



Larne Harbour Limited
Marine Safety Management System
Controlled Document

Document Owner: Thomas McKay, Harbour Master.

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MSMS Version Control

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Executive Summary

The Ports & Marine Facilities Safety Code (DfT 2025) (PMSC ‘the Code’) sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses, or works in, the UK port marine environment. It is authored by the UK Government, supported by the devolved administrations and representatives from across the maritime sector and, whilst the Code is not mandatory, it sets out many existing requirements under various legislation, and these bodies have a strong expectation that all organisations will comply. The Code is applicable both to Statutory Harbour Authorities and to Organisations that own and operate marine facilities.

This ‘Marine Safety Management System’ (MSMS) has been produced to detail how **Larne Harbour Limited**, operating as a **Statutory Harbour Authority**, meets the requirements of the Code for its Statutory Harbour Authority area of operation and its approaches. Within this MSMS, the statutory harbour area is identified as **Larne Harbour Limited**.

This MSMS has been created with reference to the latest version of the Code and its accompanying ‘Guide to Good Practice on Port and Marine Facilities’ (GtGP).

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Distribution List

A controlled digital copy of this section is maintained within SharePoint.
The following authorised internal and external recipients are issued a copy of the MSMS.
The Harbour Master will notify all recipients of any amendments

1	Harbour Master
2	Duty Holder: Kasper Moos -Chief Executive Officer
3	Duty Holder: Laura Gilmour –Ports Director
4	Duty Holder: Tushar Patel -Chief Transformation Officer
5	Duty Holder: Anoushka Rafia Kachelo-Secretary
6	Designated Person:Capt. R Lewis

Major Review

In response to the latest edition of the 2025 PMSC and recommendations from the Designated Person, Larne Harbour Limited has conducted a major review of its MSMS. The Marine Safety Management System (MSMS) is a critical framework designed to ensure the safe operation of activities at the Port of Larne, protecting people, vessels, and the environment.

The scope of the major review includes a review of the Organisation's performance against the standard laid out within the latest edition of the 2025 Code. Any aspects that did not comply with, or fully address, the requirements of the Code were identified, and improvements were made.

Analysis:

- Hazard Identification:

The MSMS identifies potential hazards, including vessel collisions, property, people, environmental, and business risks.

- Risk Assessment

The system assesses risks and prioritises mitigation measures to minimise harm.

- Safety Objectives:

The MSMS sets clear safety objectives that align with regulatory requirements and industry best practices.

- Operational Procedures:

Procedures are established for safe vessel operations, a high-level permit-to-work system, and emergency response.

- Compliance:

The MSMS ensures compliance with relevant laws, codes, and standards, including the Port Marine Safety Code.

The Harbour MSMS is designed to protect people, vessels, and the environment, while ensuring efficient harbour operations. Regular review and audit will ensure its effectiveness.

Gaps:

Gaps were identified and addressed.

Following the MSMS review, the LPC Procedures Manual was updated, and a dedicated VHF Communications Manual was developed, incorporating the requirements of the Cairnryan Port Service.

Section 1 Harbour Authority and Duty Holder

1.1 Harbour Description

Larne Harbour is a major multipurpose commercial port on the northeast coast of Northern Ireland, serving as one of the region's busiest gateways for freight and passenger traffic. It handles over 200,000 freight units and more than half a million passengers annually, operating 24/7 with the capability to accommodate vessels up to 180 metres in length

1.2 Admiralty Chart Larne Lough and Approaches.

No. 1237

1.3 Swell Effects

During and after north-easterly gales, a heavy swell may run directly into the channel, making steering and track-keeping challenging. Fast Craft Ferries are particularly susceptible to steering problems in these conditions and need to maintain speeds of up to 12 knots to ensure proper steering. The swell effect can be experienced throughout the harbour.

1.4 Tidal Streams.

At the port entrance, tidal streams set parallel to the coastline at rates of up to 2 knots. Within the main channel, these streams continue to run parallel, increasing to speeds of up to 3 knots. Inside the port, tidal flow typically sets onto the berths during the ebb and off the berths during the flood. Localised cross-tides are present in several areas throughout the harbour.

1.5 Tidal Range

Spring Range: 2.4m

Neap Range: 1.7

1.6 Water Density

1025 / kg/m³

1.7 Headlands East of the Port

Ferris, Barr's, Skernaghan

1.8 Prominent Headland to the Northwest.

Black Cave Head

Northerly Harbour Limits

1.9 Anchorage.

There is no anchorage zone in the SHA area, although advice regarding anchorage areas in the vicinity outside port limits may be requested from Larne Port Control. The normal waiting anchorage for vessels is 1.2 Nautical Miles North of No. 1 buoy in depths of 20 metres. It has reasonable holding ground; however, it is exposed to wind and swell from North to South-east (through North-east directions). Note should also be made of the proximity of two cross-channel subsea cables extending from North of Black Cave Head. In strong North to South-east winds, anchorage may be found in Belfast Lough.

1.10 Port Cargo Handling Facilities

- Competitive Port Dues
- Short pilotage
- Four Berths capable of handling cargo vessels up to 180m and a draft of 7.0m
- All berths within the ISPS restricted area.



Figure 1: Curran Quay accommodates vessels up to 185m

1.11 Harbour Authority Status

Larne Harbour Limited is a SHA by virtue of the Larne Harbour Order (Northern Ireland 1998) [here](#) and The Port of Larne (Pilotage Functions) Order 2002, [here](#) which authorised Larne Harbour Limited to serve as a Competent Harbour Authority for the Port of Larne within the meaning of the Pilotage Act 1987 [here](#). As the Competent Harbour Authority, Larne Harbour Limited subsequently issues Pilotage Directions to the Masters of vessels in the Larne Pilotage District, in accordance with its powers under Section 7 of the Pilotage Act 1987 [here](#). It is also the Local Lighthouse Authority (LLA) with respect to aids to navigation by virtue of Section 193 of the Merchant Shipping Act. [here](#). The (Commissioner of Irish Lights, (CIL) [here](#) is the Lighthouse Authority.

To maintain and enhance the safety of navigation within the SHA area. Masters and watchkeepers must be aware of the current Larne Port's local legislation, byelaws, directions

and Notices to Mariners. It is therefore vital that owners and agents ensure that all such relevant information and publications are promptly distributed to vessels, or at least referred to the Port's website, where such documents are available.

It is the duty of the Master of a vessel subject to a Pilotage Direction to comply with that Direction. Failure by the Master to comply with a general or special direction may constitute an offence and render him or her liable under Section 15 of the Larne Harbour Order (NI) 1998 [here](#) However, a vessel's Master can defend himself or herself by demonstrating that they reasonably believed that following the Direction could likely endanger the vessel or that, given the circumstances, strict compliance was impractical.

Mariners are reminded that all communications with Larne Port Control, as well as CCTV and AIS images, may be recorded.

1.12 Harbour Limits

By virtue of the Larne Harbour Order (Northern Ireland) 1998, [here](#) the Company shall exercise its functions within the port, being the area shown on the map Figure 3 bounded by—

- (i) a straight line drawn from reference point 54°52'34"N, 05°49'19"W (Black Cave Head) to reference point 54°52'41"N, 05°45'13"W (the beacon at South Hunter Rock);
- (ii) a straight line drawn from reference point 54°52'41"N, 05°45'13"W (the beacon at South Hunter Rock) to reference point 54°51'34"N, 05°45'40"W (Skernaghan Point);
- (iii) a straight line drawn from reference point 54°51'34"N, 05°45'40"W (Skernaghan Point) to reference point 54°51'30"N, 05°46'44"W (Barr's Point);
- (iv) the level of high water on the shores of Islandmagee from reference point 54°51'30"N, 05°46'44"W (Barr's Point) to reference point 54°50'24"N, 05°46'40"W (south-east of Ballylumford Power Station);
- (iv) a straight line drawn from reference point 54°50'24"N, 05°46'40"W (south-east of Ballylumford Power Station) to reference point 54°50'24"N, 05°48'00"W (Curran Point);
- (v) the level of high water from reference point 54°50'24"N, 05°48'00"W (Curran Point), extending in a northerly direction, to reference point 54°52'34"N, 05°49'19"W (Black Cave Head);

together with the docks, landing places, and all other works and land of the Company for the time being held by it for the purposes of or in connection with that area.

1.13 Duty Holder

Table 1: Duty Holders



Figure 2: Harbour limits

Kasper Moos -Chief Executive Officer
Laura Gilmour –Ports Director
Tushar Patel -Chief Transformation Officer
Anoushka Rafia Kachelo-Secretary

Board members are collectively and individually responsible for ensuring the authority’s statutory duties are fulfilled. Accountability for compliance with the Code cannot be delegated or transferred, and members cannot excuse themselves from responsibility on the grounds of limited or specialised skills.

