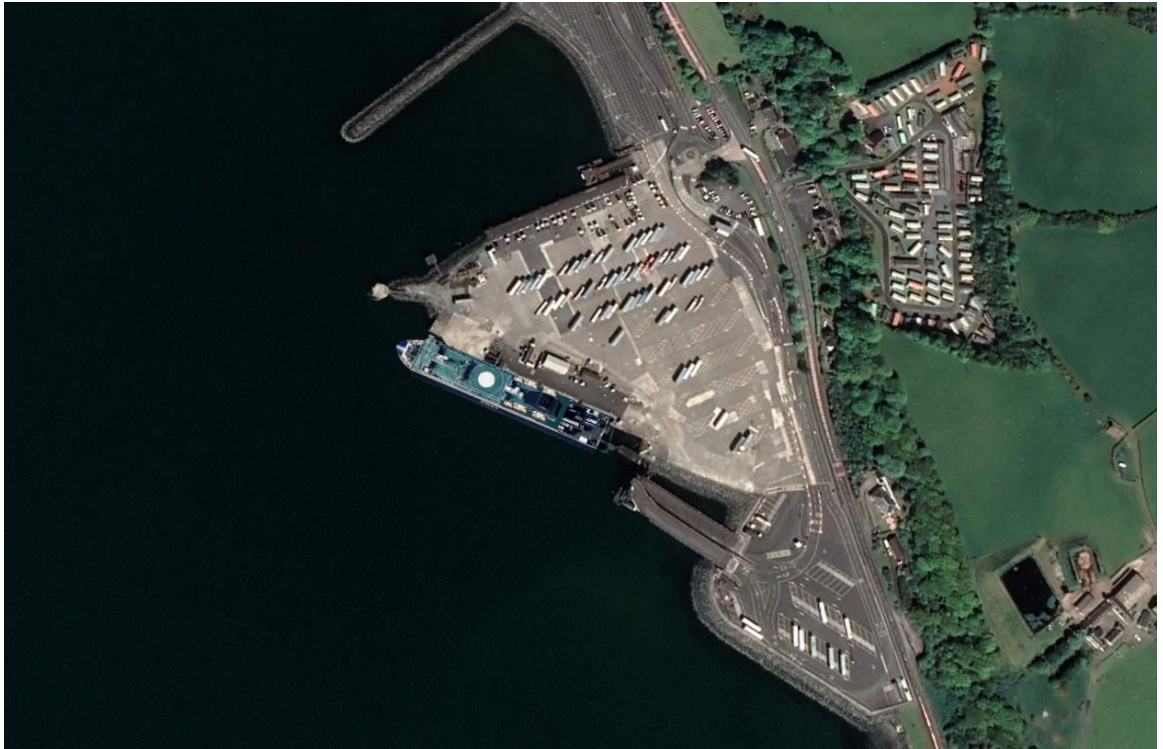


# CAIRNRYAN PORT



Port of Cairnryan Limited

## **CONSERVANCY PROCEDURES MANUAL**

Issue 4: September 2022

**CONTROLLED DOCUMENT**

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DOCUMENT CONTROL

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The table below identifies the current issue of each Section:

Section	Title	Issue No	Issue Date
1	General	Issue 4	Sept 22
2	Duties and Responsibilities	Issue 4	Sept 22
3	Procedures	Issue 4	Sept 22
4	Reporting of Defects & Navigational Warnings	Issue 4	Sept 22
5	Works in Harbours	Issue 4	Sept 22

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**Outline****1.0 GENERAL****1.1 Policy****1.1.1 Purpose**

To conserve, maintain and protect the Port of Cairnryan and its environment for the benefit of all users including commercial users, leisure users and wildlife interests, in accordance with the [P&O Holdings Group Health, Safety and Environmental \(HSE\) Protection policy](#).

