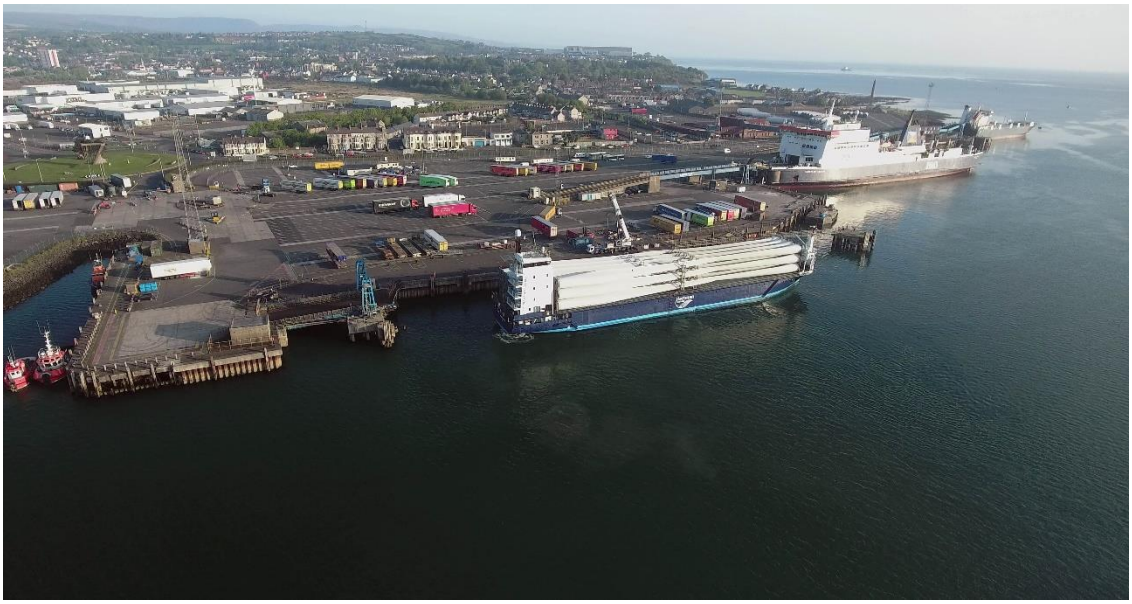
LARNE PORT



Larne Harbour Limited

MARINE SERVICES MANUAL

ISSUE 7:

CONTROLLED DOCUMENT
WHEN IN RED

The table below identifies the current issue of each Section:

Section	Title	Issue No	Issue Date
1	Towage	7	7/9/23
2	Workboat, Pilot Vessel & Small Passenger Vessel Operational Procedures	7	7/9/23
3	Mooring Operations	7	7/9/23
4	Appendices	7	7/9/23

If any of the sections in your copy of the Marine Services Manual do not match the above status please contact the Document Owner who will supply the correct pages.

Issue / Amdt No. _____ has been inserted and status of existing pages:

Checked by: _____ Date :_____

A New “Document Status” sheet will accompany each Issue / Amendment

All “Document Status” sheets are to be kept together, with the latest sheet uppermost, so that a full history of the document is available.

Document Control

Document Name:	Port of Larne – Marine Services Manual
Issue Number:	Issue 7
Issue Date:	7th September 2023
Revision	1

This document comprises 4 Sections, the final section being constituted of 9 Appendices, each of which may be updated independently. To allow updating of the document in an efficient manner, each section has been allocated its own Issue number and Issue Date. The document Status Section contains an overall summary of the current version of this document.

Major revisions to the document are identified by updating the document Issue Number (e.g. 1, 2, 3, etc.).

Modifications to individual Sections are identified by adding an Amendment Number to the Issue Number of the Section (e.g., Issue 2 Amdt 1, Issue 2 Amdt 2, Issue 2 Amdt 3, etc.).

Document Distribution

Document Owner:	**Harbour Master**

The Document Owner shall:

- Allocate & Distribute copies of this document to all relevant persons
- Maintain a distribution list of copy holders
- Distribute all future updates / amendments to copy holder
- Maintain a list to indicate receipt of Document and that all updates / amendments have been inserted and any superseded pages have been removed by each copy holder.
- Encourage feedback on contents of Document – (No matter how apparently trivial, errors and inconsistencies should be reported back to the Document Owner) – Where practicable, these will be eliminated at the next review

The current Distribution List is:

Copy No.	Holder	Location
Master	Safety Management System	SharePoint
2	General Manager, Larne Port	SharePoint
3	Larne Port Control	SharePoint
4	HSS Cluster Manager – Irish Sea	Larne
5	Maintenance Manager, Larne & Cairnryan	Larne
6	John McLoughlin & Son Shipping Ltd	MacKean Logistics Centre
7	David Ferran & Sons	Belfast
8	SMS Towage	Belfast
9	Belfast Lough Pilots Ltd	Belfast
10	European Highlander	Onboard Ship
11	European Causeway	Onboard Ship
12	Head of Safety/DPA, P&O Ferries	Dover
13	Keewhit	Onboard Ship
14	Designated Person	ABPMer, Southampton
15	Fleet Technical Superintendent, P&O Ferries	Larne
16	Senior Port Duty Manager	Larne

Table of Contents

Section 1 Towage

1.1 Consultation

Larne Port has consulted with representatives from Belfast Lough Pilots Ltd, PEC holders at the port, and tug operators who all collaborated and agreed in the development of these towage guidelines. The Towage Guidelines are to be used by all operators when manoeuvring within Larne Port Limits.

1.2 Factors Considered in Developing the Towage Guidelines

A Navigational Risk Assessment (NRA) of marine operations was first carried out by Marico Marine between in March 2001, the most recent NRA being undertaken in April 2022 by ABP Mer consultants. The risk assessments comprised of data gathering including a structured hazard identification consultation from which hazards in relation to navigation within the port were considered in the terms of:

- The geography of the port and its approaches i.e. Larne's navigational complexity.
- Difficulties associated with particular berths at Larne and Ballylumford.
- Prevailing tidal stream and weather factors
- Size, type and manoeuvrability of ships using the port.
- Whether movement of ships in and out of the port can be expedited by use of tugs.

From the current list of hazards (15), 12 hazards were identified as using tugs and/or workboats in some operational format as a Risk Control measure (July 23).

The Harbour Authority has adopted the review process of the risk assessments within the Hazman System, carrying out formal reviews at suitable intervals. All final decisions about risk control methods will take into account relevant legislation, minimum standards, human factors, tug technology and in the view of experience.

No port is the same and tug requirements differ by port. Assessing how much tug power is needed to handle ships safely is an important part of the port authority's role, particularly for high windage ships, such as the ro-ro ferries, cruise ships, non-routine towage events and deep draught ships.

A risk assessment should be carried out of any port that has a potential requirement for tugs to consider the availability, number and specification of tugs to ensure that visiting vessels have adequate resource to enter, depart or shift within the port, subject to whatever wind limits have been installed..

Tugs should be suitable for the size of the ship; to this end small ships should preferably be handled by small tugs. The smooth and gentle handling of small ships is more difficult with powerful tugs and the bollards and fairleads of small ships are not strong enough for the forces that can be delivered by a powerful tug.

To assess how strong the tug should be or how much tug power is needed, two components should be considered.

- The dimensions of the vessel and it's manoeuvring characteristics and equipment
- The external forces that are likely to be encountered as a result of wind and tidal currents.

A distinction should be made between the required tug power or bollard pull for:-

- Handling ships that regularly visit the port
- Handling specific vessels that visit the port on a specific occasion.

1.3 Towage Guidelines

The Harbour Master has the power under Section 13 (2) of Larne Harbour Order (Northern Ireland) 1998, "so far as required for safety of navigation, for requiring or regulating the use of tugs in relation to a vessel".

It should be noted however that any vessel's operation that requires to work with tugs within the harbour shall not take place if the prevailing visibility is less than 1000m. However, if the visibility is greater than 500m and the Master, Pilot and tug skipper are satisfied that it is safe to do so having assessed the vessel's manoeuvring capabilities, navigation systems, crew competence and familiarity in relation to any additional risk posed by the restricted visibility, they may be permitted to do so upon receipt of specific Harbour Master approval

The use of tugs will be determined by the following guidelines:

1.3.1 Number of Tugs

There is no set number of tugs required for a particular ship operation. This decision will be made by the Master and Pilot in consultation, however the following may be used as a guide for berthing, unless special circumstances dictate differently -

Under 120m in length, assuming working bow thruster	None
Over 120m but less than 150m	1 or 2 tugs
Over 150m	2 or 3 tugs

The above numbers may be varied at the pilot's discretion, depending on weather, tidal state, known ships limitations or special propulsion and manoeuvring systems (i.e. twin screws, thrusters, high-lift rudders, etc).

The numbers of tugs required for un-berthing shall be based on the number required for berthing but may be reduced at the pilot's discretion.

Tugs should be ordered via Larne Port Control. Wherever possible, small tugs (<10T) must be requested at least 2 hours in advance; tugs from Belfast require 24 hrs notice, as well as consideration of the impact of forecasted weather/sea conditions on the passage.

However, in all cases, tankers, with the exception of bunker tankers, and vessels carrying hazardous goods in bulk must have at least one tug in attendance if under 20,000 dwt or two tugs if over 20,000 dwt. The towage requirements of any Bunker tankers will be subject to specific assessment, as part of the trialling and approval process undertaken by the Harbour Master, prior to the introduction and operation of a bunker tanker at the port.
Bulk cargo ships, cruise ships and tug and tow operations – the Pilot will assess the requirement for tug assistance based on the length, draft and manoeuvring characteristics of

the vessel, as well as the circumstances that are expected to prevail at the time of vessel arrival/departure of shift. These circumstances include but are not limited to wind strength and direction, tidal state and current flow, traffic density, and the specification/condition of the vessel's main engines, bow thrusters and steering.

The Harbour Authority can give an appropriate special direction to mitigate risk likely to arise in instances where the guidelines are ignored or where a vessel's Master decline to take the recommended number of tugs.

In all cases, tugs should be strong enough to handle the ships in the port safely and efficiently, even under unfavourable conditions of wind and current. The port facilitates shipping movement, subject to maximum wind speeds and visibility. Appendix E provides information on tug power and bollard pull for those tugs generally engaged at Larne.

The Larne Port policy (see below) on use of ship's towing gear is to be followed by every Master of a vessel and will form an important part of the 'Master/Pilot' Information Exchange on every occasion a ship embarks a Pilot for a navigation passage, which should include the following:

- It is to be agreed between Masters, Pilot and tug crew, the position where the ship will rendevous with the tug/s (Refer to 1.6.1), their numbers and disposition.
- The swinging requirements/procedures, berth location, side alongside and mooring arrangements to be agreed between Masters, Pilot and tug crew. In agreeing towing gear arrangements, it is Larne Port's policy that ship's mooring lines should not be used for towing operations except in an emergency, or where a proper risk assessment is carried out. Where such use is authorised, extreme caution should be taken to ensure the size and condition of the line is suitable and duly certified. The Master, Pilot and tug crew to agree on procedure by which ship's crew deliver the heaving line, it must be suitable and not to be weighted. Refer to: **MCA Safety Bulletin No 2.**The Master, Pilot and tug crew to agree on procedure by which ship's crew will release the towing line to ensure it will not foul either the tug's or ship's propulsion system or endanger personnel. The Master, Pilot and tug crew to establish SWL of ship's bitts and fairleads that are to be used in the towage operation to ensure the bollard pull of the tug employed does not exceed their SWL. If this is the case then the tug master should be informed and reduced towage forces employed.

1.3.2 Regular Ro-Ro- Ferries

Ferries which are appropriately equipped with good manoeuvring equipment can be handled in Larne without tug assistance, except in very adverse conditions. Whilst the ferry's Master has primary responsibility for ordering sufficient and suitable tugs according to his own evaluation and assessment, it is a requirement that the Harbour Master, particularly in the case of ferries that regularly use the port, be involved in the setting of parameters under which tugs will be more generally engaged. (See below and Section 3 of Appendix C)

In day to day operation, the Master will assess the requirement for tug assistance based on the predicted circumstances at the port and, insofar as reasonably practicable, order any tug required with sufficient notice (minimum of 2 hours). These circumstances include wind strength and direction, tidal state and current flow, traffic density, and the condition of the vessel's main engines, bow thrusters and steering.

Whilst the ferry's Master has primary responsibility for ordering sufficient and suitable tugs according to his own evaluation and assessment, parameters under which tugs will be *generally* employed have been discussed and agreed as follows, always assuming that the vessel has no defects on her propulsion or manoeuvring equipment:

a. A small tug/workboat (bollard pull < 10T) will be engaged to assist by pushing if winds are forecasted to exceed 45-50 knots, particularly if the winds are expected to be Westerly.

b. An intermediate tug (bollard pull 20-25T) will be engaged from Belfast if winds are expected to exceed 50 knots for a sustained period or an accumulation of periods greater than 6 hours over a 24 hour period, particularly if the winds are expected to be from a North West to South West direction.

All masters of vessels berthing or unberthing with major defects of main engine, bow thrusters and steering will carry out an individual and specific risk assessment on the planned manoeuvre. The use of tugs under these circumstances is recommended by the Harbour Authority as a risk control, and should be discussed and agreed with the Harbour Master or his nominated deputy before undertaking such operations.

It is very unusual for tugs at Larne Port to be employed to tow, general practice being to engage tugs purely for a pushing role. PEC holders are not permitted to use a tug to tow, unless authorised to do so by the Harbour Master, who will consider the PEC holders level of experience and familiarity with respect to the operation of tugs and the intended towage operation, before issuing authorisation. In the absence of such HM authorisation, a Pilot(s) should be assigned for this type of towing operation.

1.3.3 Mooring Breakout

High sided ships such as Ro-Ro's, tankers in ballast and cruise ships are exposed to the potential of a mooring failure especially during severe wind conditions, storms and squalls. During periods of bad weather, Masters of these vessel types are expected to:

- monitor weather conditions closely
- put out extra mooring lines, requesting a storm-line if necessary to be run from an adjacent quay to provide better security alongside
- have their engine(s)/thrusters in an appropriate level of readiness
- if deemed necessary, have a tug(s) on stand-by in sufficient time to avoid any such incidents.