1.14 Duty Holder List of Responsibilities

- Ensure the authority discharges its duties and powers to the standard laid down in the Port Marine Safety Code. Ensure the Safety Management System and its procedures satisfy the requirements of the Code.
- Ensure the effectiveness of the Safety Management System
- Assess the Safety of Navigation and Pollution Prevention aspects of the harbour environment and of vessels using the harbour.
- Assess whether adequate resources and secondary support procedures are in place, liaising with all internal and external stakeholders, having marine safety responsibility
- Ensure reports are submitted regarding deficiencies, non-conformities, accidents and incidents.
- Provide strategic oversight and direction on all aspects of the harbour operation.
- Develop and maintain appropriate policies, plans and procedures and ensure that assessments and reviews are undertaken as required.
- Seek and adopt appropriate powers for the effective enforcement of regulations.
- Ensure that powers are discharged but not exceeded
- Ensure adequate financial, material and personnel resources are available for the discharge of all duties.
- Ensure to provide operating manuals.
- Provide appointment and authorisation, and ensure that appropriate services and facilities are available within the port (e.g. pilotage, traffic management, tugs, etc)
- Report compliance with the code to the MCA every 3 years.

1.15 Job Descriptions

The use of formal job descriptions is considered good practice. Some jobs related to marine operations are formal statutory appointments, e.g., Harbour Master, while others are related to legal functions and the exercise of the authority's statutory powers. The assignment and delegation of legal functions including statutory powers must be formalised. A Safety Management System also demands that the roles and functions upon which its operation depends are formally documented. Visible delegation through job descriptions also provides a level of accountability in the measurement of achieving objectives – by showing that somebody has been given responsibility for a specific task.

1.16 Organogram

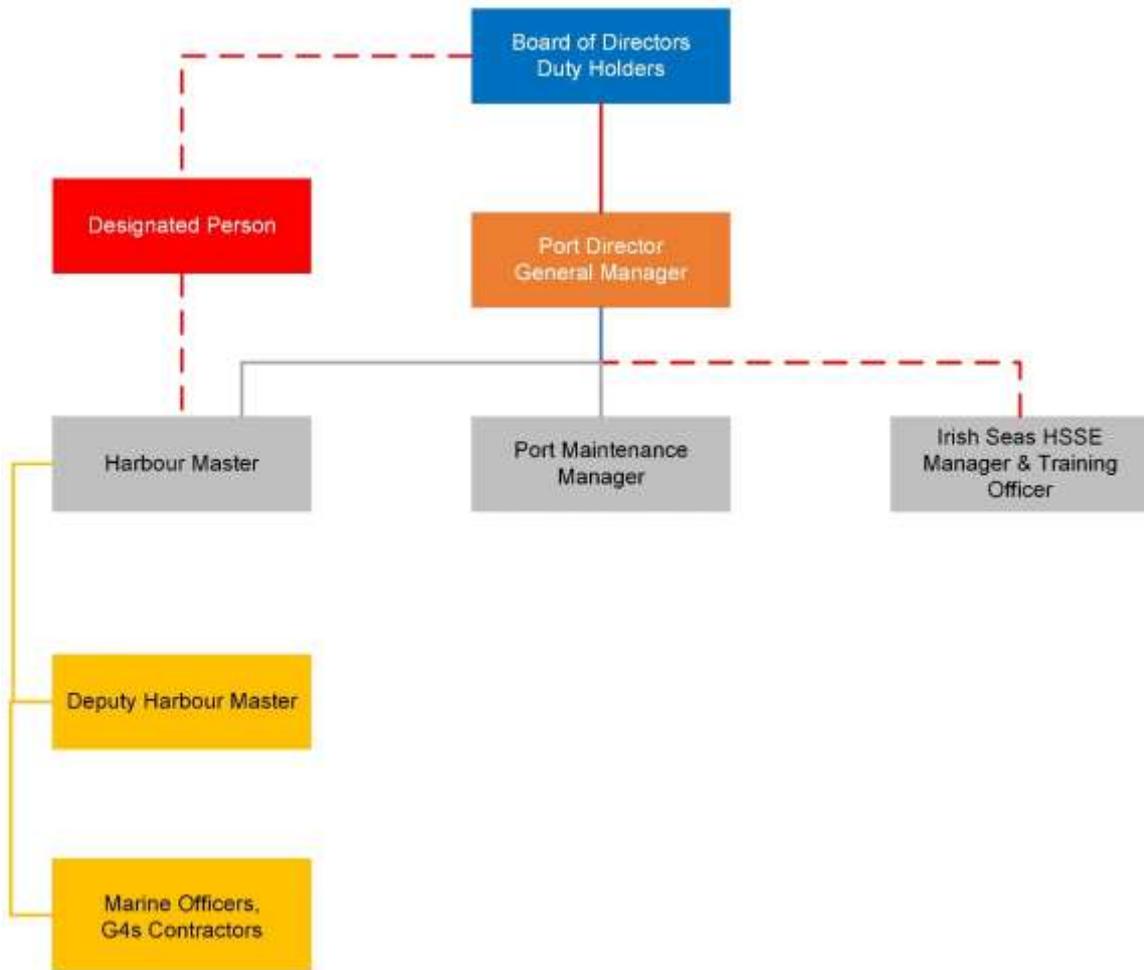


Figure 3: Organisational Structure

1.17 Organisational Strategic Decision or Actions

Key:

R - Responsibility (not necessarily authority)

A - Approval (right to veto)

S - Support (make resources available)

I - Informed (to be consulted before action)

DECISIONS OR ACTIONS	STRATEGIC DECISION PANEL				
	BOARD OF DIRECTORS	PORT DIRECTOR	HARBOUR MASTER	MAINTENANCE MANAGER	IRISH SEAS HSSE MANAGER & TRAINING OFFICER
Creation & maintenance of a supportive safety culture	R	R/S	R	R	R
Establishment and review of strategic policy objectives	R	R	I	I	I
Provision of resources and personnel for MSMS development & implementation	R	R/S	I	I	I
Initiation of action to ensure compliance with policy	I	S/A	R	R	R
Acquisition, interpretation and provision of information on safety matters	I	I	R/I	R	R/I
Auditing and review of Key Performance Indicators	I	I	R/S	S	S
Hazard Review and Risk Control Reviews	I	I	R/S	I	S
Initiation of action to ensure compliance with policy	A	A	R/S	S	S
Provide operating manuals	I	I	R	I	I

Table 2: Decisions and Actions

Section 2 Designated Person

2.1 ABPmer

The PMSC requires that organisations appoint a Designated Person to oversee the organisation's obligations with respect to the provision of an effective MSMS. The function of the Designated Person is to provide independent assurance directly to the Duty Holder that the MSMS is working effectively. To fulfil this requirement, the Designated Person must have a thorough knowledge and understanding of the requirements of The Code (and the GtGP) and associated marine legislation. The Designated Person has direct access to the Duty Holder.

Larne Harbour Limited is the Statutory Harbour Authority, Local Lighthouse Authority and the Competent Harbour Authority for the waters of the Larne Harbour Pilotage area and has appointed ABPmer to provide Designated Person services for the Port of Larne. Part of this service includes the provision of a three-yearly audit to establish if the Port of Larne is compliant with the requirements of the PMSC. The scope of the audit includes a review of the organisation's performance against the standards laid out in the latest edition of the Code. Any aspects that do not comply with or fully address the Code's requirements will be identified, and recommendations for improvement will be provided.

The DP provides independent assurance directly to the duty holder that the marine safety management system is working effectively.

- Determine via audit and monitoring the Safety Management System and its procedures satisfy the requirements of the Port Marine Safety Code and act in an independent manner, reporting directly to the Board.
- Verify the effectiveness and compliance of the Safety Management System
- Be aware of the progress and results of annual and intermediate Hazard and Risk Control Reviews
- Review of HM monthly report and make recommendations for improvement of the system.
- Verify by audit that any necessary corrective actions have been implemented
- Verify by audit whether staff are trained in accordance with required competencies
- Oversee external Safety Management System audits and assess whether document control procedures are followed
- Monitor through review and audit of the incident investigation process and the validity of the investigation conclusions
- Monitor through review and audit of lessons learned from individual and industry experience and investigation
- Monitor through review and audit the effectiveness of indicators used to measure performance against the requirements and standards in the code

- Monitor through review and audit the effectiveness of consultation processes used to involve and secure the commitment of all appropriate stakeholders

Contact Address

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T 0 23 8071 1840
E enquiries@abpmer.co.uk

