master to give directions prohibiting the mooring of vessels in any particular part or parts of the harbour;’

This provides the Dock Master with powers to give direction regarding prohibited mooring of vessels in defined areas of the harbour. Section 30 (f) of the 1959 Act further clarifies requirements from the 1847 Act stating that:

‘section 53 of the Act of 1847 shall not be construed to require the harbour master to serve a notice in writing of his directions upon the master of a vessel but such directions may be given verbally or otherwise communicated to such master but a notice which is not in writing shall not be deemed to be sufficient unless in the opinion of the court before whom any case may be heard it was not reasonably practicable to serve a written notice on the master of the vessel.’

This clarification allows the Dock Master to communicate with vessels in the most appropriate manner to pass on direction, thereby removing the need to use written instructions in each instance. This should not be confused with General Directions. The MAIB investigation into the grounding of the Thea II and Josephine tug in Dec 2018 determined that in addition to issuing Special Directions via the most appropriate manner (usually VHF radio), it may be beneficial to consider sending a copy of the special direction via email to the ship in question.

The following paragraph provides suggested wording for all ports whose powers of Special Direction are obtained through incorporation of the Harbours, Docks and Piers Clauses Act 1847.

This is the Assistant/Dock Master speaking with the authorisation of the Harbour/Dock Master. Under the powers of direction through incorporation of the Harbours, Docks and Piers Clauses Act 1847 Section 52, I hereby give the Master of the vessel _____ a Special Direction as follows:

The Harbour Authority of the Port of Immingham formally delegates the Dock Master’s powers to the Deputy Dock Master and the Assistant Dock Masters.

The Dock Master’s powers are delegated to cover situations, which may occur at any time, when immediate action may be necessary and the Dock Master is not readily available.

A special direction can only be given by a person authorised to act as Dock Master. It can be given in any manner that is deemed appropriate, e.g., by direct voice, telephone, or radio etc. however a written copy should be provided to the Master afterwards at the earliest opportunity (this can be done via email if required).

The direction must be for a specific action or to restrain from a specific action.

4.4. General Direction and Harbour Directions

PMSC	4.8 – 4.9	GtGP	1.9
Legislation	Local legislation		

4.4.1. General Directions

Some harbour authorities have powers, through their local enabling legislation, to give ‘general directions’ to enable them, after due consultation, to lay down general rules for navigation (subject to certain constraints) and regulate the berthing and movements of ships. These carry the force of law, but are often easier to achieve and amend than using byelaws, and thus act as a useful mechanism for managing navigation and furthering safety. General directions procedural provisions involve publication of proposed directions, but they do not require to be confirmed by the Secretary of State as is the case with byelaws. To establish or extend General Directions a port would need to go through a harbour revision order under section 14 of the Harbours Act 1964 (the 1964 Act)

4.4.2. Harbour Directions

Harbour Directions can be used by a harbour authority to better regulate ships within their harbour or entering or leaving their harbour. They may relate to the movement, mooring and unmooring, equipment and manning of ships.

Harbour Directions have the benefit over Byelaws in that:

- they are easier to amend and update (with any update requiring local consultation as opposed to an application to the Department for Transport);
- the potential penalty for a breach of Harbour Directions is a criminal offence and ABP can prosecute in a magistrates court (for a fine of maximum £2,500);
- they are intended to be user-friendly, accessible, and applicable for today’s modern ports.

Under the Harbours Act 1964 (as amended by the Marine Navigation Act 2013) ABP has ‘designated’ 16 of its ports as having the power to make Harbour Directions (being Barrow, Barry, Cardiff, Fleetwood, Garston, Goole, Grimsby, Hull, Immingham, Kings Lynn, Lowestoft, Newport, Plymouth (Millbay), Port Talbot, Silloth and Swansea). ABP did not designate the ports of Ayr and Troon (as Harbour Directions are not applicable

for Scotland) or Ipswich or Southampton (as they have local legislation which grants them additional powers to issue General Directions).

The Port of Immingham has Harbour Directions obtained through the Harbour Directions (Designation of Harbour Authorities) (No.2) Order 2015. Through this legislation the Port of Immingham can issue Harbour Directions in accordance with Section 5 of the Marine Navigation Act 2013.

There are no issued Harbour Directions at this time.

4.5. Dangerous Vessels

PMSC	4.10	GtGP	6.4
Legislation	The Dangerous Vessels Act 1985 The Merchant Shipping Act 1995, Section 144, Section 135, Section 259(6) The Merchant Shipping (Dangerous Goods and Marine Pollutants) Regulations 1997 Dangerous Goods in Harbour Area Regulations (DGHAR) 2016		

Under the Dangerous Vessels Act 1985, the Dock Master may:

“give directions prohibiting the entry into, or requiring the removal from, the harbour for which he [or she] is Harbour Master, of any vessel if in his [or her] opinion the condition of that vessel or the nature or condition of anything it contains is such that its presence in the harbour might involve:

1. Grave and imminent danger to the safety of any person or property, or
2. Grave and imminent risk that the vessel may, by sinking or foundering in the harbour, prevent or seriously prejudice the use of the harbour by other vessels.



These directions can be given to the vessel owner, the master or any salvor or their agent.

The Dangerous Vessels Act 1985 does not apply to any vessel belonging to His Majesty (or employed in the service of the Crown) or any vessel which is a pleasure boat of 24 metres or less in length. These directions can be given to the vessel owner, the master or any salvor or their agent. The Port Authority may have limited liability for any loss or damage occurring outside the Harbour as a result of any such direction. Direction of the Harbour Master/Deputy may be overruled by the Secretary of State’s representative (SOSREP). In these cases the vessel must be permitted to enter or stay in the Harbour and the Government assumes liability for the vessel.

The direction of a Dock Master may be overruled by Secretary of State or their representative (SOSREP). In these cases the vessel must be permitted to enter or stay in the Harbour and the Government assumes liability for the vessel.

4.6. Dangerous Substances

PMSC	4.10	GtGP	6.3
Legislation	The Dangerous Goods in Harbour Areas Regulations 2016		

The entry and presence of dangerous, hazardous and harmful cargoes in port areas and any consequential handling must be controlled to ensure the general safety of the area, the containment of such cargoes, the safety of all persons in or near the port area and the protection of the environment. The safety of life and the safety of a ship, its cargo and all persons on board in a port area are directly related to the care which is taken with such cargoes prior to loading or unloading and during the handling.

The Harbour/Dock Master has the power to prohibit the entry into a port of any dangerous goods, if the condition of those goods, or their packaging, or the vessel carrying them is such as to create a risk to health and safety.

