

MARINE SAFETY PLAN - COMPLIANCE MATRIX			PORT :	LARNE	2021-2023			Unmet, Partially Met or Achieved
PMSC Provision or Activity	Marine Navigational Safety Policy objective	PMSC GtGP Chapter	MSP Objective	How measured?	2021	2022	2023	
1	Duty Holder	Formally identify and designate the Duty holder, whose members are individually and collectively accountable for compliance with the PMSC to ensure safe marine operations within the port's limits	2	Duty Holders to have received training on their role and responsibility under the Code in the last three years	100% of Duty Holders trained			
				Duty Holders to have undertaken an operational tour of the Harbour in the last three years	100% of Duty Holders to have undertaken tour			
				As duty holder is defined as a harbour board, appoint & maintain a member to the board who has relevant maritime experience	Appoint/Maintained			
2	Designated Person	Appoint a 'Designated Person' with direct access to the duty holder to provide independent assurance about the operation of the marine safety management system	2.3	Appoint and maintain a Designated Person to provide independent assurance directly to the 'duty holder' that the safety management system is working effectively	Appoint/Maintained			
				Report by the Designated Person to the Duty Holder for every Board Meeting, but at least once per year	Annual			
				HM to provide a monthly report, including updates on PMSC issues, for review by DP and Duty Holder	Monthly Reports			
3	Legislation	Review regularly and be aware of their existing powers based on local and national legislation, seeking amendments to its legal powers if required in order to promote safe navigation.	1	Review legal duties and powers at least once every three years	Review every 3 yrs			
4	Duties and Powers	Comply with the duties and powers under existing legislation as appropriate.	1.4	To issue, maintain, review and enforce General Directions to conserve and promote the safe use of the port	Internal or external audit			
				To take such action that is necessary or desirable for the maintenance, operation, improvement or conservancy of the harbour / facility	Internal or external audit			
5	Risk Assessment	Ensure through risk assessment, that all marine risks, including those associated with any harbour works in the SHA area, are formally assessed and are eliminated or reduced as low as reasonably practicable in accordance with good practice	4	To ensure that the Port's Risk Assessment system is kept up to date, with all Risks and Controls reviewed within the prescribed review periods	100% in date			
				To undertake a review of the Port's Navigational Risk Assessment at least every 5 years or if there is a material change of operational risk at the Port	Review every 5 yrs		N/A	N/A
6	Marine Safety Management System	Operate an effective Marine Safety Management System which has been developed after consultation, is based on a formalised Risk Assessment process, and refers to an appropriate and comprehensive approach to incident investigations.	5	To annually review at least 50% of the key elements eg. manuals & policies that constitute the port's MSMS, such that all elements are reviewed every 2yrs	Internal audit			
				Ensure the Port's Marine Safety Management System is audited, internally and externally, in accordance with the PMSC, audit reports being promptly shared with the Duty Holder	Internal or external audit			
7	Review and Audit	Undertake, monitor, review and audit the port's risk assessments, as well as the port's Marine Safety Management System on a regular basis	5	To complete an internal audit and produce a subsequent report for the Duty Holder annually	Internal audit			
				To organise an external audit, with a subsequent report for the Duty Holder every 3 years	External audit	N/A	N/A	By Aug 23
8	Competence	Appoint, develop and retain sufficient competent people, who are appropriately trained, qualified and experienced, in positions of responsibility for managing marine and navigational safety	12	Ensure that all staff, with marine safety responsibilities are trained to undertake their duties and appropriately certified	100% of mandatory training completed (see training matrix)			
9	Plan	Publish a safety plan showing how the standards in the PMSC will be met and a report assessing their performance against that plan at least every 3 years	5.2.1	Publish a 3-yearly Marine Safety Plan (this plan) and make it available publicly on web-site and to Duty Holder	Publish and in-date		N/A	
				Publish an annual assessment of the port's performance against the current plan	Publish annual assessment			
10	Aids to Navigation	Ensure the provision of necessary aids to navigation (buoys, beacons, lights) within port limits, and to comply with the directions from the applicable Lighthouse Authority, supplying it with information and returns as required.	7.6	As the Local Lighthouse Authority to provide and maintain adequate navigational aids consistent with port user requirements to facilitate safe navigation within the port and in it's approaches	Cat 1 > 99.9% Cat 2 > 99.0% Cat 3 > 97%			
