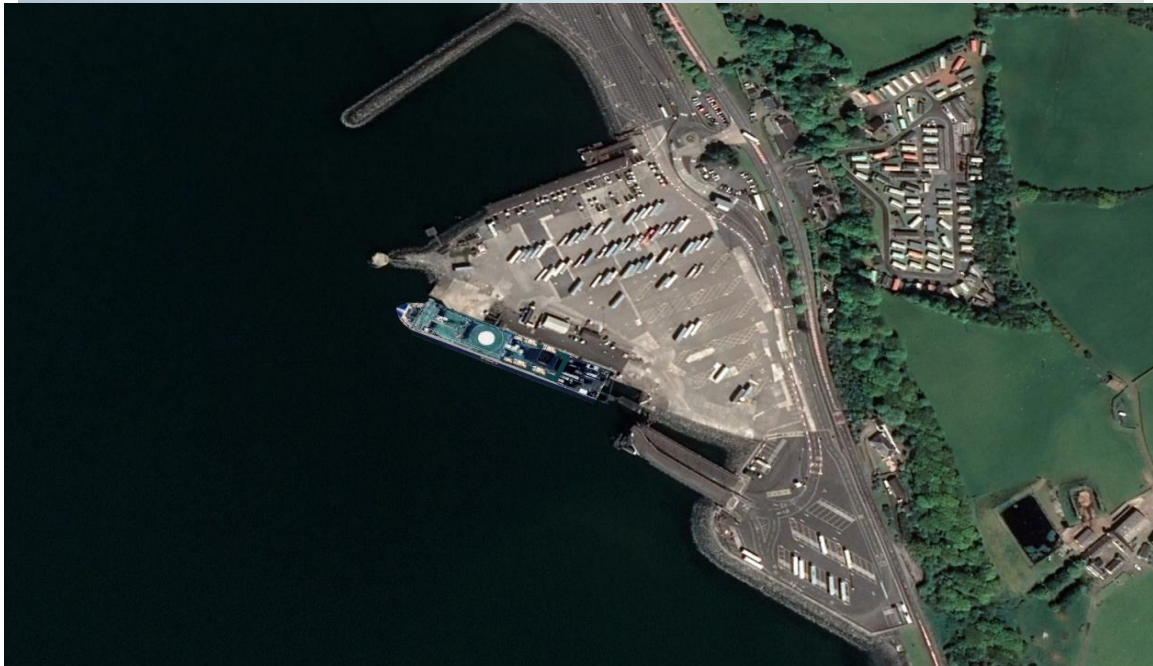


# CAIRNRYAN PORT



Port of Cairnryan Ltd

## **Conservancy Procedures**

**ISSUE 5**

**CONTROLLED DOCUMENT  
WHEN IN RED**

<b>CAIRNRYAN PORT</b>	<b>Conservancy Procedures</b>	Page 2 of 16
		Issue: 5 Date: Sept 2023

- Document Status

The table below identifies the current issue of each Section:

Section	Title	Issue No	Issue Date
1	General	Issue 5	Sept 23
2	Duties and Responsibilities	Issue 5	Sept 23
3	Procedures	Issue 5	Sept 23
4	Reporting of Defects and Navigational Warnings	Issue 5	Sept 23
5	Works in Harbours	Issue 5	Sept 23

If any of the sections in your copy of the Conservancy Procedures 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.