Give consideration to leaving port and putting to sea, prior to any storm event

- Suitably equipped ferries using MacKean quay, should also consider using their engines to maintain forward pressure through their 'cowcatchers' on the 'positive fenders.

1.3.4 Towage of Dead Tows and Unusual Objects

The correct use of tugs on such objects requires special consideration presented in an appropriate format including method statements regarding:

- riggers/line handlers being transferred to the tow to recover sea gear, emergency tow lines, attach towline(s) from harbour tug(s) and to prepare for berthing-
- whether the tow is to be transferred from the sea tug to harbour tugs or assisted by harbour tugs and where this should take place: such decisions will depend largely on the suitability of the sea tug to perform such duties as well as berth characteristics, environmental conditions etc. and the availability of suitable harbour tugs.
- weather limitations-
- suitability of destination berth and whether adjacent berths need to be cleared-
- number of suitably experienced pilots required for the sea tug and/or tow-

In port, project or non-routine tows should be risk assessed and planned by an appropriately qualified and experienced Towing Master who will be responsible for the safety of the operation and the passage plan. Whenever deemed appropriate by the Harbour Master, a pre-movement consultation between Harbour Master, towage providers, pilots, mooring crews and any other relevant parties should be held well in advance of the operation. Key decisions should be recorded and the Towing Master will be responsible for:

- conducting an appropriate risk assessment and producing a method statement and passage plan to be submitted to the harbour master for consideration
- providing confirmation that appropriate and sufficient insurance is in place
- the safety and efficacy of the entire operation

The Harbour Master will give written approval for the tow to go ahead once the foregoing has been reviewed and agreed. In exceptional circumstances and for major projects, the use of simulated trials should be considered. Pilot's training should include towage events of non-propelled objects utilising a variety of tug types.

1.4 Compliance of Tug Vessels Operating in Larne

Every Towage Contractor working regularly at Larne, must hold a valid *'Licence to Operate'* issued by Larne Harbour Limited.
There are three main areas that Larne Port will consider when assessing towage operations by a towing contractor Refer to **1.4.1-1.4.3**
Full details on how to achieve compliance will be provided by Larne Port upon application.

1.4.1 Tugs and Equipment

Under the Port Marine Safety Code, Larne Port must ensure, by inspection that all **tugs, workboats** and **passenger vessels** used regularly in the harbour comply with the Merchant Shipping (Small Work Boats) Regulations 1998 and the associated Workboat Code – Updated 2021 and that they are *'fit for purpose*' for any use to which they are put. This will be in addition to MCA inspection / certificates and includes both certified and non-certified craft.

The Harbour Master is responsible for establishing and operating the approval system and to this end
(1) will ensure that the periodic inspections of tugs and workboats are carried out by the responsible organisations (MCA) at least annually,
(2) that any reports that are submitted are sufficiently detailed to allow assessment and approval of the subject craft against the requirements of the Workboat Code – Edition 2, and
(3) before Larne Port issue approval, the craft will be inspected to verify that the report is an accurate representation of the condition of the vessel with respect to the Code.

The approval system and procedures are contained in Section 2: compliance procedure for all small vessels operating at the Port of Larne.

1.4.2 Crew Competence and Training

Larne Port will also ensure that all tugs and workboats used in the harbour are crewed by sufficient appropriately trained and qualified personnel for the tasks they are likely to perform.

For the operation of the Pilot Boat and tugs, it is required that the skipper and crew are trained and certified in accordance with the requirements of 'The Merchant Shipping (Boatmasters' Qualifications, Crew and Hours of Work) Regulations 2015 – MSN1853,. See section 3.2.21 and '4.9 - Appendix I' for the minimum training and certification requirements for any personnel engaged in the provision of mooring and/or marine services at the Port of Larne.

A list of suitably trained and qualified skippers will be provided by the operator on 1st January each year or as and when requested by Larne Port.

Any tug or workboat skipper who is to be regularly employed for relevant work at the Port of Larne must successfully complete and pass examination on 'Advanced Local Knowledge'. Such authorisations are valid for 5 years, subject to the skipper undertaking 12 acts – towage and/or pilot boat - in the previous 'rolling year'. If a skipper has not completed this level of movements in the preceding year, an otherwise authorised skipper must demonstrate sufficient knowledge of the port by successfully undertaking a Local Knowledge Assessment (LKA), prior to his/her next movement.

Tugs, based in nearby ports, but used only occasionally for towage services at Larne will be manned with appropriately trained and qualified crew, either holding an appropriate STCW certificate or some other Certificate of Competency, but may in addition hold a Voluntary Towage Endorsement for General, Ship Assist or Sea Towage as appropriate, so long as it complies with MGN 468 (M). Alternatively, those in possession of a Boatmaster's Licence should ideally also have the "towing and pushing" endorsement, but must at least be able to demonstrate regular experience of harbour towage operations gained over a period not less than 12 months.

1.4.3 Safety Management System

In addition to meeting the requirements of 1.4.1 and 1.4.2, Mooring service providers must be able to demonstrate the following:

- Crew knowledge of and compliance with Safety Management Systems.
- Incident and near-miss reporting, investigation, including follow up, close out and sharing of lessons learned.
- Maintenance procedures and operational defect reporting.
- Critical systems and plant condition monitoring
- The carrying out of and reviewal of appropriate Risk Assessments
- Compliance with Hours of Work regulations.

1.5 Hazman Risk Assessment

InJuly 23, the following marine services related control measures were used in the port's Hazman risk assessment database: Refer to table 1

- *Table 1 Last reviewed 5th July 2023*

Control	Type	Hazards
Local knowledge exam for commercial boat skippers employed by Marine Services Contractors	PA Formal Procedures	1
Marine Services Manual	PA Formal Procedures	11
Particular or contract specific towage and /or workboat operations.	PA Formal Procedures	1
Special Risk Assessment and Method Statement.	Ext Procedures / Hardware	5
Tug and workboats available.	Ext Procedures / Hardware	12
Tug Master's Expertise	Training / Education	1
Use of Tugs	PA Formal Procedures	5

1.6 Towage Procedures for Vessels Requiring Towage

1.6.1 Rendezvous

The rendezvous position and time will be agreed between the pilot or PEC holder and Master,as well as the maximum swell height and ship's speed through the water, if and when making it/them fast. However making tugs fast is not generally expected to occur when wave heights exceed 1.0m or if the ship's speed is in excess of 6 knots to avoid dangerous interaction between ship and tug(s), albeit Masters/pilots should always ensure their vessel retains sufficient speed through the water to maintain sufficient steerage and control. However tugs should be in attendance and if to be employed to undertake towing, should be made fast before the vessel passes No 1 buoy, inward bound. Similarly outbound ships should not release their tug(s) until they have passed the Ferris Buoy.

1.6.2 Ordering of Tugs

Tugs should be ordered, and confirmed in writing wherever practicable, by the Master or Agent only, giving at least 2 hours notice of their requirement. Such instructions may be communicated directly by the ship's agent or through a Marine Officer at Larne Port Control. Masters, pilots and/or agents should bear in mind that operators of large tugs (>10T) however require a minimum of 24 hours' notice to avail tugs from Belfast.

1.6.3 General Tug Information on Bollard Pull and Safe Working Loads

It is very unusual for tugs at Larne Port to be employed to tow, general practice being to engage tugs purely for a pushing role. The following guidance is therefore provided only for those few incidences when it is necessary to make a towline fast.

Bollard pull is the static force exerted by a tug on a fixed towline. The 'bollard pull' value is used as a standard measure of the towing capability of a tug, basically the exerted force is generated by tugs propeller thrust only.

Bollard pull tests are carried out in what can be called a static situation and is an important indication of a tugs capability. However, in all the dynamic situations of day-to-day operations the actual pull exerted by the tug varies considerably from the bollard pull test values and are often much higher than the stated bollard pull.

The negative effect of tug propeller wash impinging on the ship's hull, has largest effect when the tow has a small under keel ship clearance and a short towline is employed.

1.6.4 Forces in the Towline

The exerted pull is passed to the towline. The forces in the towline can vary considerably and can reach high values, mainly caused by the unsteady and continuously varying situation of the tug compared with the assisted ship and the often vertical angle of the towline. When pulling in such an unsteady dynamic situation, peak loads are generated in the towline. These may also be caused by non-smooth tug handling or by waves. In consequence, towline forces can be much higher than the maximum pull that can be exerted by the tug.

It is not without reason that the SWL of a harbour tug's towline is based on a force in the towline of at least twice the bollard pull. This should result in a safety factor of the towline of not less than a factor of about four times the bollard pull. This may vary by tug type, tug size, and/or local situations and conditions, sometimes resulting in the requirement for an even higher safety factor. It is worth noting that as harbour tugs become more powerful, the bollards and fairleads of ships, on occasion, are not strong enough for the forces exerted by them.

The safe working load of the ship's bollards depends on ship size and the mean braking loads of the ship's mooring lines. However, the forces that can be generated in the towline of present tugs are often much higher than their bollard pull and this should be a factor taken into account when determining an accurate and meaningful safe working load of ships' bollards and fairleads.

1.6.5 Bollard Pull

Bollard pull tests are carried out in more or less static situations. The requirements for such tests differ by classification society and so the results can be different even for the same tug. The sustained bollard pull, or continuous bollard pull, measured during bollard pull tests over a certain period of time (such as five or ten minutes) is a tug's 'bollard pull'.

The bollard pull is an important indication of a tug's capability. However, in the dynamic situation of day-to-day operations, the actual pull that can be exerted by the tug can be lower but can often also be much higher, due to the hydrodynamic forces working on the tug's hull. These forces exerted by the tug should not be called 'bollard pull'.

The forces generated by the tug are passed to the towline. Due to the unsteady circumstances the tug operates in, forces in the towline, (peak forces), can become much higher than the bollard pull and the maximum pull that can be generated by the tug during ship assistance. When the tug is working with a steep towline angle, forces in the towline further increase.

When discussing the SWL of the ship's bollards, the tug's bollard pull is not the only factor to be taken into account. Of equal importance are the forces that can be generated in the towline by such a tug during day-to-day operations, as is the case with the safety factor of a tug's towline

1.6.6 Specific contract towage operations

Under section 11.2. of the PMSC-GtGP, the requirement of harbour authorities to "ensure that harbour vessels or craft which are used in the harbour are fit for purpose and that the crew are appropriately trained and qualified for the tasks they are likely to perform", applies even to particular and/or specific jobs or operations that are to be carried out in the port by tugs and/or workboats provided by commercial organisations.

As a consequence, any tug or boat seeking to enter the port and/or depart a berth to undertake commercial works ie. a towage or other work operation, must be approved by the Harbour Master or his nominated deputy to do so, generally in writing.

To achieve approval, contractors/operators will be required to submit:

- Certification for any tug or work boat evidencing compliance with the appropriate standards for their class of boat eg Work Boat Certificate.
- For the Master or skipper of the boat(s), a STCW Tug Mate/Master CoC, MCA Boat Masters or RYA Certificate, preferably with a Towage Endorsement. In the absence of such an endorsement, evidence showing that the master or skipper has sufficient experience to perform the role of tow master for harbour arrival/departure such as his/her CV or ideally his training records.
- A Tow Plan or suitable statement of the work methodology.
- A full Risk Assessment and Method Statement will be required, if directed by the HM.

A pilot consultation may also be required depending on the size and nature of the operation.

Section 2 Workboat, Pilot and Small Passenger Vessel Operational Procedures

2.1 Introduction

Under the Port Marine Safety Code, the Harbour authority has a duty to approve the use of vessels as pilot launches. Any vessel approved as a pilot launch must satisfy the Merchant Shipping (Small Work Boats) Regulations 1998 and the "The Workboat Code – Edition 2"

Similarly, the harbour authority must ensure that the work boats used in the Harbour comply with the Merchant Shipping (Small Work Boats) Regulations 1998 and the "The Workboat Code – Edition 2"and that they are fit for purpose for any use to which they are put.
In conducting inspections of port craft, consistency will be achieved in standards through an established criteria based against appropriate standards set nationally against which inspections will be made. The criteria will include minimum manning and competency standards and could also impose geographical constraint or restrict the use of a vessel commensurate with its size and capabilities. In all inspections a formal record of the outcome will be made and the owners notified of any failings. When the level of inspection is beyond the resources, professional competence of the harbour authority, alternative arrangements for inspection and certification will be organised. It should be noted that the inspection and certification is only confirming the craft is 'Fit for Purpose' not that the craft is 'sea worthy'.

If a vessel has historically been surveyed under the code previous to "The Workboat Code – Edition 2", then they may continue to be surveyed under the previous codes.

The term 'inside the Harbour' is in this manual defined as Area category 5 as per section 3.2 of "The Workboat Code – Edition 2".

2.2 Compliance Procedures for Pilot Boats, Tugs, Small Passenger Vessels, Workboats and Support Boats.

The Harbour Master is responsible for establishing and operating a system to ensure that periodic inspections of any harbour work craft are carried out.

Each craft will be inspected at least annually by the Harbour and audited against the port's workboat criteria and standards.

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

Subject to satisfactory inspection report, the Harbourmaster will advise the operator that the craft has been approved to operate in the Harbour and issued it with a' Fit for Purpose Certificate'. 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 reinstated, and the approval re-issued to show the new operator.

A craft which fails the inspection and is not issued with a 'Fit for Purpose' certificate is not allowed to operate in the Port of Larne.

A working craft that has been licensed to operate by the MCA and/or is certified as 'Fit for Purpose' at another local port will be sufficient evidence of the appropriate operational and safety standard being fulfilled. Copies of the certificates will be provided and retained on file for future reference.

The Harbourmaster will report upon on Pilot Boat, Tugs, Workboats and small passenger vessels operating in the Harbour in his monthly reports to the Duty Holder and will include: -

- Any significant changes to the establishment.
- A general appraisal of the craft currently in service, identifying any significant or recurring problems in respect of their condition, maintenance or operation.

Anticipated changes to the requirements or establishment during the next year.