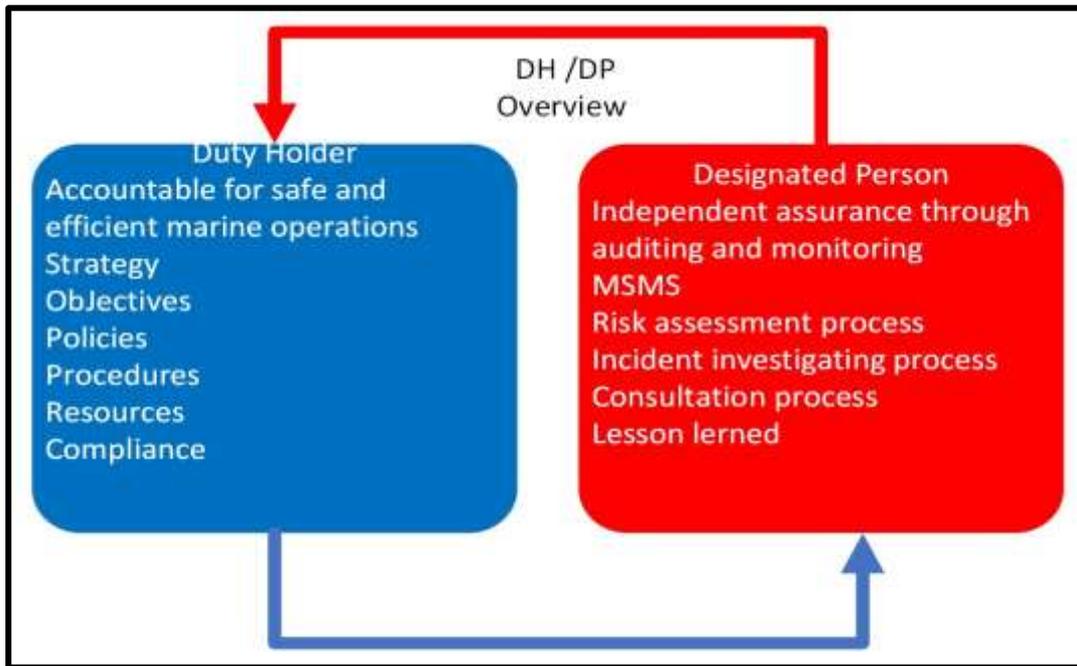


Figure 4: Duty Holder/Designated Person Overview:

Section 3 Legislation

3.1 Review Existing Powers

The Organisation Authority has its own legal department and regularly reviews its powers to identify gaps, inconsistencies, or areas for improvement. This process ensures they remain adequate and effective for safe and efficient harbour operations

3.2 National Legislation

General legislation sets out a range of duties and powers that, as an Organisational Authority and SHA, it recognises and applies in its approach to managing the harbour undertaking. This includes (but is not limited to) the following:

- Civil Contingencies Act 2004 [here](#)
- Environment Act 2021 [here](#)
- Conservation of Habitats and Species Regulations 2010 [here](#)
- Conservation of Habitats and Species Regulations 2017 [here](#)
- Marine and Coastal Access Act 2009 [here](#)
- Marine Licencing (Exempted Activities) Order 2011 [here](#)
- Dangerous Vessels Act 1985 [here](#)
- Harbours Act 1964 [here](#)
- Health and Safety at Work Act 1974 [here](#)
- Marine Navigation Act 2013 [here](#)
- Merchant Shipping Act 1995 [here](#)
- Pilotage Act 1987 [here](#)
- Prevention of Oil Pollution Act 1971 [here](#)
- Railways and Transport Safety Act 2003 [here](#)
- Dangerous Goods in Harbour Areas Regulations 2016 [here](#)
- Management of Health and Safety at Work Regulations 1999 [here](#)

3.3 Local Legislation

The following Acts provide the SHA specific duties, powers and responsibilities:

- Larne Harbour Order (Northern Ireland) 1998 [here](#)
- Port of Larne (Pilotage Function) Order 2002 [here](#)
- Harbours Act (NI) 1970 [here](#)
- Dangerous Vessels (Northern Ireland) Order 1991 [here](#)
- Oil Pollution Planning and Preparedness Convention 1990 Entry into force: 13 May 1995 [here](#)

- Dangerous Substances in Harbour Regulations (Northern Ireland) 1991 [here](#)
- Health and Safety at Work (Northern Ireland) Order 1978 [here](#)
- Marine Licensing Northern Ireland [here](#)
- Natural Habitats, etc.) Regulations (Northern Ireland) 1995 [here](#)

3.4 Harbours, Docks and Piers Clauses Act 1847

The Larne Harbour Order (Northern Ireland) 1998 [here](#) states that it incorporates Sections 69 and 85 of the HDPCA through incorporation of the Curran Pier (Larne Harbour) Orders 1871 to 1936. No other Sections of the HDPCA are referenced directly. The interpretation section of the Order states that: “harbour master” means the harbour master appointed by the Company and any person authorised by the Company to act in that capacity.” This statement implies that Section 51 of the HDPCA [here](#) (undertakers may appoint such harbour masters as they think necessary).

3.5 Review of Statutory Powers

The Larne Harbour Order Northern Ireland 1998 [here](#) conferred additional powers upon the Larne Harbour Limited, including:

Introductory Text [here](#)

1. Citation and commencement [here](#)
2. Interpretation [here](#)
3. Amendment of Curran Pier (Larne Harbour) Orders 1871 to 1936 [here](#)
4. General powers of the Company in respect of the port [here](#)
5. Area of jurisdiction [here](#)
6. Power to secure sufficient waterway and sell dredged, etc., materials [here](#)
7. Power to raise and remove wrecks [here](#)
8. Obstruction of the harbour master and others [here](#)
9. Power to obtain information as to vessels [here](#)
10. General rules for navigation [here](#)
11. Vessels adrift [here](#)
12. General directions to vessels [here](#)
13. Special directions [here](#)
14. Enforcement of special directions [here](#)
15. Failure to comply with directions [here](#)
16. Master’s responsibility in relation to directions [here](#)
17. Power to prevent or reduce oil pollution [here](#)
18. Incorporation of section 156 of the Merchant Shipping Act 1995 [here](#)
19. Provisions relating to oil pollution and raising of wrecks [here](#)

20. Removal of vehicles from port [here](#)

The Duty holder is committed to keeping its local legislation under review to identify the implications of any new legislation being developed on its operations. Where that legislation creates any new duties or responsibilities on this organisation, these will be incorporated into the MSMS.

Section 4 Duty and Powers

Larne Harbour Limited Board duties and powers are provided in its local legislation, as contained in the Larne Harbour Limited, Larne Harbour Order (Northern Ireland) 1998, [here](#) the Larne (Pilotage Function) Order 2002 [here](#) and the Harbours (Northern Ireland) Order 2002, [here](#) plus obligations drawn from national legislation.

As a SHA, the Larne Harbour Limited Board recognises its statutory duties in relation to safe and efficient port marine operations. This includes the duty of care to those using the harbour, which is recognised as an obligation to conserve and facilitate the safe use of the harbour.

The following sub-sections describe how Larne Harbour Limited meets its obligations as the owner of the Company and SHA for Larne Harbour Limited.

4.1 LPS Vessel Traffic Management

The Duty Holder has established a Local Port Services (LPS), which is assessed to meet the requirements of Larne Port in consideration of the guidance set out in MGN 401 (M+F) [here](#)

There is a public right of navigation in tidal waters, subject to the payment of proper tolls and dues, and to the provisions of any laws regulating the operation of the harbour which impose special restrictions on the otherwise general freedom of navigation. It follows that harbours have the powers to regulate the entry and movement of ships within ports to ensure the safety of navigation. The GtGP states the general principles as:

1. Ports have rules in byelaws and directions, which every user must obey as a condition of his or her right to use the harbour.
2. Harbour authorities have a duty to make proper use of powers to make byelaws, and to give directions (including pilotage directions), to regulate all vessel movements in their waters.
3. These powers should be exercised in support of the policies and procedures developed in the authority's safety management system and should be used to manage the navigation of all vessels.
4. Harbour authorities should have clear policies on the enforcement of directions and should monitor compliance.
5. Powers of direction should be used to require the use of port passage plans in appropriate cases, whether vessels are piloted or not.
6. The harbour master may give directions prohibiting the entry into, or requiring the removal from, the harbour of any vessel if, in his opinion, the condition of that vessel, or the nature or condition of anything it contains, is such that its presence in the harbour might involve a grave and imminent danger to the safety of persons or property or risk that the vessel may, by sinking or foundering in the harbour, prevent

or seriously prejudice the use of the harbour by other vessels. The harbour master must have regard to all the circumstances and to the safety of any person or vessel.

Purpose

To discharge the Organisation Authority's responsibilities to regulate traffic for the safety of navigation within the port area of jurisdiction, for the safety of all port users and the protection of the environment,

The Organisation Authority will support the actions of Larne Port Control personnel who use their best endeavours to carry out their duties in accordance with this policy and the Port of Larne "LPC. Manual".

Method

LPS Operators are recruited and trained to the required industry standards. The Board recognises MGN 401 [here](#) and IMO Resolution A.857 (20). [here](#)

Develop and maintain procedures within the **LPC Manual**. To achieve the following objectives.

Operate a 24-hour Local Port Service to supply information on berth and port conditions, including weather and tidal information within the port. Additionally, at all such times as the Larne Harbour Limited determines by Navigational Risk Assessment that traffic conditions require a higher degree of control and management, to operate a Vessel Traffic Service to monitor ship movements, tide and weather conditions within the port and provide timely information and/or warnings, either of a ship-specific or broadcast nature, concerning possible hazardous situations.

- Safely and efficiently coordinate traffic movements within the port area, including setting criteria for:
 - The conduct of navigation in restricted visibility, adverse weather and any other circumstances which might require restriction on navigational movements
 - Restricting the movement of leisure and fishing vessels within the deep-water channels (as may be required for the safety of both major vessels and small craft)
 - Provide relevant information to vessels inside and outside the controlling area for the Safety of Navigation.
 - Coordinate and facilitate the shipping and landing of Pilots
 - Maintain records of ship movements, communications and significant events within the controlling area, including the recording of AIS and VHF radio traffic data. Refer to the LPC Procedures Manual [here](#)

4.2 High Speed Craft

Purpose

These vessels may operate at speeds exceeding 30 knots in the approaches to Larne Harbour.