**1.1.2 Method**

- Maintain adequate depth in the approaches and at the berths, consistent with reasonable port user requirements.
- Ensure that channels are maintained clear of wrecks, obstructions or other dangers to navigation.
- Carry out hydrographic surveying as required and promulgate results to port users and Hydrographic Agencies.
- Provide and maintain adequate navigation aids, consistent with port user requirements to facilitate safe navigation within the port and its approaches.
- Promulgate warnings to port users of changes to navigation aids, depths or other dangers to navigation

## 2.0 DUTIES AND RESPONSIBILITY

### 2.1 Harbour Master

The Harbour Master is responsible for the operation of the principal Conservancy functions.

The Conservancy roles and responsibilities of the Harbour Master (as set out in section 4.3 of the [Port of Cairnryan Safety Management System Manual](#)) are as follows:

- To maintain adequate depth in the channels and at the berths, consistent with reasonable port user requirements
- To ensure that channels are maintained clear of wrecks, obstructions or other dangers to navigation by surveying at least annually.
- To carry out hydrographic surveying in accordance with the 'Hydrographic Code of Practice' as required and promulgate timely and accurate results to port users and Hydrographic Agencies
- In conjunction with the Northern Lighthouse Board, to provide and maintain adequate navigational aids, checking their status through a system of daily 'positive reporting' by ferries that use the port frequently, consistent with port user requirements to facilitate safe navigation within the port and its approaches.
- To promulgate warnings to port users of changes to navigational aids, depths or other dangers to navigation

### 2.2 Port Engineer

The Port Engineer is responsible to the Harbour Master for maintaining and reporting the condition of the following key operational structures as follows:

- Quays, dolphins and other marine structure maintenance,
- Maintenance of port mooring equipment. Advising on provision, design, etc.
- Maintenance of fendering. Advising on provision, design, etc.
- Maintenance of Link-spans. Advising on provision, design, etc.
- Maintenance of tide gauges, including their calibration
- Process day to day information and keep records

He is also responsible to the Harbour Master for the provision and maintenance of communication equipment, including CCTV and weather & hydrographic data to the Larne Port Control Centre and to regular ferries.

### 3.0 PROCEDURES

#### 3.1 Maintenance of Navigation Channels

The port authority has duty to find, mark and monitor the best navigable channel within the port limits. This task is an essential part of formal hazard assessment and a safety management system. Maintenance of navigation channels is achieved by a combination of surveying and (if required) dredging. The policy for the depth to be maintained in navigational channels (if any) is set by the Port of Cairnryan Limited.

Whether or not the depth to be maintained is specified, an appropriate regime of periodic surveying will be undertaken to monitor any changes to charted depths.

#### 3.2 Hydrographic Surveying

##### 3.2.1 Survey Policy

The port authority aims to carry out hydrographic surveys annually, but the Survey policy for Main Surveys, Berth Surveys and Special Surveys should be also be considered periodically by the Port Engineer and Harbour Master.

All surveys are to be carried out by an approved contractor who carries out the surveys to the standard of the International Hydrographic Office Standards for Hydrographic Surveys S-44.

##### 3.2.2 Third Party Surveys

Third parties may request Port of Cairnryan to carry out special surveys for particular purposes or may request permission to carry out such surveys independently.

It is required that the data from any third-party survey within the limits of the Port of Cairnryan and desirable that data from any survey adjacent to the port shall be made available to the Harbour Master. It is therefore strongly desirable that such surveys should be in a consistent format with those carried out by the port. To this end, the Harbour Master and/or Port Engineer will liaise with third parties expressing an interest in undertaking such surveys to ensure that:

- 1) The requirement for survey is reasonable and justified
- 2) The methods and data format are consistent with the Port's and UKHO requirements for hydrographic surveys.
- 3) The survey to be undertaken does not cause unacceptable disruption to port traffic

With regard to minimising disruption to port traffic, where it is possible to incorporate the requirements of third party surveys within scheduled port surveys, this should be encouraged / accommodated where practicable. This may require bringing forward a scheduled survey and it would be expected that the Port of Cairnryan and the third party would both benefit from the reduced costs of a combined survey.