2.3 Inspection Criteria to Ensure Workboats are "Fit for Purpose"

Certification of boats are subject to requirements of the "The Workboat Code – Edition 2" section 4. All Non-certified boats shall be considered compliant if having proof of a history of five years safe operation.

Any vessel which is to be introduced to operate in the Harbour will require to be inspected, including it's certification. Only in the event that inspection has evidenced that the boat meets the requirements of The Workboat Code – Edition 2, will it be issued with a certificate of Fit for Purpose (see 2.7 below) Proof of satisfactory construction will be required either through an out of water survey or documentary evidence of such an inspection within the previous 12 months.

2.3.1 Water Integrity

Certified boats are subject to requirements of "The Workboat Code – Edition 2" section 5. All Non certified boats shall comply with the following as a minimum:

- All watertight openings are to be inspected regularly to ensure watertight integrity is maintained.
- All Watertight openings are to be Sign posted "Keep closed".
- All ventilators should have a permanently attached means of closure.
- Where a portable arrangement to prevent the back flow of water is fitted to an exhaust system this is to be inspected and proved regularly.
- Sea Inlets and Discharges to be fitted with a sea cock which is readily accessible.

2.3.2 Water Freeing Arrangements

Certified boats are subject to requirements of "The Workboat Code – Edition 2" section 6. All Non-certified boats shall comply with the following as a minimum:

- All freeing ports to be kept clear.
- Any non-return shutter flaps should be free and have sufficient clearance to prevent jamming.

2.3.3 Machinery

Certified boats are subject to requirements of "The Workboat Code – Edition 2" section 7.

- Where boats are not required to be certified evidence of regular servicing is to be provided.
- A maintenance log book is to be kept and made available for inspection as necessary.

2.3.4 Electrical Arrangements

Certified boats are subject to requirements of the "The Workboat Code – Edition 2" section 8. Where Battery systems are in use on non-certified boats there is to be adequate securing arrangements and ventilation.

2.3.5 Steering Gear, Rudder and Propeller Systems

Certified boats are subject to requirements "The Workboat Code – Edition 2" Section 9. All Non-certified boats shall comply with the following as a minimum:

- Be able to demonstrate that the Steering arrangements are adequate for the safe operation of the vessel and that an emergency means of control is available.

2.3.6 Bilge Pumping

Certified boats are subject to requirements of "The Workboat Code – Edition 2" Section 10.

- All non–certificated fully decked vessels are to have at least one bilge pump.
- On Small open or partially decked vessels a Manual bilge pump should be fitted suitable for the suction lift head. In both instances it should be so fitted as to be able operated remote from any flooding.
- However an efficient means of bailing may be acceptable depending on the individual vessel.

2.3.7 Intact and Damage Stability

Certified boats are subject to requirements "The Workboat Code – Edition 2" Section 11.

2.3.8 Freeboard and Freeboard Marking

Certified boats are subject to requirements of the "The Workboat Code – Edition 2" Section 12.

2.3.9 Life Saving Appliances

Certified boats are subject to requirements of "The Workboat Code – Edition 2" Section 13. Where boats are non-certified the following is to be onboard when operating inside the Harbour:

- 1 Buoyant Line
- 100% Lifejackets
- 1 Means to recovery persons
- 1 Training Manual to be available for all LSA (May be held ashore)
- Lifebuoys
- 6 Red Hand Flares

2.3.10 Fire Safety

Certified boats are subject to requirements of the "The Workboat Code – Edition 2" Section 14.

- All machinery spaces to be kept clean and tidy free from oil or other potential hazards.

2.3.11 Fire Appliances

Certified boats are subject to requirements of the "The Workboat Code – Edition 2" Section 15.

Where boats are non-certified the following is to be on board when operating inside the Harbour.

- Fire buckets with lanyards
- Multi-purpose fire extinguishers kite marked to BS EN 3:1996
- 2 Portable Fire extinguisher with minimum fire rating 5A/34B and maintained in accordance with the requirements of MGN 276 (M+F)
- 1 Fixed or portable extinguishing system for discharge into the Machinery Space.

2.3.12 Radio Equipment

Certified boats are subject to requirements of the "The Workboat Code – Edition 2" Section 16. Where boats are non-certified the following is to be onboard when operating inside the Harbour.

- A Fixed VHF Installation (May be replaced by an approved portable VHF with protective sleeve)

2.3.13 Navigation Lights, Shapes and Sound Signals.

Certified boats are subject to requirements of "The Workboat Code – Edition 2" Section 17. To comply with the requirements of the Merchant Shipping (Distress Signals and Prevention of collisions) Regulation 1996, SI 1996 No.75, as amended. Where boats are non-certified they must carry the lights indicated below for their length, when operating inside the Harbour. Refer to table 9

Table 2 Lights & Shapes

Overall Length	Power Driven Vessels when Underway	At Anchor **(3)**	Not Under Command **(6)**	Aground **(**8**)**	Sound Signalling Appliances
Less than 7m	All round white + sidelights (**1,2)**	Required (**4,5)**	Not Required	Not Required	Means to make an efficient sound signal required
7m – 12m	All round white + (**1)** sidelights OR (If lights have to be offset from centreline) combined lantern sidelights plus either all round white or masthead and stern light	Required (**5)**	Not required	Not required	Means to make an efficient sound signal required
12m – 20m	Masthead (Vis 5 NM + sidelights + stern light	Required (**5)**	Required **5,7**	Required (**5,7)**	Whistle required
20m – 24m	Masthead (vis 5NM) + sidelights + stern light	Required	Required	Required	Whistle and bell required approved by UK nominated bodies

1. Range of sidelights is 1 mile
2. Vessels not exceeding 7 knots maximum speed should show sidelights if practicable.
3. By night, all round white light where best seen; by day one black ball (0.6 metres in diameter) in the fore part.
4. Anchor light or day shape is not required when anchored not in or near a narrow channel, fairway or anchorage or where other vessels normally navigate.
5. Size of the daytime shapes and distances apart may be reduced commensurate with size of vessel.
6. By night two all round red lights in a vertical line two metres apart and the lowest not less than four metres above the hull (weather deck) by day two black balls (0.6 metres in diameters) in a vertical line, 1.5 meters apart. Vessels of less than 12meters in length, except those engaged in diving operations, shall not be required to exhibit the lights and shapes prescribed.
7. The distance for the lights may be reduced to one metre apart and two meters above the hull (Weather deck)
8. By night two all round red lights in a vertical line 2 meters apart plus anchor light; by day three black balls (0.6 meters diameter) in a vertical line, 1.5 meters apart. A vessel of less than 12 meters in length, when aground, shall not be required to exhibit the lights or shapes prescribed.

Notes

a. Sidelights, stern light and all round lights have range of 2 miles unless indicated otherwise.
b. Range of all-round white or Not Under Command lights is 2 miles in all cases
c. Lights (and whistles and bells when they are required to be carried) must be suitable for the associated range of light, vessel size and type (together with its modes of operation) on which they are fitted.
d. For vessels engaged in other activities ie, towing, pilotage. Attention should be paid to requirements for lights and shapes arrangements.
e. In the case of open boats, vertical heights should be measured from the gunwale, and in the case of inflatable boats, or boats fitted with a buoyant collar, from the top of the collar or tubes.

2.3.14 Navigational Equipment

Certified boats are subject to requirements of "The Workboat Code – Edition 2" section 18. Where boats are non-certified they must carry the navigational equipment as indicated in the Risk assessments. However any vessel operating at night or in reduced visibility will have a magnetic compass.

2.3.15 Miscellaneous Equipment

- As all vessels operating within the Harbour are either in Category C or Area Category 6 there is no requirement to carry nautical publication.
- All vessels should be provided with a waterproof electric torch
- All vessels should be fitted with an efficient radar reflector (If Required by
- Risk Assessment)
- Consideration should be given to fitting a suitable Class "A" Automatic Identification System (AIS) transceiver, tested in accordance with the guidance in MGN 465
- A portable/Fixed searchlight should be available to each working boat (where
- 1 or more boats are operating in close proximity 1 boat will only be required to be fitted with such a light.)
- A Boat Log Book And Maintenance Record will be kept and include the following as a minimum
- A Record of all drills and training.
- A record of VHF tests.
- A Record of Engine/Machinery/Deck maintenance including Official inspections and periods out of water.
- A record of work periods and jobs undertaken, this should include the names of the boat crew.
- A valid insurance certificate for the boat and it's operation/activities.

2.3.16 Anchors and Cables

Certified boats are subject to requirements of "The Workboat Code – Edition 2" section 20. All other vessels operating inside the Harbour as defined in section 6.

- Should carry an anchor of sufficient mass for the size of the vessel and sufficient cable to counter the strong tides in Larne Harbour

2.3.17 Accommodation

Certified boats are subject to requirements of "The Workboat Code – Edition 2" section 21.

- All other vessel should be able to prove there is adequate lighting supplied to accommodation and working areas to carry out the tasks for which they are approved.

2.3.18 Protection and Personnel

Certified boats are subject to requirements of "The Workboat Code – Edition 2" section 22. All other vessels operating inside the Harbour, should ensure:

- All guard rails and handgrips are to be secure and clean from grease.
- Safety harnesses if fitted are to be of an approved type. Securing points are to be arranged having regard for the working area and need for movement/possible obstruction.
- All working surfaces are to non-slip. Acceptable surfaces include chequered plate; unpainted wood; a non-skid pattern moulded into fibre-reinforced plastic; or an efficient non-slip covering.
- Each boat should be provided with a means for retrieval of persons from the water. (Or were more than one boat is operating in close proximity only 1 boat shall require to carry such equipment) The retrieval system may be of an approved type or a system specifically adapted to the vessel can accomplish the same function. Record of training in this and other safety equipment are to be entered in the Boat Log Book.
- Quick release hooks where fitted are to be of an approved type, tested and in date. They are to be operationally correct at all times.
- All personnel should be provided with appropriate Personal Protective Equipment to undertake safely the tasks required.

2.3.19 Medical Stores

Not Required

2.3.20 Requirements Specific to use of a Vessel

(a) Pilot Boats

All pilot boats are subject to the requirements of "The Workboat code – Edition 2". Therefore they must be certified for operation in accordance with Section 3.2.3. and meet the requirements of Section 25.6. Operational procedures for embarking and disembarking pilots on or off vessels should comply with section 3.9 of the port's Pilotage Manual. . The harbour authority in licensing such vessels, to operate within Port Limits, will carry out periodic inspections, not less frequently than annually, to ensure the requirements of the Workboat Code are being observed.

Inspections will also be carried out on procedures in the event that there is evidence that pilot embarkation/disembarkation procedures are not being carried out in accordance with the port's Pilotage Manual and the "Code of Safe Practice for Embarkation and Disembarkation of Pilots."

A small Workboat engaged as a pilot boat from time to time should comply with the Code as it applies to its duties as a Small Workboat and, in addition, comply with the requirements for a dedicated pilot boat which are marked with * in section 25.6.3. Such a vessel should be in possession of a Workboat Certificate which carries a 'PILOT BOAT ENDORSEMENT' and have adequate provisions for the safe movement of pilots and other persons on deck during transfers.

Man overboard retrieval exercises must also be conducted and recorded by each pilot boat crew at least every 6 months, the records being available for inspection by the Harbour Master or his assigned deputy.

If radar is not fitted or not operated onboard a pilot boat, the boat should be operated only when LPC is staffed by a Marine Officer who has access to the port's radar/AIS image and can give advice to a boat skipper should they require positional or traffic information.

(b) Boats engaged in towing

All workboats engaged in towing operations within Larne Harbour Limits are required to comply with the requirements of Section 25.2 of "The Workboat Code – Edition 2"

(c) Boats Carrying Cargo

All workboats or similar engaged in the carriage of cargo within Larne Harbour Limits are required to comply with the requirements of Section 25.3 of "The Workboat Code – Edition 2"

(d) Vessels fitted with a Deck Crane or other Lifting Device

All such Vessels within Larne Harbour Limits are required to comply with the requirements of Section 25.4 of "The Workboat Code – Edition 2"

(e) Non-Self-Propelled Vessels

All such Vessel within Larne Harbour Limits are required to comply with the requirements of Section 25.5 of "The Workboat Code – Edition 2".

(f) Safety and/or support Boats

Any operator of a small boat (<12m loa), other than a Workboat, required to act as a Safety Boat or provide support for any *commercial* operation or activity within the Port, will be required to demonstrate that, it is appropriately insured, and insofar as reasonably practicable, that it's specification, construction, maintenance and manning meet the appropriate requirements of the 'code of practice – the safety of small vessels in commercial use for sport or pleasure operating from a nominated departure point'. Skippers should consequently hold an appropriate Boatmaster's Licence and/or RYA Powerboat certificate. Any boat, that is to be regularly employed within the port for the aforementioned purposes, should apply for a 'Fit for Purpose Certificate' in accordance with 2.3 above. Such craft will be permitted to operate in the port in daylight hours only, having provided appropriate Risk Assessment and Method Statement for the operations they are planning to undertake.

2.3.21 Manning

The operational manning of Code certified vessels should be in accordance with Section 26 and Appendix 3 of "The Workboat code – Edition 2", except that pilot boat manning requirements should be as stated in 25.6.3 of "The Workboat Code – Edition 2". See below

Subject to marine Guidance Note MGN 50 (M) – Manning of Pilot Boats: A pilot boat should be manned by a minimum of 2 adult persons, namely a coxswain, and a deck hand who can assist the pilot when boarding or landing.

Owners / managing agents of the pilot boat should be satisfied as to the competence and fitness for the duty of these persons; and all pilot crew members should;

1. hold a proficiency in Medical First Aid Certificate issued by an MCA approved training provider or equivalent predecessor (i.e. Department for Transport First Aid Certificate); or:
2. hold a first aid certificate for appropriate first aid or emergency first aid training in accordance with regulation 3(2) of the Health and Safety (First aid) Regulations 1981 (SI 1981 No 917) and the Health and Safety Executive publication "First Aid at Work – Approved code of Practice" 2013 edition 149

The Harbour Master or his assigned deputy will verify that pilot boat crew are trained and certified in accordance with these requirements as part of the approval process for any pilot boat and during any subsequent annual inspections. See '4.9 - Appendix I' for the minimum training and certification requirements for any personnel engaged in the provision of mooring and/or marine services at the Port of Larne.