The vessel operates on a defined route and speed profile designed to minimise the risk of wave wash-related danger or damage. Attention is drawn to the following:

- Small craft must avoid crossing ahead of the high-speed craft.
- Small craft must not pass close astern while the vessel is manoeuvring to berth, especially when water jets are in use.

Method

Navigational Safety Broadcasts – Arrivals and Departures

Larne Port Control Marine Officers are responsible for issuing Navigational Safety Broadcasts to ensure that all recreational vessels operating within, or approaching, the harbour area receive timely and relevant safety information.

These broadcasts provide non-commercial craft with essential updates on high-speed craft movements.

The Marine Officer must deliver these broadcasts using standardised marine phraseology, ensuring clarity, accuracy, and consistency at all times.

Each broadcast is logged in accordance with the Harbour Authority's Safety Management System, forming part of the formal navigational information framework that supports safe vessel operations in a non-radar environment. [here](#)

International HSC Code 2000 (2008 Edition) (MSIS 34) Appendix D – Risk assessment passage plan conducted by the vessel operator. [here](#)

Arrival and departure procedures are clearly set out in the LPC operational procedures manual.

Table 3: Key Performance Indicators LPS Vessel Traffic Management

KPI Area	KPI	Measure / Evidence	Target	Review
Safety	Traffic-related marine incidents	Incident reports	0 serious incidents	Quarterly
Compliance	Compliance with harbour directions	VHF logs, patrol records	≥95%	Quarterly
Communications	Availability of LPS VHF watch	Duty rosters	100% during published hours	Monthly
Communications	VHF reporting compliance (where applicable)	VHF logs	≥95%	Quarterly
Operations	Traffic conflicts identified and managed	Harbour logs	No adverse trend	Quarterly
Human Factors	LPS staff trained and authorised	Training records	100%	Annually
Emergency	LPS support to emergency response	Incident / exercise records	100% participation	Annually
Assurance	LPS-related audit actions closed	Action tracker	≥90% on time	Quarterly

4.3 Navigational Advice and Guidance

The Board will keep under review and publish ‘Port Guidelines for Commercial Vessels [here](#)

4.4 Recreational Navigation

Recreational navigation covers a broad range of activities and vessel types. These include seagoing yachts, power boats, personal watercraft, canoes, and yacht racing passing through the SHA limit.

Leisure users accessing or egressing Larne Lough via Larne Port are recommended to appraise themselves of the ‘Guide to Port Entry’, [here](#) as well as ‘Recreational Craft Guidelines’ [here](#) and to liaise with ‘Larne Port Control’ on VHF Channel 11 (T: 02828 872179) before entering, passing through or departing from the Port.

4.5 Open Port Duty

The Larne Harbour Order (Northern Ireland) 1998 [here](#) does not reference Open Port Duty as defined in Section 33 of the Harbours, Docks and Piers Clauses Act 1847 [here](#) directly, but Larne Lough is open to the sea.

4.6 Appointment of a Harbour Master

Larne Harbour Limited has the power to appoint a Harbour Master. This appointment is a statutory role; the Harbour Master is accountable to the Duty Holder for the safety of marine operations in the harbour. Thomas McKay has been appointed as the Harbour Master of Larne Harbour, effective 03rd March 2025

4.7 Delegation of Powers

Larne Harbour Limited Acts do not allow for the delegation of Harbour Master powers. In practice, this means that only the appointed Harbour Master or Deputy Harbour Master are authorised to issue a Special Directions.

4.8 Byelaws

Larne Harbour Limited keep under review the following Byelaws that are published on the Port of Larne website: [here](#)

- Larne Harbour Byelaws (1876) in pursuance of the Explosives Act 1875. [here](#)
- Larne Harbour Byelaws Curran Pier 1947. [here](#)

Larne Harbour Limited has the powers to make byelaws under Section 14 of The Harbours Act (Northern Ireland) 1970, [here](#) for the following purposes:

A local harbour authority may make byelaws for all or any of the following purposes: —

- (a) for regulating the use of the harbour;
- (b) for regulating the conduct of persons;
- (c) for regulating the exercise of the powers vested in the harbour master;
- (d) for regulating the movement of vessels;
- (e) for controlling vehicles;
- (f) for preventing the obstruction of, or injury to, the harbour;
- (g) for regulating the shipping and unshipping, landing, warehousing, stowing, depositing and removal of all goods within the harbour;
- (h) for regulating, with the consent of the Commissioners of Customs and Excise, the hours during which the gates, entrances or outlets to the harbour will be open;
- (i) for regulating the functions of any person, not being an officer of customs and excise, employed (whether by the authority or any other person) in the harbour;
- (j) for regulating the use of fires and lights;
- (k) for preventing damage or injury to any vessel or goods;
- (l) for regulating the use of cranes and other equipment belonging to the authority.

4.9 Special Directions

Section 13 Larne Harbour Order (Northern Ireland) 1998. [here](#) The harbour master may give a special direction in respect of a vessel anywhere in the port for any of the following purposes—

- (a) regulating or requiring the movement, berthing, mooring or unmooring of the vessel;

- (b) regulating the loading, discharging, storing and safeguarding of its cargo, fuel, water or stores and the dispatch of its business at the port;
- (c) specifying the precautions to be taken in respect of apparatus, machinery and equipment;
- (d) prohibiting or restricting the use of fires or lights;
- (e) as to the use of ballast;
- (f) requiring the removal of the vessel from any part of the port if—
 - (i) it is on fire;
 - (ii) it is such a condition as to be liable to become immobilised or waterlogged, or to sink;
 - (iii) it is making an unlawful use of the port;
 - (iv) it is interfering with the use of the port by vessels or otherwise or the dispatch of business therein; or
 - (v) its removal is necessary to enable maintenance or repair work to be carried out to the port or to premises adjacent thereto;
 and requiring its removal outside the port if such removal is considered by the harbour master to be necessary in order to avoid danger to life (including wildlife) or to property.
- (2) A special direction under this Article may also be given, so far as required for safety of navigation, for requiring or regulating the use of tugs in relation to a vessel.
- (3) A special direction may be given in any manner considered by the harbour master to be appropriate. LPC manual here communications manual here

4.10 Issuing Special Directions

The Harbour Master may give a Special Direction. Harbour Master in this context means: “the harbour master appointed by the Company and any person authorised by Larne Harbour Limited to act in that capacity”

1. Initial Call

“[Vessel Name], [Vessel Name], [Vessel Name], this is Larne Port Harbour Master, Larne Port Control on VHF Channel [11]. Over.”

2. Establish Control

“[Vessel Name], this is Larne Port Harbour Master. I am issuing a Special Direction. This is a safety message. Over.”

(Wait for acknowledgement)

3. Statement of Authority

“This direction is given **UNDER THE POWERS OF DIRECTION THROUGH ARTICLE 13 OF THE LARNE HARBOUR ORDER (NORTHERN IRELAND) 1998** [here](#)”

I HEREBY GIVE THE MASTER A SPECIAL DIRECTIONS

AS FOLLOWS:.....

Over.”

4. Reason (Grounds)

A special direction may be given in any manner considered by the harbour master or his deputy to be appropriate

5. Acknowledgement

“Confirm you understand and will comply with this direction.

Over.”

(Await response)

Refer to the LPC Manual and the Comms manual. [here](#)

4.11 General Directions

1. By virtue of Article 12 of the Larne Harbour Order (Northern Ireland) 1998, [here](#) the Company may give directions for the purposes of promoting or securing conditions conducive to the ease, convenience or safety of navigation in the port and, without prejudice to the generality of the foregoing, for any of the following purposes of:
 - a) for designating areas, routes and channels within the port which vessels are to use or refrain from using for movement or mooring;
 - b) for securing that vessels move only at certain times or during certain periods; or
 - c) requiring the master of a vessel to give to the harbour master information relating to the vessel reasonably required by the harbour master in order to effect the objects of this paragraph.
2. A general direction may apply—
 - a) to all vessels or to a class of vessel designated, or the designation of which is provided for, in the direction;
 - b) to the whole of the port or to a part designated, or the designation of which is provided for, in the direction; or
 - c) at all times or at times designated, or the designation of which is provided for, in the direction,
and every general direction shall specify the extent of its application in relation to the matters referred to in sub-paragraphs (a), (b) or (c).
3. The Company may revoke or amend a general direction.

4. Notice of a general direction shall, as soon as practicable after it is given, be published by the Company once in Lloyd's List or some other newspaper specialising in shipping news and shall state a place at which copies of the direction may be inspected.

4.12 Dangerous Vessel Directions

By virtue of Article 3 of the Dangerous Vessels (Northern Ireland) Order 1991 [here](#) the Harbour Master or his deputy may:

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

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

The Dangerous Vessels Act 1985 does not apply to any vessel belonging to His Majesty (or employed in the service of the Crown) or any vessel which is a pleasure boat of 24 metres or less in length.

These directions can be given to the vessel owner, the Master or any Salvor or their Agent.