All dangerous substances being transported or handled through ABP Ports are handled in accordance with the Dangerous Goods in Harbour Area Regulations except that being stored under the COMAH Regulations.

4.6.1. Consolidated European Reporting System (CERS)

The Merchant Shipping (Vessel Traffic Monitoring and Reporting Requirements) Regulations 2004 set out the pre notification requirements for ships before they enter port and include the requirement to participate in the Consolidated European Reporting System (CERS) which includes details related to Dangerous goods, security and ship generated waste.

CERS is the UK reporting platform which contributes to the wider European reporting system known as SafeSeaNet. In the UK CERS is managed by the MCA.

The MCA have produced a CERS Workbook which ships, and ship agents can use to capture and notify the MCA regarding security, DG and waste information. ABP has set up a facility on its 'Agents on line' booking portal that enables agents and other customers to upload the contents of the workbook via the portal which then can populate PAVIS (therefore saving duplication of data entry). Once the data from the workbook is captured by PAVIS some changes may be required e.g. ETA or location, PAVIS is able to update the workbook and then an automatic CERS report is made to the MCA allowing ABP to generate the CERS information that is needed.

4.6.2. Dangerous Goods checks and Information

ABP currently has access to an online facility known as 'Hazcheck Online' which is a subscription based internet facility for shippers of dangerous goods.

The system automatically steps through the process of checking a dangerous goods load for shipment in accordance with the IMDG Code requirements. It helps identify stowage & segregation conflicts, ensures packaging is correct and produces a dangerous goods note when the load is successfully processed. A full copy of the IMDG code is also available.

This tool is particularly useful in supporting emergency scenarios and response involving dangerous goods.

Please use the following link to Hazcheck Online: <https://www.hazcheckonline.com/index.asp>

Username: XXXXXXXXXX

Password: XXXXXXXXXX



Main Menu

- [Read Me Introduction](#)
- [Manage my account](#)
- [Hazard Class Definitions](#)
- [User Guides & Useful Information](#)
(Updated December 2018)
- [Frequently Asked Questions](#)
- [View Terms & Conditions](#)
- [ADR Information](#)

▶ **Enquiry**
IMDG Code Substances / Articles database enquiry

▶ **Process the load**
Check a load against the IMDG Code requirements. Create a DGN document and send it to a shipping line

▶ **Saved loads**
Displays a list of loads that have been saved under your account. Enables you to amend/delete the saved loads

▶ **IMDG Code**
Complete and unabridged text of the IMDG Code and Supplement

HAZCHECK ONLINE IS PRODUCED AND SUPPORTED BY:



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Version 14.01.01

ABP procedures regarding Dangerous Goods and Hazardous Substances are available here.

Dangerous goods are handled by individual terminals within the Immingham SHA. When dangerous goods are due to be loaded/unloaded from a vessel ABP Immingham will be notified and an entry will be made on PAVIS. The individual terminals are audited by ABP Immingham to ensure that the terminal meets the requirements of the Dangerous Goods in Harbour Regulations 2016 and follow their own procedures.

There are explosives berths at Immingham Dock with the following licensed quantities.

ABP Explosives Licence Summary of Maximum Permitted NEQ's

Category	Maximum Aggregate Nett Explosive Quantity (NEQ) (Kgs)				
	1.1	1.2	1.3	1.4	1.5
Place/Berth					
1 Immingham Dock					
1 Quay	<10	<10	<10	U/L	<10
2 Quay	<10	<10	<10	U/L	<10
3/3E Quay (from corner – 1 st 225m)	75	75	75	U/L	75
3 Ext (A) (from corner 1 st 65m)	375	375	1900	U/L	375
Exxtor Ro/Ro Berth 2	300	300	1200	U/L	300
7 Quay	2000	2000	45000	U/L	2000
9A Mineral Quay	1200	1200	17000	U/L	1000
9B Mineral Quay	4000	8500	130000	U/L	4000
9C Mineral Quay	8000	35000	U/L	U/L	8000
10 Quay	3000	3800	85000	U/L	3000
Nordic Ramp 1 (No 11)	500	500	3500	U/L	500
Nordic Ramp 2 (No 11.2)	700	700	6000	U/L	700
Nordic Ramp 3 (No 12.2)	350	350	1600	U/L	350
Nordic Ramp 4 (No 12)	150	150	300	U/L	150
Henderson Dock East	900	900	10000	U/L	900
Henderson Dock West	500	500	3500	U/L	500
Humber Offshore Base	1300	1300	20000	U/L	1300
Henderson Quay	2000	2000	45000	U/L	2000

LICENCE CONDITION: The total amount of explosives on these berths shall not exceed the equivalent of 700Kg of 1.1.

For sub-category A, B and F the licensed NEQ should be reduced to 1/3

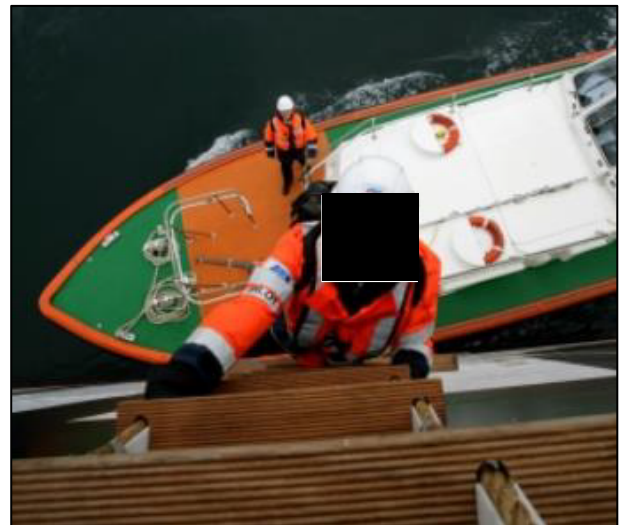
From License No 3/13

4.7. Pilotage and Pilotage Directions

PMSC	4.11 – 4.12	GtGP	3.3.6 – 3.3.7, 8.8.15 – 8.8.22, 8.9 Section 9
Legislation	The Pilotage Act 1987 Local legislation		

In accordance with current legislation and guidance, where a port provides a pilotage service there will be a continual process of review and risk assessment to determine the level and type of service to be provided and to identify the safe boarding and landing areas associated with the service. Each location will also have local operational procedures, guidelines and directions.

In those locations where pilotage is provided by a third party in an ABP CHA area under a joint agreement, ABP will maintain a formal relationship with the pilotage provider in order to ensure (through the procedures outlined above) that the service meets the same standards as would be the case if ABP provided the service itself. This will include, but not be limited to, senior ABP marine managers (Harbour or Dock Master) attending relevant meetings of the pilotage authority, and being formally consulted on any proposed changes



to pilotage directions affecting the ABP CHA area. The ABP Harbour or Dock Master should also be formally involved in the process of authorisation of any Pilots / PEC holders who may be authorised to enter any part of the ABP CHA area.