The operation of all other vessels operating inside the Harbour are subject to Risk assessment. On the basis of these assessments their Certificate of Fit for Purpose will be endorsed with the minimum manning and qualification requirements.

2.4 Inspection Criteria and Operation of Small Passenger Vessels within the Categorised waters of Larne Lough

The Merchant Shipping (Domestic Passenger ships) (Safety Management Code) Regulations came into force on 01 November 2001. At the first survey after this date the operator of Domestic Passenger Vessels must be in possession of:-

- A Domestic Ship Safety Management Certificate for each vessel and
- any vessel carrying more than 12 passengers must be certificated by the MCA.

A ferry operation within the Port of Larne has been categorised as a Category C area as defined in MSN 1827 (,Amendment 1 2017) as copied here below.

Category C: Tidal rivers and estuaries and large, deep lakes and lochs where the significant wave height could not be expected to exceed 1.2 metres at any time.

Subject to the requirements of the MCA, for the issue of a Passenger Certificate for Type V or VI passenger craft. The Harbourmaster or authorised deputy will require to be informed if notification is made to the MCA that any vessel operating as a passenger craft within the port ceases to meet these requirements.

2.4.1 Construction, Structural Strength, Watertight Integrity, Intact and Damage Stability, Freeboard and Freeboard Markings

The harbourmaster or authorised deputy will make periodic inspections to ensure continued suitability for service paying particular attention to those items listed below:

- Water Freeing Arrangements

1. All freeing ports to be inspected.
2. Any non-return shutter flaps should be free and have sufficient clearance to prevent jamming.

- Machinery.

1. Evidence to be provided of regular servicing and operation to be proved during inspection

2. A maintenance log book is to be kept and made available for inspection as necessary.

- Electrical Arrangements. Where Battery systems are in use on non-certified boats there is to be adequate securing arrangements and ventilation
- Steering Gear, Rudder and Propeller Systems. Be able to demonstrate that the Steering arrangements are adequate for the safe operation of the vessel and that an emergency means of control is available.
- Bilge pumping. All fitted bilge pumping arrangements are to be proven operational as required at inspections. Refer to table 10

*Table 3 At sea, or in Category A, B, **C** and D*

Area of Operation	**<10 mile Voyage <1mile from Land**	**< 5 mile Voyage <3 mile from land**	**To Isolated Communitles <6 mile Voyage <3 mile from Land**
No of Passengers for which ship is certified			
	< 100	< 250	N/A
Type of Ship	Open	Other than Open	N/A
Power bilge pump may be engine driven	1	√	
Independent powered pump.	√	1	N/A
Hand pumps serving all compartments. Each hand pump serving not more than 2 adjacent compartments.	√	√	N/A
2 bailers or 1 bucket and 1 bailer	√		N/A

2.4.2 Life Saving Appliances

Each Vessel must meet the requirement as laid out in SI 1999 Life Saving Appliances (Passenger Ships) For ships of Class V Or Class VI here copied below are the regulations applicable to craft operating in Category C waters Ships of Class V

Regulation 7.

Applies to ships of Class V, and

(a) only paragraphs (2) and (3) apply to ships which operate within Category A waters only and which comply with the standard of survivability specified in Table 10 (5) or Table 12 (7) (heel test);

(b) Only paragraphs (4) and (5) apply to ships which operate within Category A and B waters; and

(c) Only paragraphs (8) to (11) apply to ships which operate within Category A, B and C waters.

Regulation 8.

(a) Every ship shall carry the appliances specified in column (4) of the capacity specified in column 5 in relation to a ship specified in columns (1) to (3) of the following table 11 –

- The buoyant apparatus shown in columns (4) and (5) may be substituted by lifebuoys up to a maximum of 60 per cent of the vessel's buoyant apparatus requirement with each such lifebuoy being suitable to support two persons. Lifeboats, where fitted, shall be served by their own launching appliances and be capable of launching and recovery.

(b) Where life-rafts are provided they shall, as far as practicable, be equally distributed on each side of the ship.

Regulation 9.

Suitable arrangements shall be provided on board for the recovery of persons from the water.

Regulation 10.

Every ship shall carry-

(a) at least 2 waterproofed two-way radiotelephone apparatus except where buoyant apparatus only is fitted, when these shall not be required(b) at least the number of lifebuoys determined in accordance Refer to table 11

Table 4 The number of lifebuoys to be carried

Number of Passengers the Ship is Certified to Carry	Number of Lifebuoys
Not more than 250	4
More than 250	8

At least one lifebuoy on each side of the ship shall be fitted with a buoyant lifeline and not less than 50 per cent of the total number of lifebuoys shall be provided with self-igniting lights. In the case of a ship carrying more than 250 passengers not less than two of the lifebuoys provided with such lights shall also be provided with self-activating smoke signals and be capable of quick release from the navigating bridge: except that self-igniting lights need not be provided on ships which only operate between sunrise and sunset.

(b) For each person on board one of the following-

1. A lifejacket suitable for a person weighing 32 kilogrammes or more;
2. A lifejacket suitable for a person weighing less than 32 kilogrammes for each such person on board;
3. A buoyancy aid suitable for a person weighing 32 kilogrammes or more, and a buoyancy aid suitable for a person weighing less than 32 kilogrammes;
4. A lifejacket complying with British Standard Specification EN 394 and 396:1994 provided such lifejackets do not depend wholly upon oral inflation. Lifejackets of the partially inherently buoyant type for persons weighing 32 kilogrammes or more shall have buoyancy in the uninflated state of not less than 89 Newtons; or
5. An inflatable Civil Aviation Authority lifejacket which complies with Part 5 of Schedule

Regulation 11.

Every ship shall be provided with-

(a) A general emergency alarm system, or a public address system which can be used for broadcasting a general emergency alarm and which complies with the requirements of Merchant Shipping Notice No. 1676(M) as amended by Merchant Shipping Notice No. 1757(M);. (Only vessels of over 15m need this)

(b) Posters or signs in accordance with the requirements of regulation 12;

(c) A training manual; and

(d) Instructions for on-board maintenance of life-saving appliances or a shipboard planned maintenance programme which includes the maintenance of life-saving appliances.

2.4.3 Operating Instructions for Launching Lifeboats and Life-Rafts

Except for ships of Class V operating in Category A waters, posters and signs shall be provided on or in the vicinity of lifeboats, life-rafts or their launching arrangements to illustrate the purpose of the controls and the procedures for launching and bowsing-in the lifeboats and life-rafts.

Ships of Class VI: This regulation applies to ships of Class VI, and I only paragraph (2) applies to ships of Class VI as defined in regulation 3 with the substitution for “15 miles” and “3 miles” of “10 miles” and “1 mile” respectively; and only paragraph (3) applies to other ships of Class VI;

Every ship shall carry the appliances specified in column (4) of the capacity specified in column 5 in relation to a ship specified in columns (1) to (3) Refer to table 12

Table 5 Number of appliances to carry

(1)	(2)	(3)	(4)	(5)
Type of Ship	Number of passengers ships is certified to carry	Standard of survivability ship complies with	Life -Saving Appliances (LSA)	Minimum aggregate percentage of LSA for the total number of persons the ship is certified to carry
Class iii Existing passenger ship	Not more than 100	Table 2 (26) (one-compartment ship) or Table 2 (27) (Buoyancy Test)	Buoyant apparatus	100
Class iv Existing passenger ship	Not more than 100	Table 2. (27) (Heel Test)	Life-Rafts or open reversible life-rafts	50

Every ship to which this paragraph applies shall carry the lifesaving appliances specified in column (4) of the capacity specified in column (5) in relation to a ship specified in columns (1) to (3) refer to table 13

Table 6 Number of appliances to carry

(1)	(2)	(3)	(4)	(5)
Type of Ship	Number of passengers ships is certified to carry	Standard of survivability ship complies with	Life -Saving Appliances (LSA)	Minimum aggregate percentage of LSA for the total number of persons the ship is certified to carry

Class ii Existing passenger ship	Not more than 250	Table 2 (29) (one-compartment standard	Life-Rafts or open reversible life-rafts	60
		OR Table 2. (29) (Buoyancy Test)	AND Buoyant apparatus	40

Where life-rafts are provided this shall, as far as practicable, be equally distributed on each side of the ship.

Suitable arrangements shall be provided on board for the recovery of persons from the water.

Every ship shall carry-

- At least 2 waterproofed two-way radiotelephone apparatus except where only buoyant apparatus is fitted when these shall not be required;
- At least 4 lifebuoys, with at least one on each side of the ship fitted with a buoyant lifeline and the remainder provided with a self-activating smoke signal and capable of quick release from the navigation bridge;
- For each person on board one of the following-

1. A lifejacket suitable for a person weighing 32 kilogrammes or more.
2. A lifejacket suitable for a person weighing less than 32 kilogrammes for each such person.
3. A buoyancy aid suitable for a person weighing 32 kilogrammes or more and a buoyancy aid suitable for a person weighing less than 32 kilogrammes.
4. A lifejacket complying with British Standard Specification BS EN 394 and 396:1994: provided such lifejackets do not depend wholly upon oral inflation. Lifejackets of the partially inherently buoyant type for persons weighing 32 kilogrammes or more shall have buoyancy in the un-inflated state of not less than 89 Newtons; or
5. an inflatable Civil Aviation Authority lifejacket which complies with Part 5 of Schedule 9; and

- Not less than 12 rocket parachute flares.

Every ship shall be provided with-

- A general emergency alarm system, or a public address system which can be used for broadcasting a general emergency alarm and which complies with the requirements of Merchant Shipping Notice No. 1676(M) as amended by Merchant Shipping Notice No. 1757(M);. (Only vessels of over 15m need this)
- Posters or signs in accordance with the requirements of regulation 12
- A training manual, and:
- Instructions for on-board maintenance of life-saving appliances or a shipboard planned maintenance programme which includes maintenance of life-saving appliances.

2.4.4 Fire Safety

All machinery spaces to be kept clean and tidy free from oil or other potential hazards.

2.4.5 Fire Appliances

Details reproduced from SI 1001 1998 Fire Prevention and Fire Appliances (Passenger Ships) Part II.

Passenger Ships

a) Ships of Class ii (a) of less than 21.34 metres in length

- Fire pumps, fire main, water service pipes, hydrants, hoses and nozzles

Every ship of Class II (A) of less than 21.34 metres in length shall be provided in a position outside the machinery spaces with either a power or hand operated pump with a permanent sea connection and a hose with a 10 millimetres diameter nozzle capable of producing a jet of water having a throw of not less than 6 metres which can be directed on to any part of the ship.

- Portable fire extinguishers

Every ship of Class II (A) of less than 21.34 metres in length shall be provided with at least one portable fire extinguisher in each of the passenger spaces above the bulkhead deck, and with at least two such extinguishers in each of the crew space sand in each of the passenger spaces below that deck. At least one portable fire extinguisher shall be available for use in any galley.

- Machinery spaces of Category A and spaces containing oil fuel settling tanks

(1) In every ship of Class II (A) of less than 21.34 metres in length there shall be provided in any space containing any oil-fired boiler, oil fuel settling tank or oil fuel unit, one or more foam fire extinguishers each of at least 45 litres capacity or carbon dioxide extinguishers each of at least 16 kilogrammes capacity. The extinguisher, or extinguishers, shall be sited so as to be readily accessible in the event of a fire and they shall be sufficient in number to enable foam or carbon dioxide to be directed on to any part of the boiler room or space containing any part of the oil fuel installation. In addition there shall be provided –

a. in each firing space and in each space which contains any part of any oil fuel installation at least two portable fire extinguishers suitable for extinguishing oil fires; and

b. in each firing space a receptacle containing at least 0.3 cubic metre of sand or other dry material suitable for extinguishing oil fires together with a scoop for its distribution, or alternatively, an additional portable fire extinguisher for extinguishing oil fires.

(2) In every ship of Class II(A) of 15.24 metres in length or over but of less than 21.34 metres in length there shall be provided in each space containing internal combustion type propulsion machinery at least five portable fire extinguishers suitable for extinguishing oil fires, and every ship of Class II(A) of less than 15.24 metres in length shall be provided with at least three such portable fire extinguishers in such space; provided that where internal combustion machinery is situated in a space to which paragraph (1) applies, only two such portable fire extinguishers need be provided in addition to the extinguishers required by that paragraph.

(a) Ships of Class v

Fully-decked ships

(1) Regulations 6, 7 and 8 shall apply to fully decked ships of Class V of 21.34 metres in length or over as they apply to ships of Class III of 21.34 metres in length or over.

(2) Regulations 3, 4 and 5 shall apply to fully-decked ships of Class V of less than 21.34 metres in length as they apply to ships of Class II (A) of less than 21.34 metres in length.

Ships not fully-decked

(1) Every ship of Class V which is not fully-decked shall be provided with –

(a) a receptacle containing an adequate quantity of sand or other dry material suitable for extinguishing oil fires;

(b) a scoop for distributing the contents of the receptacle;

(c) the number of portable foam fire extinguishers shown in the following table –

Table 7 Number of foam extinguishers

Length of Ship	Number of Foam Extinguishers
Not over 9.14 metres	2
Over 9.14 metres but under 15.24 metres	3
Over 15.24 metres	5

(d) in the case of any ship of 12.20 metres in length or over, two fire buckets, and, in the case of any ship of less than 12.20 metres in length, one fire bucket, unless the equipment required by paragraph (2) is provided.

(2) Every ship of Class V which is not fully-decked but is decked in way of the machinery spaces shall be provided in a position outside such spaces with a hand pump, a hose with a 10 millimetre diameter nozzle capable of producing a jet of water having a throw of not less than 6 metres which can be directed onto any part of the ship.