<b>CAIRNRYAN PORT</b>	<b>Conservancy Procedures</b>	Page 3 of 16
		Issue: 5 Date: Sept 2023

### Document Control

Document Name:	Port of Cairnryan Limited
Issue Number:	Issue 5
Issue Date:	September 2023
Revision	

This document comprises 5 Sections, 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**

<b>Document Owner:</b>	<b>Harbour Master</b>
------------------------	-----------------------

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:**

<b>Copy No.</b>	<b>Holder</b>	<b>Location</b>
Master	Harbour Master	SharePoint
2	General Manager	Shared Drive
3	Maintenance Manger	Shared Drive
4	Larne Port Control	Shared Drive
5	ABP Mer,	Southampton
6		
7		
8		
9		
10		
11		
12		

CAIRNRYAN PORT	Conservancy Procedures	Page 5 of 16
		Issue: 5 Date: Sept 2023

## Contents

Section 1 General.....	6
1.1 Purpose.....	6
1.1.1 Method.....	6
Section 2 Duties and Responsibility.....	7
2.1 Harbour Master.....	7
2.1.1 Maintenance Manager.....	7
2.1.2 Marine Officer.....	8
Section 3 Procedures.....	9
3.1 Maintenance of Navigation Channels.....	9
3.2 Hydrographic Surveying Policy.....	9
3.2.1 Third Party Surveys.....	9
3.2.2 Survey Methods.....	10
3.2.3 Conducting Surveys.....	10
3.2.4 Analysis.....	10
3.2.5 Reporting of Results.....	11
3.2.6 Archiving.....	11
3.3 Dredging.....	11
3.4 Gauges.....	12
3.5 Maintenance of Navigational Aids.....	12
3.6 Compliance of Pilot Boats, Tugs and Workboats.....	13
3.7 Moorings.....	13
3.8 Quays and Docks Maintenance.....	14
3.9 Removal of Wrecks.....	14
Section 4 Reporting of Defects and Navigational Warnings....	<b>Error! Bookmark not defined.</b>
Section 5 Works in Harbours.....	<b>Error! Bookmark not defined.</b>

<b>CAIRNRYAN PORT</b>	<b>Conservancy Procedures</b>	Page 6 of 16
		Issue: 5 Date: Sept 2023

## **Section 1 General.**

### **1.1 Purpose.**

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

#### **1.1.1 Method**

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

<b>CAIRNRYAN PORT</b>	<b>Conservancy Procedures</b>	Page 7 of 16 Issue: 5 Date: Sept 2023
---------------------------	-------------------------------	---

## Section 2 Duties and Responsibility.

### 2.1 *Harbour Master.*

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

The Conservancy roles and responsibilities of the Harbour Master are as follows:

- To maintain adequate depth in the channels and at the berths, consistent with reasonable port user requirements
- To ensure that channels are maintained clear of wrecks, obstructions, or other dangers to navigation
- To ensure that hydrographic surveying is carried out in accordance with the port's Hydrographic Survey Policy (see section 3.2) 'as required and promulgate timely and accurate results to port users and Hydrographic Agencies, keeping the Duty Holder adequately informed.
- In conjunction with the Northern Lighthouse Board (NLB), to provide and manage adequate navigational aids consistent with port user requirements to facilitate safe navigation within the port's limits, ensuring checking of their status through a system of daily 'positive reporting' by ferries that use the port frequently, and reporting of any failures to the Maintenance Engineer and the NLB.
- To ensure the promulgation of warnings to port users of changes to navigational aids, depths or other dangers to navigation

#### 2.1.1 *Maintenance Manager.*

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

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

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

**2.1.2 Marine Officer.**

The Marine Officer is responsible to the Harbour Master for reporting the following:

- Checking and reporting of defective Aids to Navigation
- Checking and reporting of Buoys that are out of position
- Checking and reporting of defective Karlan Weather Equipment
- Checking and reporting of damage to fenders
- Checking and reporting of damage to Quays
- Checking and reporting of defective Tide Gauge
- Checking and reporting of defective CCTV
- Advising port users of any defects and/or deficiencies on the foregoing



<b>CAIRNRYAN PORT</b>	<b>Conservancy Procedures</b>	Page 9 of 16 Issue: 5 Date: Sept 2023
---------------------------	-------------------------------	---

## Section 3 Procedures.

### 3.1 *Maintenance of Navigation Channels.*

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

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

### 3.2 *Hydrographic Surveying Policy.*

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

Surveys will not normally extend beyond the geographical limits of the Port of Cairnryan, however in exceptional circumstances it may be necessary to carry out special surveys in the seaward approaches.