In particular, local procedures should both require, and enforce, berth to berth passage planning especially for that part of the passage undertaken within an ABP SHA area (or CHA area if larger). Passage plan documents or pilotage record documents and procedures must record the fact that a Pilot / Master exchange has taken place (if under pilotage), and all records should be kept for inspection after completion of the passage. Records should be kept for as long as possible, subject to local storage constraints, but if an incident should occur, it is recommended that records be kept indefinitely if possible.

Each port should use a suitable mechanism (Notice to Mariners) to advise all Harbour users, including non-piloted (leisure and small craft), and PEC holders to formally adopt passage planning techniques. PEC holders should be assessed on their knowledge of passage planning on examination, and at periodic re-authorisation.

Humber Estuary Services is the SHA for and provides pilotage for the Port of Immingham.

4.7.1. Portable Pilot Units (PPU) & Electron Master Pilot Exchange (empx)

All of ABPs three regions have access to Trelleborg Portable Pilot Units (PPUs) via an iPad. The provision of these units and the empx software supports the following elements:

- To improve pilot's situational awareness
- Assist with pilot training / assessment
- Provides a platform for pilots to access other online data e.g. tide and weather, charts
- Assist with incident investigation
- Promulgation of pilot passage plans to vessels prior to embarkation
- More efficient / consistent preparation of pilot passage plans
- Improved information available during master pilot exchange & reducing the need for paper documentation

Each port or region should establish its own protocols, procedures and training for use of PPU's and empx by its pilots. To assist in this, all pilots who are issued with PPUs and empx software should be familiar with the group Policy document on PPU's which picks up on IT Policy, responsibilities and also calls out some known errors in operation.

To support pilots training in the use of Trelleborg PPU's, the following link should be used to access some training video's produced by Trelleborg : [Trelleborg Training Videos | Microsoft Stream \(Classic\)](#)

4.7.2. Pilot Boarding and Landing

Pilot boarding and landing operations should be thoroughly risk assessed and have safe systems of work in place which consider and mitigate these operations. All ports should refer to the Pilot boarding and landing code which is an industry wide code of best practice. Concerns and challenges regarding defective and non-compliant pilot boarding arrangements have been a recent topic of much focus. All ports that provide a pilotage service should have robust local processes and procedures in place for pilot boarding and landing which, at the very least, consider the following eight points:

- LPS / VTS to confirm via pre-arrival notification that boarding arrangements are SOLAS compliant
- Pilot boat crew (whilst hooked on) to test ladders before use
- The boarding and landing safety poster should be delivered onboard by the pilot
- Where boarding arrangements are observed as non-compliant or defective, the ship must be instructed to rig alternative compliant arrangements, or the act of pilotage should be cancelled or postponed
- All non-compliant arrangements to be reported to the local MCA marine office, and vessel agent / owner
- If non-compliant or defective arrangements are observed, a note alongside the vessel should be made in PAVIS using the 'ship warning' function (see guidance)
- Record incident in MARNIS under 'pilot ladder' incident category (MARNIS will then automatically share report via email with MCA HQ, MAIB and the UKMPA)
- If non-compliant arrangements are observed on outbound vessels, consider notifying the next port of call

Pilot Boarding Arrangement Requirements – Best Practice

Always be prepared to meet the requirements of the regulations set out in SOLAS Chapter 5 Regulation 25 and MSC Resolution A 1045 (21). Failure to provide compliant boarding arrangements may result in your ship being delayed or having pilotage cancelled with associated cost implications.

Securing Pilot Ladders

This rigging **should not be** secured to the deck by means of an unapproved device such as a chain link. The rigging should always be secured to the ladder.

This rigging **should be** secured to the deck by means of an approved device such as a chain link.

This ladder **should not be** secured around hardware which is not approved to be used for boarding or landing for that use.

This ladder **should be** secured to deck level in a strong point.

Winch Reel Arrangements

The Pilot Ladder **should not be** used to secure the winch reel when the pilot ladder is in use.

The Pilot Ladder **should be** secured to a strong point independent of the winch reel.

Mechanical Securing of Pilot Ladder Winch Reel

A mechanical device engaging the winch reel **should be** used to secure the winch reel when the pilot ladder is in use. The device should be tested and certified for use.

Trap Door Arrangements

The trap door **should** extend across the entire platform to the height of the trapdoor and be secured in alignment with and against the edge side.

Access to Deck

Access **should be** provided to the deck from the pilot ladder and independent of any other arrangement for disembarking from the ship.

Accommodation Ladders and Combination Arrangements

The main station of the accommodation ladder **should be** a vertical plane to the deck level. The upper station should be a minimum of 30 degrees from vertical.

Retrieval Lines

Retrieval lines can be designed to both pilot and pilot launches. Retrieval lines must be designed, installed and tested for the use that they are used for. They **should be** attached to the ship's structure and their release.

Deck Tongues

Deck tongues **should not be** used to secure a Pilot Ladder. Deck tongues on mobile structures such as the deck tongue are not normally designed to support.

There is a risk of pilot ladders which are secured in this way becoming detached from the ship's structure or from the ship.

Transfer Arrangements

Each ship **should** be ready to receive the pilot boat.

Always with detection of non-compliant pilot boarding arrangements it is a topic which the UK port marine and pilotage industry, including the industry organisations, have been working hard to highlight.

We hope you will be able to use this poster to raise awareness and commitment onboard education and training.

UKMPA
UKMPA
UKMPA
UKMPA

Our thanks and appreciation to Suffolk VTS, Maritime Authority and Royal Waterline from the UK Maritime Pilotage Association for permission to use some of the imagery in the poster.

Further copies can be purchased from ABP Creative Solutions
Tel: 01462 836221 Email: creative@abpports.co.uk

4.7.3. Pilot Boat Operations

All ports that operate pilot boats should use the ABP Group Marine SMS template for Pilot Boats to ensure that consistent protocols and procedures are in place locally to support safe and consistent Pilot Boat operations. The Pilot Boat SMS can be used as either the initial draft template for new procedures or as a checklist that refers to / links to local procedures and will help to verify that all necessary procedures and protocols are captured in local procedures. See link to the ABP Group SMS – Pilot Boats.