(a) Ships of Classes VI and VI
Fully decked ships

(1) Regulations 6, 7 and 8 shall apply to fully decked ships of Classes VI and VI (A) of 21.34 metres in length or over as they apply to ships of Class III of 21.34 metres in length or over. Not Applicable

(2) Regulations 3, 4 and 5 shall apply to fully-decked ships of Classes VI and VI (A) of less than 21.34 metres in length as they apply to ships of Class II (A) of less than 21.34 metres in length.

Ships not fully-decked

Regulation 14 shall apply to ships of Classes VI and VI (A) which are not fully-decked as it applies to ships of Class V which are not fully-decked.

2.4.6 Radio Equipment

In Addition to a Fixed VHF vessels must carry the portable equipment identified under Lifesaving appliances.

2.4.7 Navigation Lights, Shapes and Sound Signals

To comply with the requirements of the Merchant Shipping (Distress Signals and Prevention of collisions) Regulation 1996, SI 1996 No.75 Refer to table 15

- *Table 8 Lights and sound signals*

Length Overall	Underway	Anchored	Aground	Sound Appliances
<7meters	All round white lights and sidelights	Required	Not required	Means to make an efficient sound signal required

2.4.8 Navigational Equipment

On United Kingdom ships having Passenger Certificates of Class IV, VI or VI (A) the magnetic compass installation shall comprise of one efficient magnetic compass at the steering position

2.4.9 Miscellaneous Equipment

- As all V/L's operating within the Harbour are either in Category C or 6 there is no requirement to carry Nautical publications.
- All vessels should be provided with a waterproof electric torch
- All vessels should be fitted with an efficient radar reflector (If Required by Risk Assessment)
- A portable/Fixed searchlight should be available
- A Boat Log Book and Maintenance Record will be kept and include the following as a minimum.

I A Record of all drills and training.

II A record of VHF tests.

III A Record of Engine/Machinery/Deck maintenance including Official inspections and periods out of water.

IV A record of work periods and jobs undertaken this should include the names of the boat crew and hours of work.

2.4.10 Anchors and Cables

All Passenger vessels operating inside the Category C area of the Harbour as defined in at the start of this section. Shall carry an anchor of sufficient mass for the size of the vessel and sufficient cable for the area of operation should be provided.

2.4.11 Accommodation

All other vessel should be able to prove there is adequate lighting supplied to accommodation and working areas to carry out the tasks for which they are approved.

2.4.12 Protection of Personnel

All Passenger vessels operating inside the Category C area of the Harbour as defined at the start of this section shall comply with:

- All guard rails and handgrips are to be secure and clean from grease.
- All working surfaces are to non-slip. Acceptable surfaces include chequered plate; unpainted wood; a non-skid pattern moulded into fibre-reinforced plastic; or an efficient non-slip covering.
- Each boat should be provided with a means for retrieval of persons from the water. The retrieval system may be of an approved type, or a system specifically adapted to the vessel can accomplish the same function. Record of training in this and other safety equipment are to be entered in the Boat Logbook.
- All personnel should be provided with appropriate Personal Protective Equipment to undertake safely the tasks required.

2.4.13 Medical Stores

Nor required to be carried.

2.4.14 Manning

All Passenger vessels operating inside the Category C area of the Harbour as defined at the start of this section, are subject to Risk assessment. On the basis of these assessments (Refer to Section 3.7 their Certificate of Fit for Purpose will be endorsed with the minimum manning requirements and this shall agree with the minimum Number stated on the Vessels Passenger Certificate. In the case of any passenger ship there shall be a second person to assist the skipper in the event of an emergency. As per the contents of Section 21 of MSN 1823 the Skipper of any passenger V/L operating in category C waters must hold a Botmaster's License with the appropriate passenger endorsement.

See '4.9 - Appendix I' for the minimum training and certification requirements for any personnel engaged in the provision of mooring and/or marine services at the Port of Larne.

2.5 Inspection Checklists and Working Documents

The compliance procedure is confirmed by a process of inspecting workboats, maintaining a list of approved / certificated personnel, and issuing Certificates of Fit for Purpose. These working documents are retained in a separate dedicated folder on Sharepoint (Sn 5.1). The information with this folder(s) includes:

- List of approved small boat operators in Larne Harbour.
- List of approved boats for operation in Larne Harbour and Certification.
- List of approved/certificated personnel and details of certificates and training.
- Inspection check lists for boats with MCA certificate.
- Inspection check lists for boats without MCA certificate.
- Inspection check lists for Class V or Class VI passenger vessels operating in the
- Categorised waters of Larne Lough.
- Copies of Risk Assessments for the operation of small boats and particular duties and manning requirements.

2.6 Geographical Limit

The Geographical Limit within which the Approval of Workboats Classed as "Fit for Purpose" Certificates are Valid is:
Northerly limit – a line from north point of Ferris Point due west to the Larne shore.
Southerly limit – a line from Curran Point due East to the Shore of Island Magee.

2.7 Certificate of Approval as Being Fit for Purpose

Certificate of Approval as being Fit for Purpose

Issued by the Larne Port Harbour Master or his authorised Deputy

Name of Vessel		Official Number	
Port of Registry		Date of Build	
Length Overall		Hull ID No.	
Minimum Qualification for the Skipper			
Minimum Safe Manning			
Maximum No. of Persons to be Carried (incl. Crew)			
Engine Make:		WB Cert Expiry Date:	

Name and Address of Owner / Operator	

This is to certify that the above-named vessel has been inspected and approved **'Fit for Purpose'** by a responsible person from Larne Port acting on the authority of the Harbourmaster.
It has been approved for operation on the basis of the criteria laid down in the Larne Marine Services Manual relating to small workboats.

This certificate will remain Valid until:

Subject to the vessel and its equipment continuing to meet the aforesaid criteria and subject to regular annual inspections by LHL and MCA it is approved to work as:-

This certificate only approves the named vessel to operate within the protected waters of Larne Port as follows: within

The Statutory Harbour Limits of Larne Harbour

Issued at	Larne	Signed	
Last inspection date			
		Name	

2.8 Protection of the Marine Environment

A vessel complying with the Code should meet international, national, regional and local requirements for the prevention of marine pollution which are applicable to the area in which the vessel is operating. Responsibility for the vessel to be properly equipped and maintained to meet the requirements prevailing, rests with the owner/managing agent. It is also the responsibility of the owner/managing agent to ensure that the skipper receives up-to-date and adequate information on prevention of pollution in the area in which the vessel is to operate.

2.8.1 Requirements for Preventing Pollution of the Sea

(b) Sewage: When the direct overboard discharge of sewage is prohibited by administrations/authorities in an area of operation, the provision of “holding tanks” of sufficient capacity to store waste for discharge to shore facilities may be needed for a vessel to comply.

(c) Garbage: The disposal of garbage into the sea is governed by the MARPOL convention 73/78, as amended. Vessels operating in the port are however prohibited from discharging their garbage into the sea, and should land them in shore facilities

(d) Oil: Discharge of oil in the port is prohibited under MARPOL convention 73/78, as amended.

2.9 Reporting on Marine Services Workboats and other craft operating in Larne Port

The Harbourmaster will report within his Monthly Report regarding Marine Services, including any points of concern or note with respect to Pilot craft, tugs, workboats and any small passenger vessels operating in the Harbour.

Section 3 Mooring Operations

3.1 Introduction

The management of Health & Safety at Work Regulations 1999 requires that persons having control of premises shall, so far as is reasonably practicable, ensure that the premises and all means of access and egress available for use by persons who use these premises, are safe and without risks to health. Duty holders must carry out risk assessments.

The Act equally requires that employers should do all that is reasonably practicable to ensure health, safety, and welfare at work of all their employees and this requirement includes the duty to provide and promote safe systems of work. This section of the Marine Services Manual is therefore issued by Larne Port for the guidance of all persons engaged in **mooring and/or unmooring operations** whether employees of Larne Port, P&O Ferries or a local mooring provider. It is equally the duty, under the Management of Health & Safety at Work Regulations 1999, of every individual whether he be an employee or visitor, to exercise personal responsibility and to do everything he can to prevent injury to himself and others. Offences against the Management of Health & Safety at Work Regulations 1999 can result in prosecution.

Mooring gangs are likely to be employees or contractors employed by the ship's operator or shipping agent. As with other contractors, to be approved to carry out marine services at Larne, they will be assessed on their health and safety, as well as cost and quality. Mooring service providers that operate at Larne Harbour must therefore complete a risk assessment to assess the risk and take steps to ensure the safety of their mooring gang for example by provision of PPE, proper lighting and a surface free from slipping and tripping hazards. They should also ensure that their employees are adequately trained, certificated, and have adequate information as to how they should perform their work safely (Refer to section 3.2.5). All mooring operations and training of personnel involved in the provision of mooring services should be carried out in accordance with 'SIP005 – Guidance on Mooring – Nov 2020', which has been produced by the 'Port's Skills and Safety', which is supported by the Health and Safety Executive, and is available at SIP 005 – Guidance on Mooring Operations | Port Skills and Safety

Deviation will only be allowed from this Code of Safe Working Practices in an emergency upon the express authority of the Harbour Master or an LHL Marine Officer.

3.2 General Safety Rules for Linesmen

3.2.1 Driving within the Port

1) Any person who is disqualified from driving on the public roads is also prohibited from driving within the port area.

2) Mooring contractors are not allowed to drive personal vehicles including bicycles within the port area, other than those specifically authorised to park at their place of work

3) Parking regulations, as indicated by notices or road markings must be strictly observed. Linesmen may only park their own vehicles in car parks provided and do so without redress or liability to Larne Port.

3.2.2 Reporting of Defects

1) Due attention should be paid to the lifebuoys and lines positioned around the quays and any defects or missing items must be reported by the mooring gang charge hand to Larne Port Control.

2) Similarly damages and defects in quay ladders, fenders, piling etc. must be reported to Larne Port Control for notification to the Harbour Master.

3) No obstructions must be placed adjacent to quayside bollards which may prevent safe access for mooring parties. Any such obstructions must be reported to Larne Port Control for notification to the Harbour Master.

3.2.3 Emergency Situations

1) It is important that all the mooring gang are accounted for at all times. Anyone missing, whether during the day or night, must be reported to Larne Port Control and a search commenced. Remember that a person falling into the water from the quayside may be knocked unconscious and will therefore make little sound.
Refer – Appendix G 'Man in Water' Procedures

2) Do not take anything for granted check and make sure that you and you team are safe

3) If anyone is missing or in the event of fire or accident, use the portable VHF radio on Ch. 11 to advise Larne Port Control or emergency telephone call immediately – **028 2887 2222.** Stay on the scene until given permission to leave. Some indication of the type of injury/occurrence is also helpful to allow some preparation by the members of the response team.

4) In the event of a major injury or dangerous occurrence Larne Port Control will notify the Emergency Services and others as per the Port of Larne Emergency Procedures. In the event of a minor injury ensure that Larne Port Control is advised so it is recorded in the Accident Book.

5) Persons should not approach any hazardous cargo or suspected hazardous cargo that is leaking or suspected to be in a dangerous condition. Such cargo must be referred to Larne Port Control preferably with the correct location, vehicle number, and, if available, the UN number of the substance.

6) The following immediate steps must be taken by the person in charge of the area:

   a) Evacuate persons from the area

   b) Ensure No Smoking

   c) All engines should be stopped

   d) Extinguish any naked lights

   e) All Port of Larne's lifesaving and firefighting equipment will be kept in good order by port personnel. Any defect noted should be reported by the charge hand to Larne Port Control. Similarly any fire extinguisher discharged, for any reason, should be reported to the Larne Port Control who will arrange for refill.

3.2.4 Alcohol and Drugs

The consumption of alcohol and drugs, whilst on duty, is forbidden. Any person reporting for duty having consumed alcohol, and who, in the opinion of port management or any responsible person is considered to be a possible danger to themselves or other persons whilst at work, will not be allowed to commence or continue duty.
Persons under medication which may affect their judgement are required to inform management of the circumstances before starting work.

3.2.5 Safe Manning for mooring operations

Mooring gangs need adequate training in understanding the task in a step-by- step way so that they are able to identify the hazards and necessary precautions and all the terminology likely to be used by the vessel's crew whose communication and co-operation will be essential. Full mooring training must be provided by the linesman's employer, in accordance with SIP005 – Mooring Guidance – Nov 20'. They should also be familiarized with the port, it's berths, layout, safety rules and requirements, evidenced by the completion of a 'Health & Safety Induction' and 'Basic Local Knowledge Certificate', issued by Larne Port. See '4.9 - Appendix I' for the minimum training and certification requirements for any personnel engaged in the provision of mooring and/or marine services at the Port of Larne.

A small mooring winch or windlass can assist the handling of mooring ropes. Only linesmen who have been properly trained on the operation of any winch installed on any of the port's berths are permitted to operate it..

Refer to Appendix F: Winch Operation Procedures.

Continental Quay, storm mooring; an additional breast line can be taken by ships at this berth in periods of inclement weather. The operational procedure for the deployment of this mooring is attached.
Refer to Appendix H Storm mooring deployment. **Disused – July 2020**

Personnel engaged in mooring/unmooring of large vessels must never carry out such work on their own. For mooring/unmooring of large ferries, a mooring crew will consist of a **minimum of 4 persons**, at least 2 personnel at each end of the vessel, one of each pair carrying a VHF radio. For smaller vessels (max of 100m LOA), such as coasters and bunker barges, **a minimum of 2 persons**, is acceptable, so long as they are both in close communication and sight of each other and both carrying portable VHF radios.

Temporary storm junk-lines, rigged from one quay to another, should always be handled by a minimum of 4 persons *after* an arriving ship has otherwise tied up or *before* all other lines when unmooring a departing vessel.

3.2.6 Safe Practices of Mooring Operations

All mooring gang personnel will, whenever they are within quayside operational areas, wear high visibility clothing, safety footwear, safety helmets and rubber gloves, plus any other PPE gear which may from time to time be required by Larne Port management or their employer.

All personnel must wear approved lifejackets at all times when working within 1m of the edge of an open quay, or on workboats and floating plant.

In the interests of safety and efficiency each mooring gang should be contactable by VHF radio on Ch. 11, when proceeding anywhere within the port.

General cargo vessels should not be berthed with their bow/stern any closer to a linkspan than 5m.