11		Raise, remove, destroy and mark any sunken vessel or other obstructions that are, or may become a danger to safe navigation within port limits	7.7	Raise, remove, destroy and mark a sunken vessel or other obstructions that are, or may become a danger to safe navigation within port limits, issuing NtM immediately	Audit reports, NtM's and remedial actions			
12	Traffic Management	Monitor and manage vessel traffic within port limits through the provision of a system which has been determined by formal risk assessment, that may include a VTS or LPS	8	Provide and maintain at least an LPS service on a consistent basis (>95%), operated by qualified operators	>95% of time			
13		Promulgate navigational, tidal and other relevant information as appropriate to port users		Promulgate weather, tidal and traffic information to all commercial vessels 24/7 and to all recreational & fishing vessels insofar as practicable.	>95% of time			
14	Pilotage	Provide a Pilotage Service appropriate to the district and in accordance with the requirements of the Pilotage Act 1987	9	All vessel movements that require pilotage (Sn 1 of Pilotage Manual) to be carried out under the direction of an Authorised pilot or PEC Holder, trained & qualified in accordance with the Pilotage Manual	Pilotage & PEC Returns - 100% of movements			
				All movements that require a pilot, to be carried out by an authorised Pilot that has recent experience (12 in/out in last year) and/or valid Local Knowledge Test	Pilotage Returns - 100% of movements			
15	Hydrography	Conduct and make available Hydrographic Surveys, conducted to International Hydrographic Office standards to ensure safe navigation within port limits and share the soundings with the UKHO.	7.3	To undertake at least 2 hydrographic surveys of the Port per annum, sharing results promptly with UKHO and marine users (ferries and pilots etc.)	Port surveys - 2pa			
				To consistently provide tidal information to marine users and UKHO digitally or by other promulgation	Monthly reports to UKHO and data promulgation > 95% of time			
16	Dredging	Undertake maintenance dredging as appropriate	7.5	To arrange and undertake maintenance dredging at least every year, or as necessary, to maintain adequate water depths in the Port for marine users	Dredge Plans/Reports			
17	Consultation	Consult with port users and other relevant stakeholders in respect of navigational safety issues and proposed changes to navigational arrangements	3	To hold at least 2 Marine Stakeholders/consultative meetings per annum, to both discuss and promote marine safety in the Port	Biannual Meeting minutes			
				To regularly meet with Masters of ferries regularly using the port to discuss navigational safety and related matters	Biannual MSHM minutes and weekly meetings			
18	Emergency Preparedness	Prepare, plan and exercise for emergencies, developing and maintaining appropriate plans, that ensure effective management and co-ordination in respect of the SHA's response to emergency incidents, including oil spills, within its area of jurisdiction	6	To publish and annually review a Port Emergency Plan, including Marine Emergencies	Internal or external audit			
				To provide and publish an approved OPRC Plan in accordance with MCA Guidance	Internal or external audit			
				To carry out exercises - notification, mobilisation desktop and incident management - in accordance with the Port's emergency plans	Internal or external audit			
19	Marine Services	Ensure that providers of marine services and any vessels they utilise within the Port are compliant with national and local legislation, as well as industry good practice	10 and 11	To adopt and maintain an appropriate licencing system for providers of marine services within the port	Licence 100% of providers annually			
				To inspect, audit and licence all tugs, pilot boats, workboats or support boats used for commercial purposes within the Port	Licence 100% of boats annually			
20	Accident Reporting and Investigation	Robustly, rigorously and promptly investigate all marine accidents or incidents, reporting as required and taking any appropriate remedial action(s).	13	To ensure that all marine accidents or incidents are robustly and rigorously investigated by a competent and independent person, in a timely manner	Incident reports			
				To advise the MAIB of any marine accidents, in accordance with MGN564, and/or police if appropriate, publishing findings if beneficial to do so	Incident reports. 100% of notifiable reports			
				In the aftermath of any incident, accident or near miss, to review any/all relevant risk assessments and to take all necessary and appropriate steps to prevent reoccurrence within agreed timeframe.	Audit of Hazman RA system			