ABP Group Marine SMS – Pilot Boats ver 1



4.7.4. Pilot Boat Risk Assessments (RA) and Safe Systems of Work (SSoW)

All ABP Pilot Boat operations should be thoroughly risk assessed in order to identify appropriate SSOW and associated supporting RA. Whilst the number and type of SSOW and RA will vary from port to port, ABP has established generic RAs and SSOW for **Pilot Boarding and Landing** and **MOB drills and Emergencies** which should be used as templates for producing local RA & SSOW for these two specific operations. The above Pilot Boat SMS also makes reference to these templates. See the below links to the templates:

Pilot Boarding and Landing RA

Pilot Boarding and Landing SSOW

MOB drills and Emergencies RA

MOB drills and Emergencies SSOW

The Port of Immingham is a Competent Harbour Authority as defined by The Pilotage Act 1987. Pilotage provision in the River Humber is provided by ABP Humber Estuary Services who provide authorised pilots for all of the Humber Ports.

A set of Pilotage Directions is published detailing the vessels which are subject to compulsory pilotage, how to arrange pilotage for a vessel and the PEC process.

4.8. Authorisation of Pilots

PMSC	4.13 – 4.14	GtGP	9.5.25 – 9.5.29
Legislation	The Pilotage Act 1987		

Harbour Masters or designated deputies or assistants are generally responsible for authorising pilots and PECs themselves.

Where a Harbour Master is in a position of needing authorisation or revalidation themselves, they should liaise with the Technical Authority Marine and provide the appropriate evidence that their SMS prescribes for authorisation or revalidation. The Technical Authority Marine will then make the appropriate checks and advise the appropriate member of the competent harbour authority (CHA). The CHA will also maintain a working list of all authorised pilots in a similar way that a list of persons with delegated powers of a Harbour Master is maintained.



Once a pilot has completed the specific training for ABP Immingham they will be assessed by a panel including a representative from ABP Immingham. If the Pilot is successful, they will be recommended for authorisation by the Duty Holder in the ABP Immingham CHA area.

4.9. Port passage plan and Master Pilot Exchange

PMSC	NA	GtGP	8.8.15 – 8.8.22
Legislation			

Each port should have a passage plan template in place which allows an appropriate level of navigational information to be displayed and recorded so as to enable the master of a ship and their bridge team to appropriately monitor the ships passage and the actions of the pilot if one is embarked.

The objective of a port passage plan as required by the PMSC is to ensure that:

- All parties know relevant details of any particular port passage in advance.
- There is a clear, shared understanding of potential hazards, margins of safety, and the ship’s characteristics.
- Intentions and required actions are agreed for the conduct of the port passage – including the use of tugs and their availability and any significant deviation should it become necessary.
- As an aid to assist a pilot in relaying any specific port passage details during a pilot/master exchange.

4.9.1. Passage Abort Procedures

In some ABP Ports, particularly in ports with long river or estuarial characteristics where tidal constraints are evident, it will be necessary to develop abort procedures. In developing such procedures ports should give consideration to turning points for different sizes of vessel, the notice needed for all involved to execute an abort and to the need for stakeholders – particularly berth holders – to give due warning of berth unavailability and the potential impact on navigational safety.

4.9.2. Master/pilot exchange

The Master/pilot exchange of information needs to be both detailed and structured, if the respective roles of the pilot and the master are to be integrated to best effect. From March 2022 the rollout of an electronic Master Pilot exchange software is being rolled out to support and assist pilots with passage planning and the master pilot exchange. Master/pilot exchange should include as a minimum the following.

- The provision by the pilot of detailed local navigational information, including their recommended pilotage passage plan. Such details will assist the master to update their own plan and charts.
- Details on how the bridge is managed, and who fulfils what functions will also assist the pilot to work effectively with the bridge team.
- Presentation by the master to the pilot of a completed standard Pilot Card. In addition, information should be provided on rate of turns at different speeds, turning circles, stopping distances and, if available, other appropriate data.
- Discussion of any special conditions such as weather, depth of water, tidal currents and marine traffic which may be expected during the passage.
- Discussion of any unusual ship-handling characteristics, machinery difficulties, navigational equipment problems or crew limitations which could affect the operation, handling or safe manoeuvring of the ship.
- Information on berthing arrangements; use, characteristics and number of tugs; mooring boats and other external facilities.
- Information on mooring arrangements.
- Confirmation of the language to be used on the bridge and with external parties.

4.9.3. Portable Pilot Units (PPU's) & eMPX policy and Training

ABP provides portable pilot units which primarily help to:

- Improve pilot's situational awareness
- Improve data capture for investigation / lessons learnt
- Assist with training de-briefing

Instruction and training on the use of PPU equipment will be given prior to a Pilots first use of a PPU. The training required will be determined by the harbor Master / Pilot Manager in conjunction with individual Pilots (super users). Similarly, instruction and training in the use of eMPX software must be given to pilots. Core passage planning skills and competence must be maintained by pilots with the emphasis on being able to prepare a passage without the use of eMPX software if required, and to validate eMPX derived information.

Pilots must receive full training in the use of PPU's and eMPX software. The following policy should be referred to which makes clear that PPU's and eMPX are an aid to navigation and must not be solely relied upon. The policy also includes a section detailing some common 'Errors in Operation' which all pilots using PPU's should be aware of.

The ABP PPU & eMPX policy can be found on the Marine and Compliance site under VTS and Pilotage.

A specific passage plan for each passage for every vessel will be created by a Pilot and taken onboard for discussion with the Master during the Master/Pilot exchange. The passage plan is retained by the Pilot, to be reviewed as necessary.

The Humber Passage Plan is published to provide detailed information to vessels navigating in the River Humber and the ports in this area (Humber Passage Plan vessel for the purposes of this Plan is any vessel of 40,000 DWT or over, whether laden, part laden, or light, or a vessel with a draught of 11 metres or over, or any Gas Carrier of 20,000 cubic metres or over capacity irrespective of draught.)

4.10. Training of pilots

PMSC	NA	GtGP	9.5.31 – 9.5.42
Legislation			

All ports that provide a pilotage service (Competent Harbour Authority) should ensure that the following elements are in place to govern and record information relating to pilot training:

- Written guidance that describes the pilotage district (e.g. Pilot hand book) and any established custom and practice in terms of piloting vessels, approaches to the port / berths, abort procedures and any particular manoeuvres that apply.
- Tripping Logs that capture all ship riding undertaken by trainee and authorised pilots.
- Any minimum requirements for tripping prior to assessment / authorisation.
- Documented assessments of written / oral assessment.
- Documented records of authorisation (including any restrictions).