In icy conditions, use grit from the bins provided to grit working areas before work.

All personnel must be accounted for following the completion of mooring operations.

Each linesman should be beware of heaving lines thrown from a ship's deck. Occasionally heaving lines will have "Monkey's fists" attached. These are rope knots stuffed with cotton waste and occasionally with large metal nuts. A blow on an unprotected head can kill or seriously maim. Even small sand filled canvas bags sometimes used with heaving lines can be dangerous. *The use of metal nuts or other similar 'weights' is strictly prohibited*. Any vessel found to use such heaving lines should be reported to Larne Port Control who will advise the Maritime and Coastguard Agency accordingly.

A SAFETY HELMET MUST BE WORN AT ALL TIMES

When a linesman accepts a heaving line or rope, they are never to stand on the edge of the quay. They should stand at least one metre back from the quay edge

When heaving a mooring rope ashore, a linesman will haul sufficient rope straight onto the quay and then with one or more persons holding the weight between ship and quay, walk the slack rope along the quay to the bollard.

Linesmen should **NEVER** hold any rope by the crown of the eye. When placing the eye on a bollard or hook, always hold the rope by the side of the eye or the standing part and throw the eye over the bollard or hook. Never let a hand or fingers get between the rope and the bollard.

When the eye of the rope has been placed on the bollard, a linesman will instruct the person or persons holding the weight to "let go". The slack of the rope will not be thrown over the quay edge until the others are clear.

When a linesman is accepting a rope, either natural or synthetic, they must check the condition of the rope. If it is badly chafed or cut, the ship's Deck Officer should be notified and another rope requested.

A linesman must **NEVER** stand, or allow others to stand, between a mooring rope and the quay edge.

A linesman must **NEVER** stand in or allow others to stand in a loop or "bight" of any rope.

Once a rope has been placed on a bollard, the linesman will move well away from the bollard whether strain has been taken on the rope by the ship or not.When considering what distance to move away one must think in terms of 20 or even 30 feet if possible. A nylon rope parting under tension will fly back 20 to 25 feet; a sisal rope will probably not fly back at all but a steel wire rope will fly and curl unpredictably, depending on the angle of the rope and how it parted. Every bollard, in regular use is marked with yellow lines identifying the 'snap back zone'. Sudden tension applied to a rope either by ship's winch or movement of the ship surging or listing can cause the rope to snake without parting. Anyone in the near vicinity, i.e. putting another rope on the same bollard, can be dealt a severe blow.

Wire ropes may snag anywhere along the rope but, in particular, bad spots occur at the eye and at the splice. These snags can inflict very painful injuries, even through leather gloves.

Mooring personnel who encounter lines or ropes that appear worn, damaged or showing signs of excess wear and tear ie breaking of strands, particularly on ferries that regularly use the port, should bring the issues to the attention of a ship's officer and Larne Port Control.

Never let a wire rope slip through a hand and never slide a hand along the rope.

DO NOT WEAR RINGS.

Serious hand injuries have been caused by rings being caught in snags. Any badly stranded or rusted rope should be refused. Notify the ship's Deck Officer.

When accepting a mooring rope, the linesmen should be aware, particularly with large ropes, of any sudden release on board the ship. Ropes should be paid out steadily, but a sudden surge of weight could pull a person over the edge of the quay into the sea.

Linesman should ensure that when hauling ropes ashore they do not walk into danger.

BE AWARE OF WHAT IS BEHIND YOU AT ALL TIMES.

Particular care is required when working on the dolphins.

When required to "dip" ropes on bollards linesmen should always make sure that there is plenty of slack and that the weight between ship and quay is held by another person; they should also remain vigilant if the standing line on the bollard is under tension.

When mooring is in progress and additional ropes such as springs and breast ropes are being set up always listen and watch for any of the other ropes showing signs of overstrain. This can easily happen when the ship is heaving alongside or making adjustments fore and/or aft.

Different types of ropes give different alarm signals when they are approaching breaking strain.
- Natural fibre ropes, such as Sisal or manila will creak and squeak.
- Man-made fibres will crack.
- Wire rope will "sing" or creak.
- Nylon may make no noise at all, except for a very loud crack when it parts.

LINESMEN BEWARE OF SUCH NOISES AND KEEP AWAY.

Linesmen should ensure that all ropes are snug on bollards, hooks or rings. That they will not chafe or foul on sharp edges, fenders or equipment on the quayside.

On completion of mooring linesmen should ensure that heaving lines, messengers etc are returned to the ship and that all is secure.

When coiling or laying down "junks" on the quays or dolphins linesmen should ensure they are coiled and/or rigged in such a manner that they do not present a tripping hazard.

On completion of mooring, all mooring gang members to 'stand by' and assist the landing of ships gangway or taking of the shore gangway.

3.3 Unmooring Operation

Linesmen are to stand clear of bollards when waiting. Do not sit on the bollard or the quay edge. Be alert to ship's crew and your colleagues at all times. Every bollard, in regular use, is marked with a 'snap back zone'. No-one should enter this area until the mooring is slackened off and the deck officer indicates to let go.

Linesmen should go to the bollard only when the rope to be released is slack; release the rope only when a ship's officer orders you to do so by a clear signal (Refer to 4.5), and then stand well clear.

DO NOT STAND NEAR THE BOLLARD OR RING

Repeat the procedure for every rope.

When a ship is "singled up" and making ready to haul off, extra strain may be put on the ropes when "springing off".

If tugs are used to pull the ship off, then greater strain may be placed on ropes even if the tug is only taking sufficient strain to hold itself in position.

Invariably when a ship is "springing off" the ship will be using its engine(s) and propeller(s) to obtain extra leverage; this means extra strain on ropes.

Wind off the quay will increase the loading on mooring ropes, particularly on a large ship with deck cargo or a high sided ferry. This "windage" may cause extra weight on ropes.

When releasing any rope from a bollard, the rope should be grasped by the side of the eye. Never slide a hand along the rope and never let a hand or fingers get between the rope and the bollard.

When releasing a dipped rope always pull sufficient slack through the eye or eyes of the other rope or ropes and then turn the dipped rope eye over the bollard. If it is jammed by one of the other ropes, pull the clear part right over the top of the bollard so that it can be pulled free; then signal to the crew to haul it free.

If gangways, ladders, etc from ship to quay are not hauled clear when the ship is about to leave, warn the Deck Officer.

On all quays secure the gangways before leaving the area. In high winds they can move around and cause damage to quay railings, fences etc.

3.4 Signals and Warning Signals

There are a number of signals which are almost universal relating to ship mooring.

Table 9 Signals and warning signals

An Outstretched arm with the hand flat being waved downwards means Slack Off””

Arms crossed facing upwards in front of the body means “Make Fast”

A Circular movement of the hand above the head means “ Heave Away”

Cupped movement of the hand **upwards means “Let Go” or “Cast Off”**

Both hands raised above the shoulders, palms facing outward means "Stop or Hold On

All personnel engaged in rope handling must be aware of the above signals. If in doubt consult your supervisor / Chargehand

When breast ropes are connected to inshore anchorage points, ensure that the rope can be seen by others. Hang coloured tapes or even strips of white cloth on them if no permanent warning system is available.

3.5 Implementing and Maintaining Safety Culture

Each new employee with any contractor operating at Larne Port should undertake the port's on-line safety induction prior to their first day of employment to cover all aspects of Health & Safety and the Environment at the Port.

This safety induction is Larne Port specific and does not cover the training as a mooring gang member. This training will be completed by the employer, which should be in accordance with 'SIP005 – Mooring Guidance – Nov 20'.

A recommended syllabus for Mooring Training, with associated training materials and documents, is retained by Larne Port Control on SharePoint (Sn 5.8).

3.6 Mooring Assessments

On Quay Mooring assessments are periodically completed on behalf of the Harbour Master of Larne Port, by a competent person, in order to ensure compliance with the Port's Safety Management System and maintain high standards of safety during mooring operations. See Appendix A for a Mooring Assessment Form.

Section 4 Appendices

Intentionally left blank.

4.1 Appendix A - On Quay Mooring Assessment Form

Copies: Harbour Master Service Provider	**LARNE PORT** ON QUAY MOORING ASSESSMENT FORM	For completion by Larne Mooring Assessor

Mooring assessments are completed on behalf of the Harbour Master of Larne Port, to demonstrate compliance with the Port Safety Management System.

Mooring Assessor should complete each grey box clearly, marking "Yes" or "No" as appropriate. Mooring Assessor should indicate which Section is being assessed, by ticking box to right of title.

Section 1 **Details of Boatmen**		**Section 2** **Details of Location**	
Boatman's names Fwd		Location	LARNE
Boatman's names Aft		Quay	
Boatmen's Employer		Position	
		Ship Name	
Do the Boatmen wear the correct PPE?		Type of mooring lines	
Did the Boatman arrive at the quay promptly?		Date and time of assessment	
		Weather conditions	

Section 3: Details of mooring assessment	
Acknowledged crews request to send heaving line with standard signal?	
Shared the weight of the line equally with second Boatman?	
Manually handled the mooring line to the bollard safely?	
After placing line on bollard took a safe position away from snap back zone?	
Used a standard signal to authorise the crew to tighten mooring line?	
Safely returned heaving line to the ship (where appropriate)?	
Acknowledged crew "mooring complete" advice with standard signal?	
Were Operatives Life Vests within Validation Date*	
Section 4: Details of letting go assessment	
Took a safe position behind bollards in use?	
Waited for crew to signal "let go" once lines were slackened?	
Grasped eye of the line in a safe position in front of the bollard before lifting it clear?	
Lifted eye of line high enough to be well clear of bollard?	
Used a standard signal to authorise crew to heave the mooring line back to ship?	
Kept hold of rope eye or its tail rope and walked it back to quay edge?	
Were Operatives Life Vests within Validation Date*	
Section 5: Assessors recommendations (required for all negative responses above)	
*Please list serial number and validation date of vests inspected during assessment:	

Mooring Assessor (print Name) **Signature**

4.2 Appendix B Dangerously Weighted Heaving Lines

MCA Safety Bulletin No 2.

1. Operator/Port Harbour Authority to report the incident to the nearest Marine Office (MO) and MCA Navigational Safety via: navigationsafety@mcga.gov.uk

2. Resulting in injuries to personnel - the ship should be considered for inspection in the normal manner.

3. No injuries reported – a stepped approach is considered by the Marine Office

4. A letter to be sent to the ship owner/operator via the agent (preferably by email) highlighting the incident.

5. Marine Office to send copies of email/correspondence to the MCA Enforcement Branch and Port Liaison Policy Manager (PLPM) as soon as practicable, for their records and to consider any additional enforcement action that may be appropriate.

6. Marine Office to maintain a simple recording system of the reports and the response from the MO; to recognise repeat offenders.

7. Second Offence by the same ship – MO to consult the issue with Inspection Operations Branch and enter an unexpected factor message in THETIS [THETIS is the information system that supports the new Port State Control inspection regime (NIR)]. Ship considered for inspection.
8. MO to notify PLPM and Enforcement Branch
9. Third and subsequent incident reports of the same ship – MO to refer the matter to Enforcement Branch to consider appropriate enforcement action. PLPM and Inspection Operations Branch to be kept in the copy.

Actions on Receipt of a Report: UK Flagged Ships

1. Operator/Port Harbour Authority to report the incident to the nearest Marine Office (MO) and MCA Navigational Safety via: navigationsafety@mcga.gov.uk

2. Resulting in injuries to personnel - the ship should be considered for inspection in the normal manner.

3. No injuries reported – a stepped approach is considered by the Marine Office

4. A letter to be sent to the ship owner/operator via the agent (preferably by email) highlighting the incident.

5. Marine Office to send copies of email/correspondence to the MCA Enforcement Branch and Port Liaison Policy Manager (PLPM) as soon as practicable, for their records and to consider any additional enforcement action that may be appropriate.

6. Marine Office to maintain a simple recording system of the reports and the response from the MO; to recognise repeat offenders.

7. MO to follow this up or by referral to the MCA Customer Service Manager (CSM) on case by case basis

8. Second Offence by the same ship - Marine Office to consult Inspection Operations Branch and consider inspection and notify PLPM and Enforcement Branch.

9. Second Offence for UK Flagged Company - MO or CSM to notify the company (DP). Discuss the issue and establish a corrective action plan.

10. Third or subsequent Offence by the same ship – MO to refer the matter to the Enforcement Branch to consider appropriate enforcement action and to notify PLPM.

4.3 Appendix C Wind Limits for Vessels Entering or Departing the Port of Larne

1. **General**

For the purpose of this procedure, wind speeds are defined as average wind speeds over the preceding 10-minute period, as shown on the Larne Port Control equipment. However, Larne Port Control should also provide ship's Masters with wind direction, as well as the maximum gust speeds, over the preceding 10 minutes.

-
- Vessels shall not enter, leave or move within the port with a wind in excess of **40 kts**; however exceptions may be made for regular scheduled ferry movements, at the discretion of the Master and the Harbour Master and subject to Table 1 below.

2. **Regular P&O RoRo Ferries**

a. Consequent to specific assessment and consultation with Masters of the regular ferries listed in the below matrix, it has been determined that the below maximum limits shall *generally* apply:

- Table 1 Matrix

Wind direction	**Any**	**NE (020') to SW (220')**	**Assumption**
European Highlander and European Causeway	35-45 kts	45-50 kts	4 engines & thrusters all operational

b. Irrespective of the limits in Clause 2.a and Table 1 Metrix, nothing should be deemed to override the principles that:

i. Movement of regular ferries shall, at all times, be at the discretion and under the authority of the Ship's Master

ii. The Harbour Master has the authority to prohibit the movement of any and/or all vessels in the event that he/she deems that, due to prevailing circumstances and/or conditions, they are unsafe.

As a consequence, there exists an obligation and expectation that a ferry's master and Harbour Master – or his/her designated representative - will consult with each other in the event that a movement or prohibition is anticipated outside the limits above.

3. In addition to the foregoing wind parameters, it is a requirement that, in day to day operation, the Master will also assess the requirement for tug assistance based on the existing prevailing circumstances when manoeuvring at the port. These circumstances include wind strength and direction, tidal state and current flow, traffic density, and the condition of the vessel's main engines, bow thrusters and steering.