The Harbour Authority may have limited liability for any loss or damage occurring outside the Harbour as a result of any such direction. The direction of the Harbour Master may be overruled by the Secretary of State's representative ([SOSREP](#)). In these cases, the vessel must be permitted to enter or stay in the Harbour, and the Government assumes a greater liability for the vessel. Refer to the LPC Manual

4.13 SOSREP

The Secretary of State has the authority to issue Directions to the Organisation Authority, Harbour Master, and certain other individuals when an accident occurs to or on a ship and, in their opinion, there is a safety risk or potential pollution from a hazardous substance. The Secretary of State's Representative ([SOSREP](#)) has been designated to carry out these functions. The person given directions may be required to take, or refrain from taking, specific actions as specified. Among other things, the Direction may mandate that the ship be moved, or not moved, to or from a designated area, locality, or place; that any oil or cargo should or should not be discharged; or that salvage measures should be implemented. The Secretary of State also possesses broad powers to act or to authorise others to act when issuing Directions is deemed insufficient.

Directions may or may not be provided in writing (though if not provided in writing, they will be confirmed in writing as soon as reasonably practicable). Persons to whom a Direction is given must endeavour to comply with it in a way that avoids risking human life. A person who

fails to comply with a Direction or deliberately obstructs anyone acting on behalf of the Secretary of State faces summary conviction, which can result in a fine of up to £50,000. There is no cap on the fine following a conviction on indictment. Refer to LPC Manual [here](#)

4.14 Issuing Dangerous Vessel Directions

Issued by the Harbour Master or nominated person.

1. Initial Call

“[Vessel Name], [Vessel Name], [Vessel Name], this is [Larne Port Harbour Master] Larne Port Control on VHF Channel [11]. Over.”

2. Establish Control

“[Vessel Name], this is [Larne Port] Harbour Master. I am issuing a Dangerous Vessel Direction. This is a safety message. Over.”

(Wait for acknowledgement)

3. Statement of Authority.

“This direction is given **UNDER THE POWERS OF DIRECTION THROUGH ARTICLE 3 OF THE DANGEROUS VESSELS (NORTHERN) ORDER 1991** [here](#)
**I HEREBY GIVE THE MASTER A DANGEROUS VESSEL DIRECTIONS
AS FOLLOWS:.....**

Over.”

4. Reason (Grounds)

“Your vessel is assessed as posing a grave and imminent danger due to [state clearly: flooding/fire risk/loss of propulsion / unsafe cargo/pollution risk / structural damage]. Over.”

5. The Direction (Choose One or More) e.g.

Prohibition of Entry

“You are directed not to enter the harbour limits. Maintain position clear of the fairway. Over.”

Removal from Harbour

You are directed to vacate the harbour immediately and proceed to [named anchorage/sea area], keeping clear of navigation channels. Over.”

Hold Position

“You are directed to hold position at [location] and not to move without my permission. Over.”

Other.....

Corrective Action

“You are directed to take immediate action to render the vessel safe by [e.g. commencing pumping, securing cargo, deploying tugs]. Over.”

6. Compliance Warning

“You are required to comply immediately. Failure to comply may result in enforcement action. Over.”

7. Acknowledgement

“Confirm you understand and will comply with this direction.
Over.”

(Await response)

[4.15 Issuing Dangerous Directions in Writing](#)

The Organisation Authority will issue a special direction in writing as soon as reasonably practicable

4.16 Pilotage

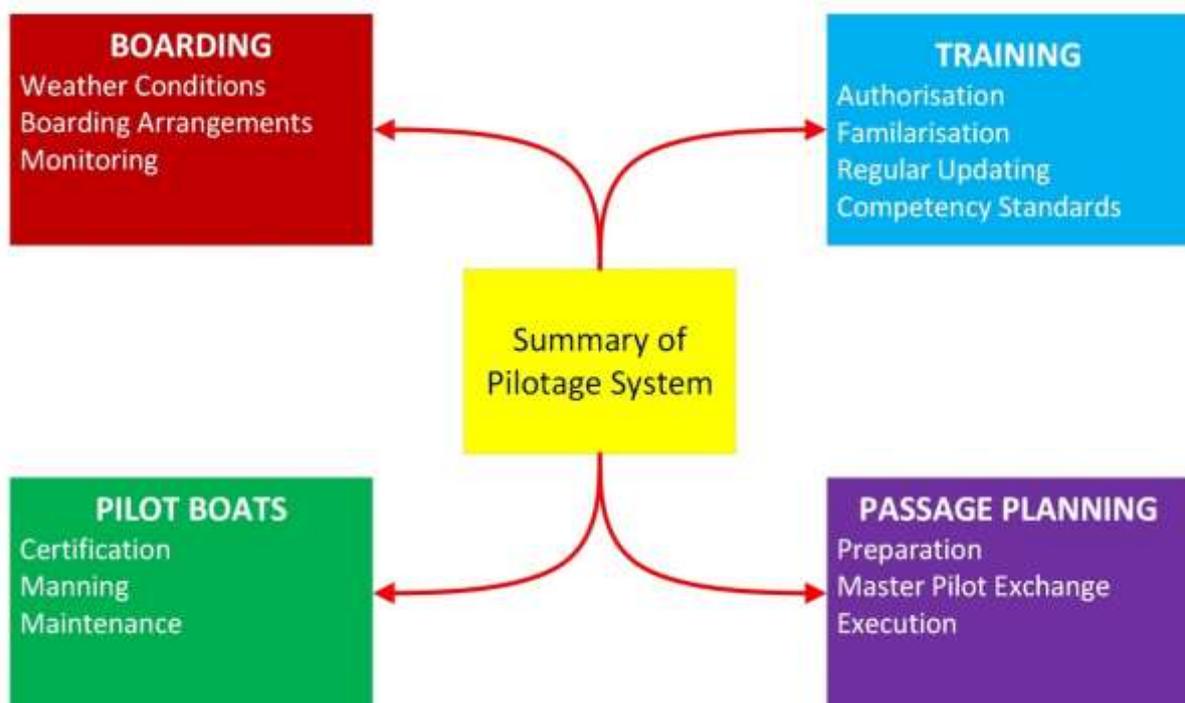


Figure 5: Summary of Pilotage System

4.17 Compulsory Pilotage Subject to the Following Exemptions

Pilotage is compulsory for all vessels navigating within the Larne Pilotage District - which comprises all waters within the statutory harbour limits as described in Section 5 of the Larne Harbour Order (NI) 1998 [here](#) - subject to the following exemptions:

- a. Vessels under 60 metres in length without a bow thruster. However, such vessels, if greater than 47.5 metres, are exempted only if berthing or unberthing in benign conditions (see below).
- b. Vessels under 75 metres in length, if fitted with an operational bow thruster and berthing or unberthing in benign conditions.
- c. HM ships and foreign warships.
- d. General Lighthouse Authority tenders.
- e. Fishing vessels less than 47.5 metres.
- f. Vessels under 130m in length with an operational bow thruster, and no defects, shifting berth within the port, conditional on the Master having the following:
 1. Significant manoeuvring experience of his vessel i.e. > 12 months service as Master on board the vessel that he proposes to shift, including at least 100 previous port movements of his vessel in the last year.

2. At least 1 previous movement of his vessel in Larne Port in the last 12 months
3. Previously held a PEC for Larne and/or holds a current PEC for another UK or Irish port
4. Good standard of English
5. Written approval from his owner or manager to shift his ship in Larne, without a pilot.
6. He has undertaken a familiarisation visit at 'Larne Port Control' (LPC)
7. He has undergone an assessment by the Harbour Master, at which he will need to demonstrate sufficient knowledge of the port and its reporting procedures.

Shifting should, however, occur only under benign conditions. The Master must also agree his shifting plan with LPC and complete a pilot chit if practicable prior to shifting.

A licensed mooring contractor must also be engaged to let go and moor the vessel.

Benign conditions should be regarded as light winds (<av. 15kts), at slack water (1hr before or after HW/LW) and during daylight hours

4.18 Exemptions will not apply to

- a) Ships with a Passenger Certificate.
- b) Ships carrying hazardous cargoes in bulk or marine pollutants.
- c) Ships in ballast which are not gas-free.
- d) Ships not fitted with a working radar installation during periods that fog, mist, falling snow, heavy rain, or any other similar causes reduce visibility to less than 1000m.
- e) Ships or their tow, if any, having any one of the following defects:
 - are unseaworthy in any respect, or
 - have defects to the main engine, steering gear or auxiliary machinery which may affect the manoeuvring of the ship, or
 - have inoperable capstan, windlass, mooring winches or anchors that are not cleared or ready for use, or
 - have a list of over 5 degrees, or are excessively out of trim, or
 - have any hull or machinery damage which may affect the safety of the ship or the containment or safety of the cargo or bunkers.

Any ship that the HM or his assigned deputy determines should not be exempted following a specific risk assessment.

4.19 Provision of Pilotage Service

Larne Harbour Limited, as a CHA, has duties and powers to provide a Pilotage service. The GtGP recommends that the use of these powers should follow these general principles:

1. Organisation Authorities are accountable for the duty to provide a pilotage service, and for keeping the need for pilotage and the service provided under constant and formal review
2. Organisation Authorities should therefore exercise control over the provision of the service, including the use of pilotage directions, and the recruitment, authorisation, examination, employment status, medical fitness and training of pilots
3. Pilotage should be fully integrated with other port safety services under harbour authority control.
4. Authorised pilots are accountable to their authorising authority for the use they make of their authorisations: harbour authorities should have contracts with authorised pilots, regulating the conditions under which they work, including procedures for resolving disputes.