After consultation with pilot colleagues, ABP has developed a ‘Pilot Resource Management Course’ which should be undertaken by all ABP pilots and be refreshed every four years. The course factors in three formal days of training (not necessarily over concurrent days) and includes the following elements. The course is not limited to only the below topics and can be expanded to capture local requirements where needed, as long as these are documented and formally recorded in the learning management system:

1 Day – Pilot Resource Management (Simulator)

Specific areas:

- Different types of ships capabilities, ship design and propulsion.
- Use of tugs.
- Communications with VTS /LPS.
- Responding to Emergencies.

1 Day – Human Elements / Peer review (externally facilitated)

Human Elements:

- Principles and good practice in shipboard human resource management.
- Workload management, including planning, co-ordination, allocation and prioritization of human and physical resources.
- Leadership styles.
- Leadership skills.
- Communication skills.
- Decision making skills.

Peer review:

- Benefits.

- Best Practice.
- The negatives.
- The process.
- Peer review forms.

1 Day – Error Chain, Problem area of ship type (This should be facilitated by local Marine / Pilot Managers)

- Specific to Port / ABP Group MIAB accidents / outcome / recommendations.
- Port specific issues facing Pilots.
- UK/industry wide Pilotage issues (e.g., pilot ladders).
- Port Specific issues / updates.
- Business update – preferably covered by RD or Technical Authority Marine.

Ports should liaise with ABP Academy to book their pilots onto the above courses.

4.10.1. Use of Simulation for training towards authorisation

Where an ABP port has limited volumes of shipping or a limited variety of ship types, consideration should be given to complementing traditional pilot training methods (ship riding) with use of simulators.

The training schedule of Pilots within the Humber recognises the progression of a trainee initially to a Class 3 pilot. There are three subsequent classes of pilotage (Class 2, Class 1 and VLS - criteria of vessels for these classes have been previously outlined in section 4.7), achieved by a combination of time served, completion of a number of training jobs, examination and an on-board assessment.

The initial training period for a trainee to become a qualified pilot is set at approximately six months; however, the progress of all the trainees is overseen by a dedicated pilot, who has responsibility for all the trainees. This pilot will normally be at least a Class 2 pilot, with the experience to be able to assist the trainees in all aspects of their OJT.

Each trainee is expected to undergo a series of training jobs, ensuring they cover every combination of voyages they may be expected to pilot as a qualified Class 3 pilot, as shown in the HES Pilotage Pilot Training Record Book. Throughout the duration of the training period, the trainees will undergo a series of assessments and examinations by the Pilotage Operations Managers to ensure the training is proceeding to schedule.

The training program has been developed by the Pilotage Operation Managers, in conjunction with the Harbour Master and serving pilots, and is kept under constant review to ensure the process continues to be fit for purpose.

4.11. Pilot Exemption Certificates

PMSC	4.15 – 4.16	GtGP	9.5.33 – 9.5.36, 9.6
Legislation	The Pilotage Act 1987		

To be eligible for a PEC, the applicant must meet the following requirements:

- Only a bonafide Deck Officer of a vessel may apply for and hold a Humber Pilotage Exemption Certificate.
- Applicants must have a good understanding of the English language.
- Visit the Port Office in Grimsby to meet with the VTS Manager where the applicant will be issued your "Tripping Number", become acquainted with the radio procedures, radar operations and gain an overview of safety on the river.
- Complete the requisite 9 trips in and 9 trips out of the specified dock or port, accompanying either an Exemption Certificate holder or an authorised Pilot.
- Two trips on tugs accompanying a vessel must be completed; namely one trip in and one trip out.
- An assessment trip will be required (prior to application for the examination) where the applicant will be accompanied and assessed by a suitably authorised Pilot.
- Attend examination with proof of medical fitness, BRM certificate, evidence of tug trips, evidence of completed trips in and out and evidence of Certificate of Competency and a signed declaration.

More detail of the scope of the PEC examination requirements is contained in The Humber Pilotage Directions Amended 2016.

The examination and authorisation of PEC holders is completed by the Pilotage Managers, on behalf of the Harbour Master Humber.

4.12. Collecting Dues

PMSC	4.17 – 4.20	GtGP	8.3.1
Legislation	The Pilotage Act 1987 The Harbours Act 1964		

ABP has the power to collect dues from users of the Harbour. The collection of dues forms an important aspect of safety management, by providing the necessary resources to discharge Harbour Authority duties in respect of the Code. ABP undertakes to ensure that sufficient resources are available to discharge its marine safety obligations and sets the level of dues accordingly. ABP's power to levy and collect dues also extends to any vessel using pilotage services. ABP's power to levy dues and pilotage charges are subject to the statutory right of objection to the relevant Minister. The importance of collecting conservancy dues are a vital as they cover the provision of activities such as:

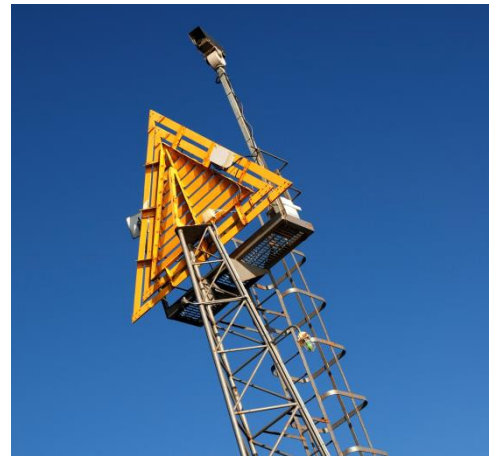
- Dredging.
- Hydrographic survey.
- Harbour Master provision.
- Marking and lighting aids to navigation (lights and buoys).
- Vessel Traffic Services or Local Port Services.

The dues are collected as set out in the Grimsby and Immingham Principle Rates and Charges.

4.13. Aids to Navigation

PMSC	4.21 – 4.24	GtGP	3.3.13, 7.6
Legislation	The Merchant Shipping Act 1995		

Within the meaning of the Merchant Shipping Act 1995, Associated British Ports is the Local Lighthouse Authority. This empowers ABP to carry out and maintain markings and navigation lights within the Statutory Harbour Authority area. Any removal, alteration or placement of lighthouses, buoys or beacons are subject to consent of the General Lighthouse Authority. All characteristics of navigational aids used by ABP comply with the requirements of the ‘International Association of Lighthouse Authorities (IALA) Guidelines and Recommendations’. ABP recognise the responsibility and duty of Trinity House, as General Lighthouse Authority, to inspect their lighthouses, buoys, beacons and other aids to navigation as necessary.



Aids to Navigation within the Immingham SHA are the responsibility of the Dock Master and should there be a defect with any aid to navigation, an engineering work request is raised, and the defect resolved by the Engineering Team.

Any defects with AtN within the Immingham SHA jurisdiction are reported to the GLA by the LLA (using the LARS system), in this case Humber Estuary Services.