All masters of vessels berthing with major defects of main engine, bow thrusters and steering will carry out an individual and specific risk assessment on the planned manoeuvre. The use of tugs under these circumstances is recommended by the Harbour

Authority as a risk control and should be discussed and agreed with the Harbour Master before undertaking such operations.

In accordance with the Marine Services Manual (Section 1.3.2), whilst the ferry's Master has primary responsibility for ordering sufficient and suitable tugs according to his own evaluation and assessment, parameters under which tugs will be *generally* employed have been discussed and agreed as follows, always assuming that the vessel has no defects on her propulsion or manoeuvring equipment:

a. A small tug/workboat (bollard pull < 10T) will be engaged to assist by pushing if winds are forecasted to exceed 45-50 knots
b. An intermediate tug (bollard pull 20-25T) will be engaged from Belfast if winds are expected to exceed 50 knots for a sustained period or an accumulation of periods greater than 6 hours over a 24-hour period, particularly if the winds are expected to be from a North West to South West direction.

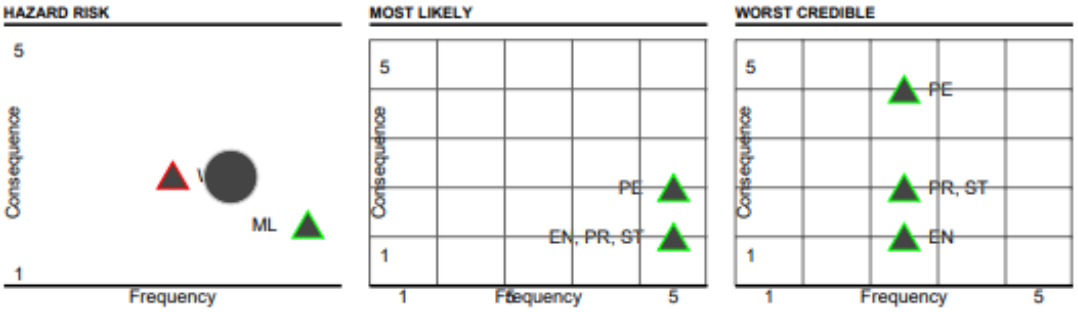
It is very unusual for tugs at Larne Port to be employed to tow, general practice being to engage tugs purely for a pushing role. PEC holders are not permitted to use a tug to tow, unless authorised to do so by the Harbour Master, who will consider the PEC holders level of experience and familiarity with respect to the operation of tugs and the intended towage operation, before issuing authorisation. In the absence of such HM authorisation, a Pilot(s) should be assigned for this type of towing operation.

4.4 Appendix D Larne Port Risk Assessment

Larne Port
Larne - Navigational Risk Register - 2020

56. Mooring operations - Mooring contractor or ships crew injured

Personal Injury - 4 out of 15



Hazard Criteria

Areas Affected	Stakeholders	Vessels	Review
No. 1 Buoy to No. 7	Harbour Master Mooring Gangs Ship Masters Vessel Operators / owners	**Primary Vessels** All Vessel Types **Secondary Vessels** Conventional Ferry	Every 1 YEAR by External Body **Last Review** 1 Dec 2022 **Next Review** 1 Dec 2023

Hazard Description

Detail
A member of ships crew or mooring team injured whilst handling mooring ropes, as a result of rope breakage, training, slipping or falling, potentially into water.

Remarks
Rope breakage can be particularly dangerous given the forces exerted, in areas where personnel are required to work. Whilst ships and mooring service provides have their own RAMS, the port authority has responsibility to ensure that such operations are carried out safely and that risks are mitigated insofar as possible.

Possible Causes
Adverse Wind, Communications Failure (Equipment), Equipment Failure, Failure to comply with Local Regulations, Human Error Control/Operational, Human Error Judgement, Human Fatigue, Information Failure, Maintenance Failure, Manning Levels, Quality and Qualifications
Poor working practices. Inadequate lighting, particularly on extension dolphins. Ice on berth. Trips on obstruction.

Larne Port
Larne - Navigational Risk Register - 2020

Hazard Outcomes

	Most Likely	Worst Credible
Frequency	5	3
People	5.92	5.92
Property	0	2.43
Stakeholders	0	2.43

Most Likely Outcomes
A strain, slip, trip of fall during mooring operations, resulting in a single injury.

Worst Credible Outcomes
The breakage of a mooring line, hitting and seriously injuring one or more personnel, either aboard or ashore.

Risk Controls

Title	Type	Owner	Base. Fr. Eff	Base. Co. Eff	Res. Fr. Eff	Res. Co. Eff
Anti-snapback ropes	Ext. Procedures /	External Body	0%	0%	0%	15%
Bridge Procedures - Bridge Team Management	Training / Educat	External Body	30%	10%	0%	0%
De-icing / Cleanliness of Quays	PA Formal Proce	Harbour Master	20%	0%	0%	0%
Emergency Plans/Procedures	PA Formal Proce	Harbour Master	0%	20%	0%	0%
Lifebelts and throwlines	PA Hardware Def		0%	20%	0%	0%
Linesmen Training	Training / Educat	Harbour Master	20%	0%	0%	0%
Marine Services Manual	PA Formal Proce	Harbour Authorit	20%	10%	20%	10%
Navigation and Port Operation Guidelines	PA Formal Proce	Harbour Master	10%	10%	0%	0%
PPE	Ext. Procedures /		10%	20%	0%	0%
Provision of Local Port Services	Vessel Traffic or	Harbour Master	0%	0%	10%	20%
Quay Marks	PA Hardware Def	Harbour Master	5%	0%	0%	0%
Safety Training and auditting	Training / Educat	Harbour Authorit	30%	0%	0%	0%
Special Risk Assessment and Method Statement	Ext. Procedures /	External Body	20%	10%	0%	0%
Tug and workboats available.	Ext. Procedures /	External Body	0%	20%	0%	0%
VHF Communication with all vessels	Ext. Procedures /	External Body	10%	10%	0%	0%

4.5 Appendix E Tug Technical Data

Sally McLoughlin

Table 10 Technical Data

Operator:	**J McLoughlin & Son Belfast**
Type:	**Twin Screw**
Bollard Pull:	**23.4 T**
Bollard Pull Astern:	**18 T**
Speed: 10.2 Knots	
Main Engines:	**2 x Doosan 800 HP**
Length / Beam	**16m x 6.2m x 3.2m**
Max Draft:	
GT:	**106**
Towing Equipment:	**1 x North Sea Winch 25T Pull/50T Brake Fwd + 10T tugger winch aft 1 x Mampae Disc HK**
Fifi (m hr)	**Deck Hose**
Dispersant	**Nil**
Classification	**Tug / Cat 2 up to 60 NM Seabed**
Flag	**UK**
In addition to towage	**Seabed Mapping Pilot Boat and Plough Dredging**

Figure 1 Sally McLoughlin

Eileen McLoughlin

Table 11 Technical Data

Operator:	**J McLoughlin & Son Belfast**
Type:	**Twin Screw**
Bollard Pull:	**24.9 T**
Bollard Pull Astern:	**22.0 T**
Speed: 10.2 Knots	
Main Engines:	**2 x Doosan 800 HP**
Length / Beam	**16m x 6.2m x 3.2m**
Max Draft:	
GT:	**106**
Towing Equipment:	**1 x North Sea Winch 25T Pull/50T Brake Fwd + 10T tugger winch aft 1 x Mampae Disc HK**
Fifi (m hr)	**Deck Hose**
Dispersant	**Nil**
Classification	**Tug / Cat 2 up to 60 NM Seabed**
Flag	**UK**
In addition to towage	**Seabed Mapping Pilot Boat and Plough Dredging**

Figure 2 Eileen McLoughlin

Sarah and Maria McLoughlin (Sisters)

Table 12 Technical Tata

Operator:	**J McLoughlin & Son Belfast**
Type:	**Single Screw**
Bollard Pull:	**8 T**
Bollard Pull Astern:	**22.0 T**
Speed:	**8 Knots**
Main Engines:	**Volvo 121 c (500 BHP)**
Length / Beam	**12.5m x 4.5m x 2.1m**
Max Draft:	
GT:	**140T**
Towing Equipment:	**Q R Hook**
Fifi (m hr)	**Deck Hose**
Dispersant	**Nil**
Classification	**Nil**
Flag	**UK**
In addition to towage	**Pilot Boat**

Figure 3 Maria McLoughlin

Masterman

Table 13 Technical Data

Operator:	**SMS Towage Belfast**
Type:	**ASD**
Bollard Pull:	**50 T**
Bollard Pull Astern:	
Speed:	**10.2 Knots**
Main Engines:	**2 x Caterpillar 3512 HP**
Auxillary Engines	**2 x Perkins 4 TMG**
Length / Beam	**24 m x 9 x 4.4**
Max Draft:	
GT:	**144.26 T**
Towing Equipment:	**Aft: Rolls- Royce TW100/230H**
Fifi (m hr)	**500m3/h @ 12 bar**
Dispersant	**Nil**
Classification	**Lloyds**
Flag	**UK**
In addition to towage	**N/A**

Figure 4 Masterman

Merchantman

Table 14 Technical Data

Operator:	**SMS Towage Belfast**
Type:	**ASD**
Bollard Pull:	**50 T**
Bollard Pull Astern:	
Speed:	**13.0 Kts**
Main Engines:	**2 x Caterpillar 3512 HP**
Length / Beam	**2 x Perkins 4 TMG**
Max Draft:	**24 m x 9 x 4.4**
GT:	**144.26 T**
Towing Equipment:	**Aft: Rolls- Royce TW100/230H**
Fifi (m hr)	**650m3/h @ 12 bar**
Dispersant	**Nil**
Classification	**Lloyds**
Flag	**UK**
In addition to towage	**N/A**

Figure 5 Merchantman

Farset Harbour Tug

Table 15 Technical Data

Operator:	**David Ferran and Sons, Belfast**
Type:	**Twin Screw**
Bollard Pull:	**14.5 T**
Bollard Pull Astern:	**N/A**
Speed:	**8 Knots**
Main Engines:	**2 x Volvo TAMD D12**
Length / Beam	**12.5m x 4.5m**
Max Draft:	**2.1m**
GT:	**40 T**
Towing Equipment:	**Q. R. Hook**
Fifi (m hr)	**Deck Hoses**
Dispersant	**Nil**
Classification	**Tug / Cat 3 up to 20 NM UK**
Flag	**UK**
In addition to towage	**Pilot Boat**

Figure 6 Farset

4.6 Appendix F - Winch operating instructions

Approach to Winch

1) On your approach to the winch be aware of any tripping hazard or obstructions.
2) Please ensure the area is clear of obstruction and /or tripping hazards before commencing work.

Winch Controls

1) To switch on the winch you will access the control panel via a small sliding door on the side of the blue painted box attached to the shore-side handrail directly adjacent to the winch.
2) The control panel will show two buttons square in shape, green one when pressed will turn the winch on, this will be confirmed by a low humming noise and a yellow flashing light attached to the top of the blue box.
3) The red button when pressed will turn the winch off.
4) At this stage it is important to note the Emergency Stop button, red in colour and attached to the outside of the blue box. Press this button immediately in the event of any emergency affecting the use of the winch. Turning gently clockwise can reset it and you will feel it release and hear a low click. The winch is again ready to turn on via the green button.
5) In the event of the winch not working, do try and alert the crew of this either by signal or shouting, as this may affect the crew decision to put out a lighter rope first as opposed to a heavy wire.

Test Controls

1) You have turned the equipment on and it seems to be functioning. You must confirm this by testing the controls and satisfy yourself all is well. (see photos of winch controls)
2) There are two levers on the side of the winch facing you as you look north. The longer one of the left operates the direction the barrel of the winch will turn either clockwise or anti-clockwise.
3) Move the lever forward or away from you and the barrel will turn anti-clockwise. Move the lever backward or toward you and the barrel will turn clockwise.
4) The shorter lower down lever on your right will operate the speed at which the barrel will turn. It will affect the speed of the barrel wither the barrel is operating clockwise or anti-clockwise. There are two speeds only, either quick or slow, you choose.

Using the Winch

The winch need only be used to pull in a heavy mooring wire or mooring rope.

Actual Mooring Operation (Handling a Ship's Wire or rope)

1) You will receive a messenger (a heaving line) from the ship. The ship will take in the slack of the line, and you will hold onto the weighted end. The ship will attach his end of the line to the mooring rope or wire.

2) You will then lead the heaving line over the round bar presently leading to the winch, and then directly onto the winch barrel. You will ensure the line is wound neatly round the barrel approx. three or four times with no overlapping of the coils.

3) You will then engage the winch lever and gently haul on the line while coiling the slack behind you onto the ground, keeping the area where you will tread, clear of obstruction.

4) You and your partner will also watch the rope/wire as it is hauled over the edge of the quay and toward the winch. **Stop**, do not haul the rope/wire any closer to you than is necessary; that is when the rope/wire is adjacent to the bollard. Stop the winch, allow your partner to lift the rope/wire over the bollard and you will slack-away on your line to allow the rope/wire to be secured completely over bollard.

5) Detach the line and continue mooring operation without the need of the winch.

6) Turn the winch off by pressing the **RED** button located adjacent to the **GREEN** start button in the box.

7) Close the sliding door.

4.7 Appendix G Response to Linesmen entering the water

Linesman with VHF Handheld Radio.

1) Charge hand on duty or a remaining linesman to:-

2) Immediately alert Larne Port Control on Channel 11 that a man has entered the water

3) Give accurate information of where the incident has occurred.

4) Remain on the quay and send a lifebuoy (with line) or a Speedline to the casualty.

5) Maintain a visual fix on the casualty insofar as possible, keeping Larne Port Control / On Scene commander advised of the casualty's position by giving constant information of the direction the casualty is travelling and at what speed. He should not leave the quay for any reason, including launching a boat, unless or until this role of visual monitoring to is being carried out by, or has been handed over to, another competent person.