To provide a competent and reliable service to assist the navigation of vessels entering, leaving and navigating within the pilotage District.

4.20 Contract out Pilotage Services

- It is the policy of Larne Harbour Limited, as the CHA, to contract out the pilotage of all non-PEC exempted ships to Belfast Lough Pilotage Services (BLPS), who will be, insofar as possible, Unrestricted Pilots.
- BLPS will be trained, examined, and authorised according to the required industry standards and in compliance with the Pilotage Act 1987 [here](#) and the guidance from the Pilotage Review of 1998. [here](#)
- The CHA requires its pilots to perform their duties in accordance with the European Maritime Pilots Association's Code of Best Practice for European Maritime Pilots [here](#) and the Port Skills and Safety [here](#) National Occupational Standards.
- Develop and maintain procedures within the "Larne Port Pilotage Manual" [here](#) to achieve the following objectives:
 - To issue Pilot Exemption Certificates on request to any bona fide Deck Officer in accordance with the Navigational Act 2013 [here](#) of vessels regularly using the port, on completion of prescribed qualifying requirements and examination.
 - Promote a close and integrated working relationship between Pilots, PEC Holders and Marine Officers.
 - Promote the use of Port Passage Plans by vessels using the harbour and the generation of generic Port Passage Plans to assist Masters in producing specific Plans
 - To issue and periodically review Pilotage Directions to identify the requirements for voluntary and compulsory pilotage, including reporting, boarding and landing areas.
 - To review the means of boarding and landing Pilots to ensure that these operations are carried out as safely as possible

- To review pilotage services and the exemption system to ensure that they continue to reflect the requirements of the Port with regard to the Safety of Navigation. Larne Harbour Limited provides a written passage plan on its website [here](#) that includes all pertinent information a navigator would require for entry. BLPS Pilots provide the vessel's Master with a 'pilot chit' for Master/Pilot Exchange purposes.

4.21 Master Pilot Exchange MPX

Larne Harbour Limited has developed the Master Pilot Exchange (MPX), [here](#) which is kept under constant review in consultation with BLPS.

4.22 Pilot Embarkation Procedures

Pilot embarkation/disembarkation should be carried out in accordance with the port's Pilotage Manual [here](#) and the "Code of Safe Practice for Embarkation and Disembarkation of Pilots.". [here](#) Pilots during embarkation or disembarkation must wear appropriate PPE, including non-slip safety footwear and a properly secured lifejacket/pilot coat. Wearing a protective bump cap/helmet is also recommended.

4.23 Pilot Boarding Procedures

Before the vessel arrives at the pilot station, Larne Port Control will request that the vessel prepare the pilot ladder on the side preferred by the pilot and the pilot boat coxswain. Larne Port Control will also seek confirmation from the vessel that the boarding arrangements are in good order, well-maintained, and in line with IMO standards. Failure by the vessel to provide a positive response will result in the automatic suspension of the pilotage service for that vessel. Pilotage Manual [here](#)

4.24 Pilot Ladder Boarding Arrangements

Larne Port Control will ask the vessel the following question:

Can you confirm that your pilot ladder is properly constructed, has been recently inspected, is in good condition, and is rigged in accordance with SOLAS regulations and IMO requirements? Refer to: pilotage manual [here](#), Communications Manual [here](#)

4.25 Pilot Disembarkation Procedures

1. Pilot disembarkation is not anticipated to be undertaken prior to the vessel passing No. 1 buoy, variations to this direction being permissible only when wind and weather conditions are adverse and specific approval from the Harbour Master or his Deputy has been agreed.
2. The side on which the ladder is to be rigged, the preferred ship's speed through the water, and how a lee is to be created such that the pilot can safely be disembarked

should be agreed between the pilot, the Master and the pilot boat coxswain in advance.

3. Vessels should be advised/reminded not to adjust course or speed whilst a pilot boat is alongside unless specifically asked by the coxswain to do so. They should alter speed and course only once it has been confirmed – preferably visually from the bridge – that the pilot boat has left the ship’s side and is clear of the vessel. Pilotage Manual [here](#)

Pilot transfers are conducted safely and efficiently in accordance with Larne Harbour Board procedures. Performance is monitored using defined KPIs, with all incidents investigated and actions closed in line with the MSMS.

Table 4: Key Performance Indicators. Pilot Embarkation/Disembarking

KPI Area	KPI	Measure/Evidence	Target/Tolerance	Review
Safety & Operations	Successful pilot Embarkation /Disembarkation	Pilot boarding/disembarking log; vessel report	100% of pilot Embarkations /Disembarkations completed safely without incident	Quarterly
Operations	Timely Embarkation /Disembarkation	Scheduled vs actual Embarkation /disembarkation times	≥ 95% within agreed window	Quarterly
Compliance	Compliance with pilotage instructions	Pilot/vessel reports, incident reports	100%	Quarterly
Human Factors	Incidents during pilot transfer (slips, trips, falls)	Incident / near-miss reports	0	Quarterly
Emergency Readiness	Contingency procedures are activated when the transfer fails	Exercise/incident records	100% tested annually	Annually

4.26 Pilot Exemption Certificate Policy

Larne Harbour Limited, by virtue of the Port of Larne (Pilotage Function) Order 2002, [here](#) as a CHA, will issue a PEC, provided she or he meets the authority criteria.

A bona fide Deck Officer of a vessel subject to compulsory pilotage within the Larne Pilotage District may apply for and be issued with a Pilotage Exemption Certificate for the SHA area, in accordance with the Pilotage Act 1987, as amended by the Marine Navigation Act 2013, [here](#)

subject to their fitness and qualification both by examination and experience, as described in the Pilotage Manual [here](#).

Note: “Bona fide Deck Officer” means a person signed on the ship’s articles as a Deck Officer and holding an appropriate OOW Certificate of Competency.

4.27 Authority Not to Grant a PEC

Larne Harbour Limited, as the CHA, may apply to the Secretary of State for an exemption from issuing certificates when LHL believes that exceptional navigational hazards exist within the pilotage district, such that safety considerations dictate that all vessels must take an authorised pilot.

4.28 Regulations for the use of a PEC

- a) A PEC may only be used by an individual acting in the capacity of a bona fide Deck Officer.
- b) A PEC may only be used on a vessel which has been nominated and named on that PEC.
- c) The Holder of the PEC reported to Larne Port Control as having conduct of the navigation of the vessel must be on the navigating bridge of that vessel throughout the passage unless relieved by another PEC Holder.
- d) Larne Port Control must be apprised immediately of any change of watch between PEC Holders, which takes place within the Pilotage District.
- e) A PEC remains valid for one year from the date of issue or renewal. It is the responsibility of the Holder to ensure that his / her PEC remains valid.
- f) A PEC will only remain valid while the Holder’s Certificate of Competency and Medical Certificate are also valid.
- g) Larne Pilotage Authority reserves the right to inspect the supporting documents of a PEC Holder and or relevant documents of the vessel on which the PEC is being used, or has been used, at any time.
- h) PEC holders are not permitted to use a tug to tow, push only, unless specifically and individually 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 such authorisation. In the absence of such HM authorisation, a Pilot should be assigned for this type of towing operation.
- i) Any PEC holder, returning to a vessel for which he holds a PEC, after a period in excess of 3 months, must complete at least one arrival and departure under the supervision of a Master who is a current Larne PEC holder, before being authorised to pilot the vessel. This is to ensure adequate refamiliarisation with bridge team management, bridge procedures and the manoeuvring characteristics of the vessel. Pilotage Manual [here](#)

4.29 Routine Towage

It is quite unusual for tugs at Larne Port to be used for towing, as the common practice is to employ tugs solely for pushing. PEC holders are not permitted to use a tug for towing unless authorised by the Harbour Master, who will assess the PEC holder's level of experience and familiarity with tug operations and the specific towage before granting permission. Without the Harbour Master's approval, a Pilot should be assigned to this type of towing operation.

4.30 Non-Routine Towage

The Harbour Master has the authority under Section 13 (2) of the Larne Harbour Order (Northern Ireland) 1998 [here](#) to require or regulate the use of tugs in relation to a vessel when necessary for the safety of navigation.

However, it should be noted that any vessel's operation that requires working with tugs within the harbour shall not occur if the prevailing visibility is less than 1000m. All such operations are subject to the Master and Pilot being satisfied that it is safe to conduct the proposed operation after assessing the vessel's manoeuvring capabilities, navigation systems, crew competence, and familiarity concerning any additional risk posed by the restricted visibility.

The use of tugs will be determined by the following guidelines: Number of Tugs. No specific number of tugs is required for a particular ship operation. The master and Pilot will make this decision in consultation; however, the following may serve as a guide for berthing unless exceptional circumstances dictate otherwise.

4.31 Matrix

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 figures mentioned above may be adjusted at the pilot's discretion, subject to factors such as weather, tidal conditions, vessel limitations, or specific propulsion and manoeuvring systems (e.g., twin screws, thrusters, high-lift rudders, etc.). The number of tugs required for unberthing shall be based on that needed for berthing but may be reduced at the pilot's discretion.