4.14. Wrecks and Abandoned vessels

PMSC	4.25 – 4.32	GtGP	7.7
Legislation	The Merchant Shipping Act 1995		

The Merchant Shipping Act 1995 provides powers to a Harbour Authority regarding wrecks. ABP exercises its powers in respect of wrecks to mark and remove wrecks which in their opinion are a danger, or likely to become a danger to navigation.

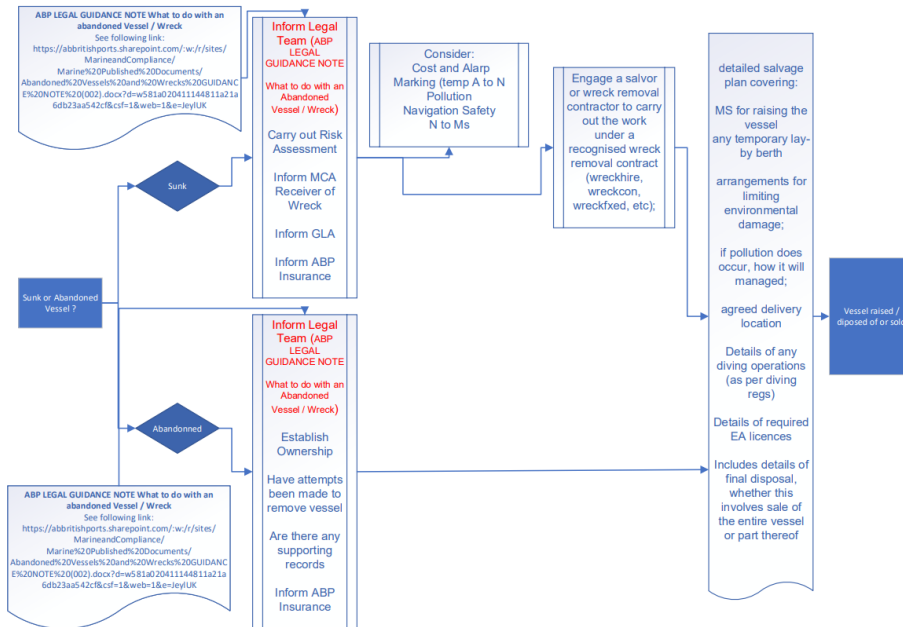
The powers given to a Harbour Authority regarding wrecks is defined in Section 252 of the Merchant Shipping Act 1995 as:

- “(a) to take possession of, and raise, remove or destroy the whole or any part of the vessel and any other property to which the power extends;
- (b) to light or buoy the vessel or part of the vessel and any such other property until it is raised, removed or destroyed; and
- (c) subject to Subsections (5) and (6) below, to sell, in such manner as the authority think fit, the vessel or part of the vessel so raised or removed and any other property recovered in the exercise of the powers conferred by paragraph (a) or (b) above;
- (d) to reimburse themselves, out of the proceeds of the sale, for the expenses incurred by them in relation to the sale.”

ABP’s Legal Department should be consulted before the exercise of powers to remove wrecks.

The following Legal guidance note has been produced to assist ports in decision making.

The following process flow should also be referred to in a scenario involving a wrecked or abandoned vessel.



All vessels are monitored closely.

Marine work with the Commercial team regarding any outstanding dues and, should a vessel owner go into liquidation/bankruptcy, ABP would engage legal support to distrain and sell or dispose of through the courts.

This is the responsibility of the Harbour/Dock Master- Port Authority.

4.15. Towage Operations

PMSC	NA	GtGP	Section 10
Legislation			

4.15.1. Routine Towage

All ABP ports provide clear guidelines for towage, established following appropriate risk assessment and consideration of local conditions. The guidelines should be agreed with towage providers and pilots. They should take into account availability of local towage providers and their resources, and consider the requirements of individual berths and locations within the port and a range of weather conditions (with particular regard to wind strength and visibility).



While it will be the responsibility of towage providers themselves to risk assess the practical aspects of undertaking the act of towage itself, ABP as Harbour Authority is responsible for ensuring that towage is considered as an appropriate control measure when undertaking marine risk assessments. Through adherence to the guidelines as described above, ABP will ensure that the use of towage as a control measure remains effective.

ABP will also ensure that the towage providers operating within ABP SHA areas are appropriately experienced and fit for purpose. ABP will not carry out vessel surveys or assess crews, but will annually carry out checks that all vessels and their crews have appropriate and current certification issued by a recognised authority (e.g. the MCA). The outcome of these annual checks will be formally recorded and available for inspection as required (MA Notice No.1 of 2014 refers). Also refer to section 9 of the PMSC Guide to Good Practice.

Towage guidelines for vessels navigating on the River Humber are published with specific requirements for certain sizes and classes of vessels.

Operational guidance has been agreed and is in place detailing comprehensive procedures for the use of tugs in restricted visibility, including limitations of visibility for use of tugs, methods of tug assistance, and contingencies when operating tugs on the Humber and is available in General Notices to Pilots, PEC's and VTS.

Tug provision for the Port of Immingham is by several private companies. The master through the ship's agent should normally order tugs. Immingham Dock or pilots will assist with the ordering if required. The master must state which towage company is preferred.

The Dock Master and their team work closely with the tug companies on the Humber to manage operations and work safely. The availability of tugs in use on the River Humber is promulgated at the start of each year as a Notice to Pilot's and PEC's, sent out to all those who require the information. Details of towage companies and tugs is published online as well as information relating to the minimum number of tugs for certain vessels.

Routine Towage - Towing companies' suitability to operate on the river is verified annually by inspection of their continued staff and vessel certification, training records and SMS compliance. This inspection is carried out by either the Port or Harbour Authority, and the process is documented and regulated by the Memorandum of Understanding signed by the Port Authorities and Harbour Authority.

4.15.2. Non-Routine Towage

In all cases where non-routine towage is planned within an ABP SHA area, a specific risk assessment will be carried out prior to authorising the tow to proceed. This should be recorded on an appropriate Non-Routine Towage Assessment form which will be kept for inspection and record keeping. In particular, ship owners, towage contractors, tug masters, project managers and agents must be advised that the person responsible for the safety and planning of the manoeuvre (and thereby acting as the Towing Master) must be clearly identified and be responsible for the production of risk assessments, method statements and passage plans which must be discussed and agreed in advance with the Harbour Authority. MA Notice No.5 of 2013 and attachment give additional detail. Also refer to section 9 of the PMSC Guide to Good Practice.



When non-routine towage is requested, a non-routine towage assessment will be completed and sent to ABP Immingham and HES with all supporting information. The information will be reviewed and if considered that the towage operation can be carried out safely with proposed mitigation measures, approval will be given.