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

#### 3.2.1 *Third Party Surveys.*

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

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

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

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

<b>CAIRNRYAN PORT</b>	<b>Conservancy Procedures</b>	Page 10 of 16
		Issue: 5 Date: Sept 2023

### **3.2.2 Survey Methods.**

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

Particular care should be taken to ensure good coverage at the channel edges. Where contours are closely spaced additional lines should be taken. Where there is less depth in the berth approach than at the berth, the approach shoal should be fully surveyed to determine the controlling depth.

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

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

All survey data will be provided to and retained by the Port Authority in digital format on the appropriate network drive as part of the Port Safety Management System.

### **3.2.3 Conducting Surveys.**

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

- Area to be surveyed
- Survey Methods as per section 3.2.2 including:
  - Method(s) of data acquisition
  - Method(s) of position fixing
  - Method used for reduction of soundings and datum used
  - Adjustment of position co-ordinates to required datum
  - Standard of coverage
  - Recording and reporting format

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

### **3.2.4 Analysis.**

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

<b>CAIRNRYAN PORT</b>	<b>Conservancy Procedures</b>	Page 11 of 16 Issue: 5 Date: Sept 2023
---------------------------	-------------------------------	--

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

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

### **3.2.5 Reporting of Results.**

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

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

If necessary, Port Charts will be printed after each main survey, and copies provided to regular ferries upon request. Charts should be treated as controlled documents and promulgated accordingly, with a circulation list maintained by the Harbour Master's department. As far as reasonably practicable, measures should be in place to ensure that out-of-date copies do not remain in circulation.

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

### **3.2.6 Archiving.**

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

### **3.3 Dredging.**

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

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

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

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

<b>CAIRNRYAN PORT</b>	<b>Conservancy Procedures</b>	Page 12 of 16 Issue: 5 Date: Sept 2023
---------------------------	-------------------------------	--

### **3.4 Gauges.**

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

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

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

### **3.5 Maintenance of Navigational Aids.**

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

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

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

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

The system will ensure that defects to the principal navigation aids are reported to the Maintenance Manager and the Harbour Master within a timescale appropriate to the significance of the defect. The Harbour Master will have access to the NLB website, as well as the port's defect database on line. In addition, an appropriate Notice to Mariners is to be prepared. Once a defect has been rectified, the report is to be closed and any NtM are to be cancelled.

<b>CAIRNRYAN PORT</b>	<b>Conservancy Procedures</b>	Page 13 of 16 Issue: 5 Date: Sept 2023
---------------------------	-------------------------------	--

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

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

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

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

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

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

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

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

Change of operator will result in the approval being reduced to provisional status with a validity of 60 days from the date of the change coming into effect. Subject to a satisfactory inspection under the new operator towards the end of this period, the original period of validity will be re-instated, and the approval re-issued to show the new operator.

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

### **3.7 Moorings.**

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

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

<b>CAIRNRYAN PORT</b>	<b>Conservancy Procedures</b>	Page 14 of 16
		Issue: 5 Date: Sept 2023

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

### **3.8 Quays and Docks Maintenance.**

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

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

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

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

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

QuarterlyThe Maintenance Manager will prepare an annual status report on docks and quays which will include any major maintenance or modifications carried out, the current condition and any anticipated major work or modifications during the next year. This report will be submitted to the Harbour Master for his inspection and review, following which the HM will comment upon it within his/her next Quarterly Report to the Duty Holder/Designated Person.

### **3.9 Removal of Wrecks.**

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

### **3.10 Works in Harbour**

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

<b>CAIRNRYAN PORT</b>	<b>Conservancy Procedures</b>	Page 15 of 16
		Issue: 5 Date: Sept 2023

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