The agent and/or master should order tugs directly from the tug company. Small tugs (less than 5T) should be requested at least two hours in advance; tugs from Belfast require twenty-four hours' notice, with consideration given to the weather and tidal conditions during the passage.

However, tankers, except bunker tankers and vessels carrying hazardous goods in bulk, must have at least one tug in attendance if they are under 20,000 dwt or two tugs if they exceed 20,000 dwt. The towage requirements for any bunker tankers will be subject to specific

assessment as part of the trial and approval process undertaken by the Harbour Master before introducing and operating a bunker tanker at the port.

Bulk cargo ships, cruise ships, and tug and tow operations – the Pilot will assess the need for tug assistance based on the length, draft, and manoeuvring characteristics of the vessel, as well as the conditions expected to prevail at the time of the vessel's arrival or departure.

4.32 Towage Guidelines

Purpose:

The Guide to Good Practice requires ports to produce Towage Guidelines. The purpose is to keep under review the provision of adequate towage capacity within the port to meet the requirements of port users, and to ensure that such tugs have an adequately trained and qualified crew.

Method:

- By assessment of the towage requirements, to ensure that adequate tugs are available for all reasonable port user requirements, was carried out during the risk assessment process. This will be subject to periodic review and/or if conditions materially change.
- By developing towage guidelines in consultation with pilots and port users, considering the characteristics of the port and the vessels using it.
- By developing, in consultation with tug operators, tug inspection and audit procedures

The Duty Holder has developed towage guidelines which are incorporated into the Marine Services Manual [here](#)

4.33 Tug Master Pilot Exchange (MPX)

The Pilot Tug Master Exchange is integrated into the MPX, and the communication between the pilot and the tug master takes place on VHF working Ch 11

4.34 Regulation of Commercial Marine Craft

The Duty Holder will ensure, through inspections, that tugs, workboats, pilot boats and passenger vessels operating in the harbour comply with the Merchant Shipping (Small Work Boats) Regulations 1998 [here](#) and the associated Workboat Code – Edition 3 published January 2025, [here](#) and that they are 'fit for purpose. This will be in addition to MCA inspections/certificates and include 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) The reports submitted must be sufficiently detailed to facilitate the assessment and approval of the subject craft under the Workboat Code Edition 3 [here](#) requirements.

Furthermore, before Larne Harbour Limited ty approves, the craft will be inspected to ensure that the report accurately reflects the vessel's condition in relation to the Code.

The approval system and procedures are outlined in Section 2.2 of the Marine Services Manual, [here](#) which details the compliance procedure for all small vessels operating at the Port of Larne. Inspection records [here](#)

4.35 Mooring & Unmooring of Third-Party Vessels

The Larne Harbour Limited have powers in byelaws and directions to regulate the mooring of vessels in the harbour. The Marine Safety Management System (MSMS) should govern the use of these powers. Appropriate use should be made of mooring plans. These should not necessarily be left to the master or pilot: it may be appropriate to promulgate agreed requirements after discussion with users and pilots. Authorities should also ensure that mooring parties meet the industry's competence standards and have access to appropriate training, including mooring processes and procedures referenced in the MSMS. Some Harbour Authorities have the powers to licence boatmen to run lines and assist with the mooring and unmooring of vessels. In these cases, Harbour Authorities should mandate the use of national guidelines or, if they are not available, a locally developed code of practice. Ports Skills and Safety have produced a guidance document (Sip 005) [here](#) on Mooring, which should be used when considering training, operational procedures and Risk Assessments related to mooring operations.

Larne Harbour Limited contracts out mooring services and issues licences to contractors to operate in Larne Port. All new employees of the mooring services contractors working at Larne Port must complete the Port of Larne online safety induction and Basic Local Knowledge (BLK) examinations before their first day of employment to cover all aspects of health, safety, and the environment at the port. See Marine Services Manual. [here](#) (BLK) [here](#)

EXAM RESOURCES [here](#)

TAKE THE EXAM [here](#)

This safety induction is specific to Larne Port and does not cover mooring or unmooring training. The employer will carry out this training, and it must be in accordance with SiP005 Guidance on Mooring Operations. [here](#)

A recommended syllabus for Mooring Training, with associated training materials and documents, is retained by Larne Port Control on SharePoint [here](#)

4.36 Mooring and Unmooring of P&O Ferries

All done in-house by P&O staff. Larne Port unilaterally commissioned a third-party review of mooring services following a recent incident in 2025 at the neighbouring ferry terminal. The review report identified both areas of best practice and opportunities for improvement,

which have been addressed. Commissioning an independent review of mooring operations in response to a serious incident in the same industry sector is an example of best practice.

4.37 Mooring Plans

Appropriate use should be made of mooring plans. These should not necessarily be left to the master or pilot: it may be appropriate to promulgate agreed requirements after discussion with users and pilots.

Larne Harbour Limited develop mooring plans as and when required for third-party vessels. [here](#) and [here](#)

4.38 Environmental Duty

Conservation of Natural Habitats

Larne Harbour Limited, as the SHA for the Port of Larne, has environmental duties. These include Section 48A of the Harbour Act 1964 [here](#)

The Environment Act 2021, Section 6 [here](#) 'Biodiversity and Resilience of Ecosystems Duty', requires public bodies, including Statutory Harbours, to have regard to biodiversity in their activities; and the Conservation (Natural Habitats, etc.) Regulations (Northern Ireland) 1995. [here](#)

4.39 Dangerous Goods and Emergency Preparedness and Response

The 'Dangerous Goods in Harbour Area Regulations' (DGHAR) 2016 [here](#) defines the meaning of a dangerous substance. The Organisation Authority's response to incidents involving dangerous substances is outlined in the Harbour Emergency Plan, available [here](#).

The Harbour Master has powers to prohibit the entry into a harbour of any vessel carrying dangerous goods, if the condition of those goods, or their packaging, or the vessel carrying them is such as to create a risk to health and safety, and to control similarly the entry on to dock estates of dangerous substances brought from inland (as prescribed in the DGHAR).

Larne Harbour Limited requires that prior notice be given to bring dangerous substances into the Port of Larne from sea or inland. The notice period is 24 hours. Dangerous goods and marine pollutants in packaged form are administered through the provisions of the International Maritime Dangerous Goods (IMDG) Code. [here](#)

The board is aware of its powers under the Dangerous Substances in Harbour Areas Regulations (Northern Ireland) 1991 [here](#)

Shipping Dangerous Goods by sea the Marine Officer is to ensure that the following details are received and recorded to SharePoint: [here](#)

Purpose:

In the unlikely event of an incident.

Method:

- Dangerous Goods Note
- Receive a CERS Notification
- Vessel Name
- Stowage position
- Nationality of vessel
- Overall length, draught and beam of vessel
- Last Port of Call
- UN number
- Quantity of each substance
- Classification
- Explosives

4.40 Pollution Prevention

Under Section 144 of the Merchant Shipping Act 1995, [here](#) the Harbour Master may detain a vessel if there is reason to believe that it has committed an offence by discharging oil, or a mixture containing oil, into the waters of a harbour.

Under Section 135 of the Merchant Shipping Act 1995, [here](#) Notice must be given to a Harbour Master before oil is transferred at night to or from a ship in any harbour. In addition, under Sections 136/259(6) of the Merchant Shipping Act 1995, all oil spills into harbour waters are to be reported, and harbour masters have powers to board ships to investigate possible offences.

Any Dangerous Goods entering Larne Port are declared through the Consolidated European Reporting System ([CERS](#)) administered through shipping agents, Belfast. Under the requirements of the Merchant Shipping (Oil Pollution Preparedness Response and Co-operation Convention) Regulations 1998, [here](#) there is a requirement for the Larne Harbour Limited to produce an Oil Pollution Response plan. Larne Port Oil Spill Contingency Plan can be found [here](#).

For minor spills, the Organisation Authority, through the Harbour Master, will take appropriate action and arrange for the safe storage and legal disposal of waste. Equipment for handling minor spills is kept on site at Larne Port. Tier 1 spills will be monitored and managed by the Organisation Authority personnel, and if the situation escalates to Tier 2, an external oil pollution contractor, Ambipar Group, [here](#) will be engaged. Risk assessments for Oil Pollution are documented as part of the harbour's marine risk management management process. **Ambipar Contacts T 07307 360223/ 01202 653558**

4.41 Civil Contingencies Duty

Larne Port, as a Category 2 responder, under the Civil Contingencies Act 2004 [here](#) participates in the Northern Emergency Preparedness Group (NEPG), which consists of the councils in the Northern part of Northern Ireland and whose purpose is to ensure that there is an appropriate level of preparedness to enable an effective multi-agency response to emergencies which have a significant impact on the local community. Refer to: The Port Emergency Plan [here](#), Port Emergency Situation Check Cards [here](#) (PESCC)

Our main contact points are:

0784 1954 243 Business Hours NEPG Co-Ordinator

0777 222 8888 Out of Hours.

0788 029 5034 Business Hours Emergency Planning Officer.

0792 078 2617 Out of Hours

4.42 Collection of Dues

4.42.1 Setting Dues

Larne Port is a Private Port primarily serving RoRo vessels, many of which are operated by the same parent company that owns the Port.