Linesman Without VHF Handheld Radio

1) The linesman on the quay will alert any remaining linesmen in the area of the situation by whatever means are available

2) Larne Port Control should be advised as soon as possible by whatever means are available (mobile phone or radio)

3) If no other linesman is available, the remaining linesman should request the nearest member of Security staff or P&O personnel to contact Larne Port Control and to give assistance on the quay (see 5.1 5) above)

<u>Larne Port Control Action to:</u>

1) Call for assistance of nearest available workboat or rescue workboat (McLaughlins, RNLI, boat club or ship's FRC or lifeboat).

2) If a ship is manoeuvring in the vicinity of the casualty, immediately request the ship's Master and/or pilot to stop engines and thrusters if safe to do so and request assistance if necessary.

3) Contact the Emergency Services on 999 if necessary.

4) Commence the Larne Harbour Emergency Plan, if required.

5) Advise any other shipping in the area accordingly

6) Record all communications and actions of all persons.

7) Manage the shipping movements accordingly.

8) On Scene Commander duty to:-

9) Make his way to the incident.

10) Announce his arrival and take over all charge of the incident.

First Available Boat Skipper Should:

1) Confirm with Larne Port Control on arrival at boat.

2) Confirm with Larne Port Control when they have departed the quay.

3) Remain listening to the VHF. Communication channels will change.

4) Keep Larne Port Control / On Scene Commander advised of their position.

5) Advise Larne Port Control / On Scene Commander that they have located the casualty and plan for retrieval.

6) Advise Larne Port Control / On Scene Commander of the condition of casualty.

7) Return quickly to the quay nominated by Larne Port Control/ On Scene Commander to land the casualty.

4.8 Appendix H Continental Quay Storm Mooring (Disused July 2020)

Mooring Preparation Pre-Berthing Procedures

1) Lower crossing strop to walkway
2) Place hook over strop.
3) Raise strop with storm mooring winch to a suitable handling position.

Handling ships mooring line

1) Take heaving line and haul mooring ashore from the north dolphin.
2) Take eye of mooring line to storm mooring hook.
3) Stand clear of hook and give the heave up signal to the ship crew.

Releasing the storm mooring

1) Stand clear of hook that is at least beyond the 2 upright stanchions.
2) Give the 'heave up' signal to the ship crew.
3) The storm mooring will sway violently until the line takes the appropriate ship to shore alignment.

Never go close to the mooring line until the line is in the final position.

Low the Cross Strop

1) To avoid un-necessary strain on the cross strop and stanchions the cross strop must be lowered to the walkway.
2) Secure the strop against the handrail to avoid causing a tripping.

Letting Go

1) Raise the cross strop
2) Release the strop from the handrail.
3) Using the hand winch, raise the strop to the storm mooring so that it is tight against the mooring line.

Releasing the storm mooring

1) Ship's crew will give the signal to let go the storm mooring and will ease back on their mooring line
2) The weight of the storm mooring, and hook will be taken by the cross strop and the hook should swing towards the handrail.
3) When sufficient ships rope is given out **2 men** will release the ships mooring from the storm mooring hook.
4) Be aware of manual handling issues at this time and never over extend yourself beyond the handrail.

5) Adjustment to the cross strop may be required to lower the storm mooring to a reasonable working height.

Storage Position

1) Lower the storm mooring to the walkway by using the hand winch.
2) Transfer storm mooring and hook to the walkway, coil clear of pedestrian walking line. Raise the cross strop to the horizontal position, this is the final storage position.

4.9 Appendix I Minimum training and certification requirements – marine services personnel

- Table 16 Training and Certification

	Mooring work	Small craft or Support Boat Coxwain	Pilot/Work boat crew 6.	Skipper of Pilot/Work Boat or Boat engaged in Pushing	Skipper Towage – Pushing or pulling	LPS Operators
H&S Induction	Yes 1.	Yes 1.	Yes 1.	Yes 1.	Yes 1.	Yes 1.
Medical fitness appropriate to task; ENG1/2, ML5, Task Specific (TS) 7.	TS	TS (2yrly)	ML5	ML5	ML5	TS (2yrly)
Radio Certificate (Min Short Range Cert)	No	Yes	Yes	Yes	Yes	Yes
Basic Local Knowledge Training	5 yrly Re-authorisation	Yes. 5 yrly Re-authorisation	5 yrly Re-authorisation	N/A	N/A	No MO's only
Advanced Local Knowledge Training	No	No	No	Annual or 12 movements. 5 yearly re-authorisation 2.	Annual or 12 movements. 5 yearly re-authorisation 2.	Annual or 12 movements as Skipper. 2.
Local Port Services Training						Yes. 3 yearly re-authorisation
RYA Powerboat or Yachtmaster	No	Yes	No	N/A	N/A	No
MCA Boatmaster	No	No	No	Yes	N/A	No
BML TE or VTE or STCW Tug 3.	No	No	No	No	Yes	No
LHL/P&O or equivt Mooring training	Yes	No	No	No	No	No
LHL or equivt (in-house) towage training	No	No	No	No	Yes	No
First Aid Cert 4.	No	Yes	Yes	Yes	Yes	No
Radar training 5.	No	No	Yes (if ***using*** radar)	Yes (if radar fitted and used)	Yes (if radar fitted)	No

1. Yes = One off course
2. Such authorisations are valid for 5 years, subject to the skipper undertaking 12 acts – towage and/or pilot boat - in the previous 'rolling year'. If a skipper has not completed this level of movements in the preceding year, an otherwise authorised skipper must demonstrate sufficient knowledge of the port by successfully undertaking a Local Knowledge Assessment

(LKA), prior to his/her next movement. Skippers of tugs however must also be involved in regular such work at Belfast and/or other local port.

3. BML TE = MCA Boat Masters or RYA Certificate with a Towage Endorsement. Owners and Masters are recommended to consider these Towing endorsements as evidence of competence for those engaged in towing. See MGN 468(M)156 for details. VTE = Voluntary Towage Endorsement. STCW Tug = STCW Tug Mate/Master
4. First Aid Cert = Certificate issued by MCA or issued in accordance with Regulation 3(2) of the Health and Safety (First Aid) Regulations 1981 (SI.1981/917) See Section 1.2.3 or MGN50

2.8.2 The Master or a member of the crew on vessels which operate in Area Category 2, 3, 4, 5 or 6 and do not need to comply with MLC requirements should hold an MCA approved Elementary First Aid Certificate (STCW Table A-VI/1-3) (or the First Aid at Sea Certificate or Medical First Aid Certificate), an RYA First Aid Certificate, or a SeaFish Basic First Aid Certificate, provided the use of Category 'C' medical stores is covered in the course.

MGN50 Manning of Pilot Boats:

1.2.3 All pilot boat crew members shall:-

(a) hold a Marine Safety Agency (MSA) First Aid at Sea certificate; or

(b) hold a First Aid certificate issued in accordance with Regulation 3(2) of the Health and Safety (First Aid) Regulations 1981 (SI.1981/917); or

(c) have received training in emergency first aid in accordance with Regulation 3(2) of the Health and Safety (First Aid) Regulations 1981 (SI.1981/917), as described in paragraphs 48 and 58 under Regulation 3(2) of the Health and Safety Commission publication "First aid at work - The Health and Safety (First Aid) Regulations 1981 - Approved Code of Practice and Guidance" (ISBN 0 7176 1050 0).

1.3 Man-Overboard Retrieval

1.3.1 Competent harbour authorities should require man-overboard retrieval exercises to be conducted by each pilot boat crew at intervals of not more than six months.

5. **Workboat Code Edition 2 P215**

2.11 Radar Training

2.11.1 In any vessel that carries radar, the Master and any member of the crew who is likely to use the radar is strongly recommended to undertake appropriate training e.g. the Small Ships Navigation and Radar Course, the MSQ unit 'Use of Radar for Safe Navigation and Collision Avoidance on Domestic and Code Vessels', or other course subsequently approved by the MCA. This strong recommendation becomes a requirement 3 years after the publication of this Code.

If radar is not fitted or not operated onboard a pilot boat, the boat should be operated only when LPC is staffed by a Marine Officer who has access to the port's radar/AIS image and can give advice to a boat skipper should they require positional or traffic information.

6. Workboat Code Edition 2 P165

26.10 Vessels Not Engaged In Single Handed Operations

26.10.1 Where the vessel is not suitable for single handed operations, and there is only one member of crew onboard (the Master), Appendix 3 Table A3.1 requires that "a second person should be capable of assisting the skipper in an emergency should also be onboard". The skipper should brief the second person who will be sailing on the voyage. Such a brief, as a minimum, will include the following (on the requirements provided as follows):

1. location of liferafts and method of launching; and
2. procedures for the recovery of a person from the sea; and
3. location and use of pyrotechnics; and
4. procedures and operation of radios carried on board; and
5. location of navigation and other light switches; and
6. location and use of firefighting equipment; and
7. method of starting, stopping, and controlling the main engine; and
8. method of navigating into a suitable port of refuge; and
9. the location of the Stability Guidance Booklet/Stability Information Booklet as applicable.

TABLE A3.1 – Minimum Deck Manning Requirements for Small Workboats

	AREA CATEGORY		6	5	4	3	2	1	0
	STCW Master (Workboat less than 500GT unlimited area)	Note G	√	√	√	√	√	√	√
MASTER / SKIPPERS QUALIFICATION ACCEPTABLE FOR GIVEN AREA CATEGORY	STCW Master (Code Vessels less than 200GT unlimited area)	Note E	√	√	√	√	√	√	√
	RYA/MCA Yachtmaster Ocean Certificate of Competence	Note A	√	√	√	√	√	√	√
	STCW Master (Code Vessels less than 200GT limited to 150 miles from a safe haven)	Note E	√	√	√	√	√	√	
	RYA/MCA Yachtmaster Offshore Certificate of Competence or Service	Note A	√	√	√	√	√	√	
	MCA Boatmasters Licence	Note B	√	√	√	√			
	RYA/MCA Yachtmaster Coastal Certificate of Competence or Service	Note A	√	√	√	√			
	RYA/MCA Powerboat Advanced Certificate of Competence	Note F 2 years relevant experience	√	√	√	√			
	RYA/MCA Powerboat Advanced Practical Certificate (only if issued before 1st January 2005)	Note F 2 years relevant experience	√	√	√	√			
	Certificate of competence for appropriate area issued by Competent Authority	Note A Note C	√	√	√	√			
	RYA/MCA Day Skipper Theory & Practical Certificate (Daylight Operation Only)	Note A 12 months relevant experience	√						
	Local Authority Licence for appropriate area	Note A Note D	√						
	RYA/MCA Day Skipper Practical Certificate	Note A	√						
ADDITIONAL REQUIREMENTS	Unless operating in the single-handed mode in accordance with section 26.9, a second person capable of assisting the Master in an emergency should also be on board, see section 26.10 for these requirements.		√	√	√	√			
	There should also be on board a second person deemed by the owner/managing agent to be experienced and competent.						√		
	There should also be on board a second person holding at least an RYA/MCA Certificate of Competency or Service as Yachtmaster Coastal.							√	
	There should also be on board another person holding at least an RYA/MCA Certificate of Competency as either Yachtmaster Offshore, STCW Master (Code Vessels less than 200GT limited to 150 miles from a safe haven), Yachtmaster Ocean or STCW Master (Code Vessels less than 200GT unlimited)								√

Note 1 Qualifications differing from those tabled, but of equal standing or specialist application will be considered by MCA. MGN 411 (M+F)[204] provides accepted alternatives.

Note 2 Vessels regularly engaged on near coastal voyages from ports outside the UK, have to abide by the manning requirements of the Administration regulating that coastal area.

Note 3 Refer section 2.2.1 – RYA/MCA certificates of competency and/or service, and other MCA recognised certificates, should carry the endorsement – "valid for commercial use on vessels subject to the Codes of Practice published by the Maritime and Coastguard Agency".

Note 4 Relevant experience, in terms of manning, is understood to mean that described in section 26.2.

Note A Certificate should be designated motor or sail as appropriate.

Note B Holders of MCA Boatmaster's Licences are accepted for use on workboats and pilot boats, limited to the area of the licence and any endorsements on it. Such licences must be re-validated as appropriate. Refer to MSN 1853(M)[205].

Note C Competent Authority in respect of manning requirements means either the Maritime and Coastguard Agency or an organisation that issues Certificates of Competence which has applied for and granted recognition by the Maritime and Coastguard Agency as having the appropriate technical and administrative expertise.

Note D Local Authority Licence - only those Local Authorities that have the approval of the MCA may issue Licences under this Code.

Note E Only valid for use on vessels up to 200GT, and under this Code this restriction is further limited to vessels to which this Code is applicable. MCA qualification, for details refer to MSN 1858[206].

Note F Where the vessel is used in accordance with 26.7 (Towing Endorsements), the Master must have a minimum of an RYA/MCA Advanced Powerboat Certificate.

Note G MCA qualification, for details refer to MGN 496[207] (or subsequent amendment).

[204] MGN 411 (M+F) – "Training and Certification Requirements for the Crew of Fishing Vessels and their Applicability to Small Commercial Vessels and Large Yachts".
[205] MSN 1853 (M) - The Merchant Shipping (Boatmasters' Qualifications, Crew and Hours of Work) Regulations 2015. Structure and Requirements
[206] MSN 1858 (M+F) - Training & Certification Guidance: UK Requirements for Deck Officers on Large Yachts (over 24m)
[207] MGN 496 (M+F) - Certificate of Competency for Master Workboat less than 500 GT unlimited

7. Port Marine Safety Code – Guide to Good Practice

12.2.2 The general principles in relation to staff competence and development under the code are:

- **Systems developed by an authority with the aim of making best use of appropriate powers are likely to fail unless those people assigned any role in the system are competent and trained to nationally agreed standards.**
- **The foundation to these standards is an understanding that securing port safety is a team operation demanding an appreciation of the work of other specialists.**
- **Harbour authorities should assess the fitness of all persons appointed to positions with responsibility for the safety of navigation.**
- **Harbour authorities should adopt a training strategy that develops a shared understanding of their safety management systems and promote the involvement of port users in training programmes.**

129