##### 3.2.3 Survey methods

Methods adopted for hydrographic surveying and the collection and recording of hydrographic data should comply with the guidelines set out by the United Kingdom Hydrographic Office as amended from time to time. This is to ensure acceptability and compatibility of data exchange between the UKHO and the Port of Cairnryan.

Particular care should be taken to ensure good coverage at the channel edges. Where contours are closely spaced additional lines should be taken. Where there is



less depth in the berth approach than at the berth, the approach shoal should be fully surveyed to determine the controlling depth.

The vicinity of all known wrecks should be carefully surveyed and, if appropriate, augmented by a diving survey. Shoals and changes found on previous surveys, together with areas where lesser depths have been reported should be carefully re-examined.

Survey lines for Main Surveys should be shifted on a systematic basis to ensure gradual complete coverage of the subject areas. The pattern of shifts should be such as to provide incremental coverage by halving and shifting the lines of previous surveys.

### 3.2.4 Conducting Surveys

Instructions to conduct surveys will be issued by the harbour Master to the approved contractor. The instructions will include

- Area to be surveyed
- Survey Methods as per section 3.2.3 including:
  - Method(s) of data acquisition
  - Method(s) of position fixing
  - Method used for reduction of soundings and datum used
  - Adjustment of position co-ordinates to required datum
  - Standard of coverage
  - Recording and reporting format

The Harbour Master will be Port of Cairnryan's primary point of contact with the surveying contractor.

### 3.2.5 Analysis

Survey reports will be assessed by the Harbour Master for coverage and consistency. Any significant anomalies or unexpected results will be identified, and steps taken to verify the data where appropriate. The survey report will be compared with the previous reports for the area and any recommendations regarding re-surveying and/or dredging will be recorded and actioned appropriately.

During the review of surveys by the Harbour Master, each area of the port should be considered having regard to the following in each area:

- Any areas where depths are less than the designated minimum for the berth
- Any trends which indicate where depths are likely to become less than the designated minimum
- Draught of traffic (if any) using the area
- Stability of the seabed (i.e. historical trends)
- The need for any maintenance dredging or remedial works

### 3.2.6 Reporting of Results

All hydrographic survey results are to be shared promptly with the UKHO and regular ferries, and stored electronically under section 4.1 on [Sharepoint](#). The latest survey chart will also be uploaded to the [port's website](#).

If there is any significant change in Controlling Depths at the port's berths, a Notice to Mariners will be circulated and uploaded to the [port's website](#).

If necessary, Port Charts will be printed after each main survey, and copies provided to regular ferries upon request. As far as reasonably practicable, measures should be in place to ensure that out-of-date copies do not remain in circulation.

The Harbour Master will report on any surveys completed on his/her next Monthly Report to the Duty Holder/Designated Person, including any surveys that are outstanding, any areas of concern identified, significant trends and/or any other anticipated survey work that is recommended in the next year..

### 3.2.7 Archiving

All survey results will be stored electronically under section 4.1 on [Sharepoint](#), including previous surveys.

### 3.3 Dredging

The requirement to dredge is governed by the safety of navigation. Maintenance dredging is carried out in way of the berths as required for satisfactory underkeel clearance.

The Harbour Master will review the results of hydrographic surveys of the berth areas and will identify:-

He/she will subsequently discuss any proposed dredging requirements with the Port Engineer. Where it is decided that dredging will take place, the Harbour Master will issue instructions to (and be the Port's primary point of contact with) the approved contractor. The instructions will include, inter alia, the areas to be dredged, the minimum depth required and will verify that spoil is disposed of according to environmental requirements.