4.16. Mooring and Berthing

PMSC	NA	GtGP	11.7
Legislation / Guidance	Port Skills and Safety SIP 005 - Guidance on Mooring Operations https://www.portskillsandsafety.co.uk/resources/sip-005-guidance-mooring-operations SIP 014 – Guidance on Safe Access and Egress https://www.portskillsandsafety.co.uk/resources/sip014-guidance-safe-access-and-egress		

4.16.1. Competence

Mooring operations carry risks to both Marine and shoreside personnel involved, the vessels and ABP’s infrastructure. ABP have therefore introduced a common mooring licensing process, building on existing good practice to ensure that there are only competent mooring and berthing operators working in our ports. ABP have also developed a Mooring and Berthing course which should be provided (via the Academy) to all ABP & third-party mooring personnel. To this end it is vital that third party licensed mooring personnel are aware of all the relevant elements of the SMS which may affect them in the course of their duties and may include some of the following:

- Applicable MA Notices.
- Risk Assessment reviews relating to mooring or berthing.
- Sharing of Lessons Learnt.
- Updated training syllabus for Mooring and Berthing.

The following documents are available on the Marine Safety pages of iPort (iPort Home < Compliance < H&S < Marine Safety):

- A procedure outlining scope, responsibilities and what parts of the process apply to each different type of mooring operator we may have in place
 - Appendix 1 – a licence application form (for 3rd party mooring operators not contracted to work for ABP)
 - Appendix 2 – Terms and Conditions (this with the application form collectively forms the licence for 3rd party mooring operators not contracted to ABP)
 - Appendix 3 – Mooring operator contract - for operators contracted to work for ABP.
- Note – the ABP Contractor Compliance Management Procedure must be followed for these type of operators
- Including pre-qualification and work control requirements.

The Marine and Compliance site should be consulted where some of the following procedures and processes are documented:

- Mooring Operations - Procedures, RA and SSOW.
- Mooring and Berthing Licensing Procedure.
- Safe Management of Mooring Equipment.

Within Immingham, ABP employs its own berthing and mooring staff to operate and support vessels in the following areas:

- Immingham Dock and Lock
- Immingham East and West Jetties
- Humber International Terminal
- Supervise DFDS mooring operations at Immingham Outer Harbour

All employees who partake in mooring operations complete the ABP Berthing and Mooring Training in accordance with the requirements for third party mooring operators, and in addition must complete the company's manual handling training.

Berthing and Mooring operations are thoroughly risk assessed by ABP, and Safe Systems of Work (SSOW) have been drawn up, (using the Port Skills and Safety Guidance on Mooring (SIP005) as a guide) to ensure safe mooring operations throughout the port by all employees involved. These Risk Assessments and SSOW are reviewed annually.

All berthing and mooring operations completed by ABP employees within the Immingham SHA are supervised.

All third-party mooring operators in Immingham are granted licenses to operate within the Immingham Port SHA. This license is reviewed and renewed on an annual basis by the Dock Master, in accordance with Appendix 3 - Mooring Operator Contract.

All berthing and mooring staff ABP Berthing and Mooring Training is completed by ABP Academy.

4.16.2. Self-Mooring

All commercial vessels using ABP ports/harbours should utilise the services of licenced mooring services. In general, the self-mooring and berthing of commercial vessels is discouraged in ABP ports. Where some craft may request to self-moor, the Dock Master should be consulted, and appropriate risk assessments provided on a case by case basis that detail how the risk of self-mooring is to be mitigated.

No self-mooring is allowed in the Port of Immingham for commercial vessels.

However self-mooring is permitted for tugs, bunker barges and workboats.

4.16.3. Marking of Ships Bridge and Bow Positions

ABP has carried out several incident investigations that have determined some of the benefits of marking ships bridge and bow positions ashore.

Marking the ships intended bow position ashore helps to clearly identify to shore staff the quayside area that a vessel is likely to occupy and therefore acts as a good visual reminder to ensure that the area is clear from obstructions or hazards (such as plant or equipment). Marking the ships bridge position mark ashore acts as a good visual reference for the pilot or master as they make their final berthing manoeuvres.

ABP has procured red and green 'Powerflare' beacons to aid in the marking of ships bridge and bow positions. All berths or locations where there is potential for interaction between shore side infrastructure and ships during final berthing manoeuvres should be identified and, where appropriate, processes and procedures implemented for marking ships bow (green beacon) and bridge positions (red beacon) prior to arrival. This process should then be formally documented and reflected in the local Marine Safety Management System.

Ports should have established protocols / procedures between marine and operations / engineering that prescribe how to mitigate ships coming into contact with shoreside infrastructure. These procedures should be referred to in the ports local Marine SMS.



Bridge and bow markers are used both within the docks and on the HIT berths to guide vessels to ensure they are positioned safely and with reference to shore infrastructure.

4.16.4. Access and Egress to berths and Terminals

It is generally the responsibility of the Master to ensure a safe means of access and egress to the ship (MGN 533 (M)). Where smaller vessels are operating (Tugs, workboats, line handling boats etc) who are providing

services to the port and need to make use of berths or terminals, a joint co-operative approach should be taken between ABP and the vessel operator to formally identify and evaluate the shared risks of vessels being moored on our berths or terminals. To support the above, the following appropriate activities should be considered by each port:

- Regular meetings and engagement with vessel operators where safety topics can be discussed.
- Where appropriate, carry out joint site specific risk assessments, including identification of safe methods for mooring and access / egress between the berth and the vessel, with specific attention on any requirement for the need to 'Self Moor'.
- The outcome of the above risk assessment should result in agreed procedures and protocols between both parties. As stated in this section, self mooring is strongly discouraged and if adopted a supporting risk assessment must be provided.

Regular liaison meetings are held with stakeholders that utilise the Port of Immingham, during which the provision of safe access and egress is covered.

4.16.5. Dangerously Weighted Heaving Lines

For some time now ABP and other UK ports have experienced ships using dangerously weighted heaving lines (where the monkey's fist end of the line has had additional weighted items added, things like shackles, bolts or nuts, twist locks or other materials).

Some UK ports have experienced some very serious injuries to port marine personnel because of these items being used during mooring operations. At the end of September 2017 to deter ships from conducting these dangerous practices, the ABP Harbour Authority board approved the following process whenever a ship was found to be using a dangerously weighted heaving line in an ABP port. All ABP ports should ensure that the following process is captured in their local procedures:

1. Upon identification of an unsuitable / dangerous weight at any ABP port, the weight will be immediately removed and confiscated.
2. The weight will be replaced with a suitable replacement ("bean bag").
3. The Master will be re-issued with a notice explaining why the action has been taken, and issued with a charge for the replacement bag.
4. The charge will be £1,000 and the notice will make it clear that the charge will be donated to a suitable marine / seafarers charity, as ABP does not wish to profit from a safety initiative.
5. All incidents where a dangerously weighted heaving line has been used must be reported to a local MCA marine office.