The Harbour Master will report on any dredging works completed on his/her next Monthly Report to the Duty Holder/Designated Person, as well as on any work outstanding, significant trends and any other anticipated dredging work that is recommended in the next year.

### 3.4 Tide Gauges

Tide gauges will be maintained and calibrated monthly. Cairnryan Port Control Centre will provide vessels operating within the port limits, electronically or via VHF, data as regards height of tide and prevailing wind, etc. Comprehensive records are maintained of all tide and weather data via the Karlin reporting system.

The operation and accuracy of tide gauges can be critical to safe navigation in the port. The Port Engineer will prepare an annual schedule of maintenance for tide gauges according to the manufacturers specifications. The Port Engineer will also be responsible ensuring that periodic inspections of tide gauges and tide boards are carried out and that maintenance is carried out according to the schedule.

The Port Engineer will forward a monthly status report on his staff's inspections of the tide gauges and/or boards, which will include any defects, major changes, and a summary of any maintenance carried out. This report will be submitted to the Harbour Master and/or Larne Port Control for his inspection and review, following which the HM will comment upon it within his/her next Monthly Report to the Duty Holder/Designated Person

### 3.5 Maintenance of Navigational Aids

The operation of navigation aids is critical to safe navigation in the port. Port of Cairnryan Limited is responsible for maintaining the lights on Cairnryan Terminal. The remaining navigation aids within the statutory harbour are currently placed and maintained by the Northern Lighthouse Board.

The Port Engineer is responsible for ensuring that periodic inspection of navigation aids is carried out by a responsible person or organisation. Periodic inspection of navigation aids should include the condition of any supporting structure. The frequency of inspection should be subject to review based on conditions found.

The Harbour Master is responsible for establishing and operating a system of immediate reporting of defects to navigation aids. The system, is centred on Larne Port Control Centre, under which the status of AtoN are reported on a daily 'positive reporting' basis by ferries that use the port frequently. Any outages should be reported as Marine Defects to the Harbour Master and Port Engineer, as well as entered on the NLB website as a 'Failure Report'. The latter NLB system requires the recording of the following:-

- Date reported and details
- Immediate action taken
- Follow up required
- Current status (e.g. awaiting spares, repairs completed, etc)
- Close-out date

*The system will ensure that defects to the principal navigation aids are reported to the Port Engineer and the Harbour Master within a timescale appropriate to the significance of the defect. The Harbour Master will have access to the NLB website, as well as the port's defect database on line.*

The Harbour Master will report on any AtoN failures on his/her next Monthly Report to the Duty Holder/Designated Person, as well as on any repair work that ensues or is outstanding.

### 3.6 Compliance of Pilot Boats, Tugs and Workboats

The harbour authority must ensure that workboats used in the harbour comply with the Merchant Shipping (Small Work Boats) Regulations 1998 and the associated Safety of Small Work Boat and Pilot Boat Code of Practice, and that they are fit for purpose for any use to which they are put.

(Note: The Harbour Master will utilise the Port of Larne '[Marine Services Manual](#)' to ensure the correct procedures are followed in all matters relating to compliance of Pilot Boats, Tugs and Workboats).

The Harbour Master is responsible for establishing and operating a system to ensure that periodic inspections of work boats and tugs are carried out by the responsible organisations at least annually. Reports submitted will be sufficiently detailed to allow assessment and approval of the subject craft against the requirements of the code. The Harbour Master or his responsible deputy will additionally inspect the craft prior to approval to verify that the report is an accurate representation of the condition of the vessel with respect to the appropriate code.

The Harbour Master or his responsible deputy should make occasional checks to verify continued compliance. The frequency of these occasional checks should be sufficient to promote compliance and should be reviewed according to the conditions found.

Subject to satisfactory inspection report and inspection, the Harbour Master will advise the operator that the craft has been approved to operate in the harbour. This approval will identify the craft, operator and the type of work for which the craft has been approved. The approval will be valid for a period of not more than 12 months and subject to:-

- The craft having a valid certificate of compliance issued by the MCA under the appropriate workboat code and
- Continuing compliance with that code.