Copies of the following bulletin on this practice should also be delivered to visiting ships by our pilots to help raise awareness:

KEEPING
BRITAIN TRADING

Injuries to Port Marine Personnel have been sustained where Dangerously Weighted Heaving Lines have been used. You may be liable for a charge of £1,000.00 if your ship is found to be using Dangerously Weighted Heaving Lines in our Ports.

Please use this bulletin for educational purposes onboard to help inform crew of the need to use heaving lines that are compliant with the Code of Safe Working Practices for Merchant Seafarers.

MSF 9029 Rev 10/14

SAFETY BULLETIN No. 2

DANGEROUSLY WEIGHTED SHIPS HEAVING LINES

There have been several instances where dangerously weighted heaving lines, including the use of monkey's fists with additional weights inserted into them, have been used resulting in serious injury. Further guidance is contained in Ch 26 section 26.3.5 in the 2015 edition of the Code of Safe Working Practices for Merchant Seafarers.

Vessels using dangerously weighted heaving lines in the UK may be subject to prosecution

MSF 9029 Rev 10/14
To arrange a subscription to future Safety Bulletins go to <https://www.gov.uk/government/publications/safety-bulletins-and-communications-traffic-mob-uk/mf-bulletins> For further information please contact Ship Safety Branch, Maritime & Coastguard Agency Tel: +44 (0) 2382 228 100
Issued: 28 September 2015

1. Upon identification of an unsuitable / dangerous weight at Hull and Goole, Grimsby and Immingham the weight will be immediately removed and confiscated.
2. The weight will be replaced with a suitable replacement ("bean bag").
3. The Master will be invited to the Dock Master's office to discuss why the action has been taken, and issued with a charge for the replacement bag.
4. A charge will be of £1,000 will be made to the ship. The proceeds from these charges will be donated to a suitable Marine/Seafarers charity, as ABP does not wish to profit from a safety initiative.

4.16.6. NAABSA (Not Always Afloat but Safely Aground) Berths

Certain berths may be suitable for the hull of the ship to rest on the seabed. These ports are often referred to as NAABSA berths, an abbreviation for 'not always afloat but safely aground'. A NAABSA berth may have characteristics such as a soft seabed which allows the ship to rest on the seabed without causing damage to the hull. Estuaries and rivers such as the Humber are some examples of the locations for NAABSA berths.

The berth operator has a responsibility to ensure that when inviting a vessel to take the ground alongside their berth, that it is safe and fit for that purpose. Drying berths should be inspected on each occasion before a vessel berths to ensure there are no obstructions or changes to the bed level, which could damage the vessel or not allow it to berth correctly or safely.

Custom and practice dictates that the charterer is responsible for nominating a ‘safe port’. From ABP’s point of view if ABP is the berth operator then we should ensure it is ‘safe’ (just like any other berth), and that charters / customers are aware of a berths NAABSA status.

Not applicable at the port of Immingham.

4.17. Licensing Craft and Harbour Works

PMSC	NA	GtGP	1.9.11, 7.8, 11.3.3, 11.4.3 – 11.4.5
Legislation	Local legislation		

Under local legislation, some Harbour Authorities may have powers to licence craft and works within the harbour area. Where these powers are available, ABP implement these powers through a licensing scheme and harbour works consenting process.

Where a project may affect navigation within the harbour area, ABP will be a statutory consultee as part of the consenting process for the project. ABP will engage with these projects to ensure that any risks associated with the project are maintained to as low as reasonably practicable.

4.17.1. Commercially Operated craft within Harbour Authority Jurisdiction

In some situations the harbour authority may not have powers, or it may not be appropriate to licence certain commercially operated vessels. In this situation, if the port has any commercially operated vessels that regularly operate within its jurisdiction (e.g. small domestic ferry operations, site seeing tours, work boats etc), then, at the very least, the following should be considered:

- Formally meet with an operator at least annually to confirm nature of operation, crew qualifications and status of craft / vessel coding.
- This engagement would also be a good opportunity to discuss and explain local rules / regulations, specific reporting requirements and any contingency plans the operator has, for example evacuation of passengers etc
- Ensure any operators are included in port user group / stakeholder engagement meetings.

4.17.2. Carriage of AIS (non SOLAS vessels)

Whilst engaging in any of the above ways, consideration should be given to whether certain vessels should be required to carry AIS to promote safety of navigation, enhanced vessel traffic monitoring or emergency response. MARNIS risk assessment reviews should also consider carriage of AIS (for non SOLAS vessels) as a potential control measure.

ABP Immingham does not have any powers to license craft.

4.18. Permit and Permission to Work

PMSC	NA	GtGP	6.7, 11.5.5
Legislation	Diving at Work Regulations 1997		

The permit and permission to work system apply to operations carried out in the harbour area. Consideration should be given, where appropriate, to any activity within the ports jurisdiction that should require permission in order to secure and promote safety of navigation. The following are an example of some activities that are controlled by a Permit to work:

- Hot works.
- Engine immobilisation.
- Commercial diving (where the diving operation is contracted by ABP).
- Bunkering (shore side and afloat).
- Engine trials being conducted.
- In-Water Cleaning.
- Permissions for Planned Events (sailing regatta, swimming event, firework display etc.).

Permissions are given for commercial diving operations contracted by third parties within the harbour. To obtain a permission to dive, the contractor must supply their completed permit to work. The permission to work will be issued with any additional requirements following review of the permit to work.

Any vessel requiring a permission to work will be required to provide a completed permit to work and method statement. After review of the appropriate documentation, a decision will be made as to whether permission should be given for the work.

Diving at ABP Immingham is organised by the engineering department who will complete Permits to work as necessary. Copies of permits and permissions to work are retained in the Dock Master’s office.

4.19. Restricted Visibility

All vessels carrying a Dangerous Good (as defined in the Dangerous Goods in Harbour Regulations 2016) in bulk, or in ballast are prohibited movement in visibility of 0.5 mile or less.

Any vessel encountering visibility of 0.5 mile or less between berths and/or the Harbour Limits shall be allowed to proceed at the discretion of the Master and/or Pilot with the agreement of the Harbour Master, their Deputy or Assistants.

In exceptional circumstances, following consultation with the Harbour Master, their Deputy or Assistants, Pilot(s), Ship’s Master and Berthing Master, shipping movements may be permitted in lower visibility.

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