Change of operator will result in the approval being reduced to provisional status with a validity of 60 days from the date of the change coming into effect. Subject to a satisfactory

inspection under the new operator towards the end of this period, the original period of validity will be re-instated, and the approval re-issued to show the new operator.

The Harbour Master will report on any issues arising that are related to pilot boats or work boats that are operational within the port on his/her next Monthly Report to the Duty Holder/Designated Person.

### 3.7 Moorings

The Port Engineer will be responsible for establishing and operating a system to ensure that port moorings laid in the harbour meet appropriate standards for strength and security. He will liaise with the Harbour Master and appropriate Port Users for this purpose. The system will include requirements for periodic maintenance and inspection.

Other moorings may be laid only within designated areas. The limits of these areas are subject to approval by the Board. The Harbour Master will be responsible for ensuring that moorings are not laid outside designated areas.

The Port Engineer will forward a monthly status report on his staff's inspections of the port's moorings, which will include any defects, major changes, and a summary of any maintenance carried out. This report will be submitted to the Harbour Master and/or Larne Port Control for his inspection and review, following which the HM will comment upon it within his/her next Monthly Report to the Duty Holder/Designated Person.

### 3.8 Quays and Docks maintenance,

Port of Cairnryan is responsible for maintaining the Cairnryan berths. Within the Marine Safety Management System, the Port Engineer is responsible for ensuring that periodic inspection of quays and berths is carried out with attention to:

- Port mooring equipment (bollards, capstans, etc).
- Maintenance of berth fendering
- Maintenance and operation of link-spans

Periodic inspection should include the condition of any supporting structure. The frequency of inspection should be subject to review based on the conditions found.

The Port Engineer is responsible for establishing and operating a system of reporting and repair of defects to the above equipment.

The Port Engineer is responsible for preparing and operating a system of programmed maintenance which includes the above items. The frequency of maintenance should be subject to review based on experience and the conditions found.

The Port Engineer will forward a monthly status report on his staff's inspections of the port's quays, docks and linkspans, which will include any defects, major changes, and a summary of any maintenance carried out. This report will be submitted to the Harbour Master and/or Larne Port Control for his inspection and review, following which the HM will comment upon it within his/her next Monthly Report to the Duty Holder/Designated Person.

### 3.9 Removal of Wrecks

The port authority has the powers to raise and remove wrecks contained in section 56 of the Harbour, Docks and Piers Clauses Act 1847, which have been incorporated by section 3 of the Port of Cairnryan (Harbour Empowerment) Order 2007. The circumstances relating to any wreck removal will be particular to the case. The Port Engineer and his department will assist the Harbour Master as required in this regard. The port's powers to raise, remove, destroy and mark the wreck which is likely to become, a danger to navigation should be exercised having regard to any risk assessment, with the aim of reducing the risk to as low as reasonably practicable.

#### 4.0 REPORTING OF DEFECTS AND NAVIGATIONAL WARNINGS

Port users are actively encouraged to report defects in navigation aids to Cairnryan Port Services (see section 3.5). These defects, changes etc will be immediately passed to Northern Light House Board using their reporting portal, the UKHO, Vessels masters, local yacht clubs etc.

A Local Notice to Mariners will be produced and disseminated as soon as possible if the nature of the defect is more than 1 day.

#### 5.0 WORKS IN HARBOURS

Works in Harbours may interfere with the safety of navigation. There will be a requirement for a specific assessment in each case where new hazards are likely to arise.

A local Notice to Mariners will be produced and disseminated prior to these activities taking place. If deemed necessary, the Harbour Master or his assigned deputy will give directions, either General or Special, in accordance with sections 24-26 of the Port of Cairnryan (Harbour Empowerment) Order 2007, to ensure navigational safety is maintained at all times.