4.42.2 CHA Charges

Based on the cost of the service provided by BLPS

4.42.3 Schedule of Charges

Larne Port website: Schedule of charges [here](#)

4.43 Health and Safety Induction

The Board recognises that employees and contractors play an important part, and that everyone's contribution can be critical to providing a safe and efficient operating environment within the port.

Larne Harbour Limited aims to have zero incidents. Employees, stevedores, contractors, visitors, or any other persons working in the harbour will be required to complete this Health and Safety induction and pass the exam, as well as hold appropriate industry certification for the work they are undertaking. Exam Resources: [here](#) Take the Exam [here](#) Records [here](#).

Purpose:

At the core of everything we do is a steadfast commitment to safety — because our goal is simple: to be a “zero harm” business. Every team member plays a vital role in creating a secure, healthy, and supportive environment for all.

Method

- Identify the manner in which tasks are to be performed
- Identify competencies - abilities, skills, knowledge required
- Select/recruit appropriate staff and/or provide training if required
- Maintain training records / professional advancement file on all personnel
- Periodic performance review’s view.

Key Performance Indicators

- Incidents (frequency and severity)
- Near misses and dangerous occurrences
- Compliance with port policies and procedures
- Completion of prescribed training
- Appraisal results (competence)

Defined Targets

- All new employees will receive basic induction training within the first week
- Zero incidents
- Decreasing / negligible near misses. Dangerous occurrences
- Full compliance with industry standards and port policies, and procedures
- Satisfactory skill level demonstrated

Contractors

Purpose

1. Co-ordinate contractor’s activities with those of the port and other contractors as appropriate
2. Ensure contractors operate to equivalent standards to those of port personnel/operations

Method

- Contractor activities will be subject to Risk Assessment and Method Statement submitted to Larne Port Control 24 hours in advance of commencing work
- Contractors are required to work within the Organisation Authority Permit to Work Procedures.

Key Performance Indicators

- Incidents (frequency and severity)
- Near misses and dangerous occurrences

- Compliance with port policies and procedures and industry safety standards
- Assessment of competence and training standards
- Interference with port operations minimised.

Defined Targets

- Zero incidents
- Decreasing / negligible near misses. Dangerous occurrences
- Full compliance with industry standards and port policies, and procedures
- Best industry standards and level of employee training.

4.44 Life Saving Equipment

Larne Harbour Limited will ensure that Life-saving Equipment is periodically inspected and well-maintained. See Safety In Docks HSE [here](#)

Life-saving equipment should be conspicuous, adequately maintained and provided at appropriate intervals. Life-saving equipment will include life buoys, throwing lines, and rescue poles.

What suitable life-saving equipment is required will depend on the circumstances. In some situations, particularly where there is a strong tide or current, a throwing line may be appropriate either in addition to or as an alternative to a conventional lifebuoy. Instructions for the use of each piece of life-saving equipment should be given or displayed. See Table 5 KPIs

Table 5: Key Performance Indicators

KPI Area	KPI	Measure/Evidence	Target/Tolerance	Review
Availability	Lifebuoys, life jackets, available for use	LSA inventory / inspection log	100% fully available	Monthly
Condition	LSA in serviceable condition	Monthly inspection / maintenance records	100% compliant	Monthly
Inspection	Scheduled LSA inspections completed on time	Inspection Checklist	100% on schedule	Monthly
Accessibility	LSA accessible and unobstructed	Safety walk-around / audit	100% compliant	Monthly
Training	Staff / Contractors trained in LSA use	Training matrix / drill records	100% trained	Annually

Drills and Exercises'	LSA drills conducted, Person in water	Drill reports	100% planed drills conducted	Annually
Defects /Failures	LSA found defective and corrected promptly	Maintenance /Defects Log	0 outstanding critical defects	Monthly
Replacement	Expired or obsolete LSA replaced	Maintenance records	100% replace before expiry	Monthly

4.45 Permit to Work System

Purpose

Larne Harbour Limited will ensure that hazardous work is carried out in a way that minimises any danger and meets appropriate safety standards and performance criteria (including any statutory requirements). This requires:

- A clear understanding and identification of the hazards and risk control measures required
- Designation of responsibility for verifying that all required risk control measures are in place and that no abnormal conditions exist which would invalidate the risk assessment. Designation of authority to authorise permits to work.

Works covered by the Permit to Work System are akin to 'standardised' risk assessments, and a similar approach is required. It should be verified that the particular conditions of the work are consistent with those for which the permit was intended: any deviation should require a full risk assessment to be carried out. Works are covered by a **High-level Permit to Work System** includes:

- Work involving immobilisation of engines/steering
- Diving operations in the Harbour
- Bunkering [NtM](#)
- Tank cleaning
- Hot work outside the vessels' enclosed spaces, e.g. Engine room, machinery spaces, accommodation
- Over-side works above water
- Variation of Standard Operating Procedures

Ships or outside contractors must request port approval via Larne Port Control prior to commencing such activity by completing the relevant Request Form and attaching Risk Assessment and Method Statement.

Method

Larne Harbour Limited will ensure that hazardous work is carried out in a way that minimises any danger and meets appropriate safety standards and performance criteria (including any statutory requirements). This requires:

- A clear understanding and identification of the hazards and risk control measures required
- Designation of responsibility for verifying that all required risk control measures are in place and that no abnormal conditions exist which would invalidate the risk assessment. Designation of authority to authorise permits to work.

Works covered by the Permit to Work System are akin to 'standardised' risk assessments, and a similar approach is required. It should be verified that the particular conditions of the work are consistent with those for which the permit was intended: any deviation should require a full risk assessment to be carried out. Works are covered by a **High-level Permit to Work System** includes:

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- Tank cleaning
- Hot work outside the vessels' enclosed spaces, e.g. Engine room, machinery spaces, accommodation
- Over-side works above water
- Variation of Standard Operating Procedures

Ships or outside contractors must request port approval via Larne Port Control prior to commencing such activity by completing the relevant Request Form and attaching Risk Assessment and Method Statement.

- Responsible Person identifies hazards and verifies that all required risk control measures are in place and fully operational.
- All personnel/organisations likely to be affected by the work informed
- Communications verified operational
- Authorising Person countersigns the permit to work
- Work is monitored to verify compliance with the conditions of the permit.
- On completion of work, the permit is cancelled
- All relevant personnel/organisations affected by the work informed

Table 6: Key Performance Indicators Permit -to-Work system

KPI Area	KPI	Measure / Evidence	Target / Tolerance	Review
Safety	Work conducted under PTW without incident	PTW records, incident reports	0 incidents attributable to PTW work	Monthly / Quarterly
Compliance	All high-risk work requires a PTW	PTW log, work schedule	100% compliance	Monthly
Compliance	PTWs issued according to procedure	PTW forms, authorisation records	100% compliant	Monthly
Timeliness	PTWs issued and authorised before work start	PTW log/timestamps	100% issued on time	Monthly
Timeliness	PTWs closed promptly on completion of work	PTW log / sign-off	100% closed within 24 hours of completion	Monthly
Risk Control	PTW includes all required risk assessments	PTW forms/checklists	100% completed	Monthly
Monitoring	PTW checks performed during work	PTW inspection/audit records	100% checked as per procedure	Monthly
Training	Staff authorised to issue or work under a PTW trained	Training matrix/competency records	100% trained	Annually

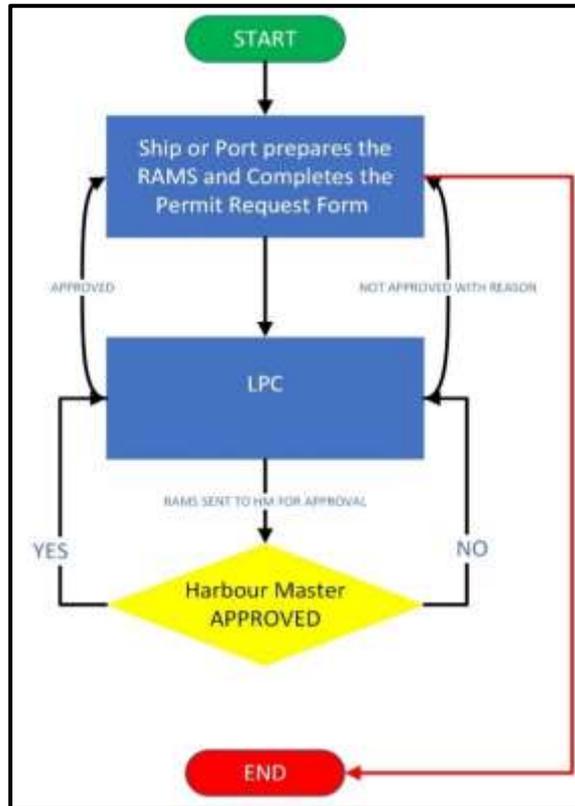


Figure 6: Permit to work system

Section 5 Risk Assessment

5.1 Introduction

At the core of everything we do is a steadfast commitment to safety — because our goal is simple: to be a “zero harm” business. Every team member plays a vital role in creating a secure, healthy, and supportive environment for all.

Our dedicated Health, Safety, Security & Environment (HSSE) team is here to champion this mission. We strive to foster a safety-first mindset, providing top-tier support and continuously enhancing the work environment to reduce incidents and protect our people.

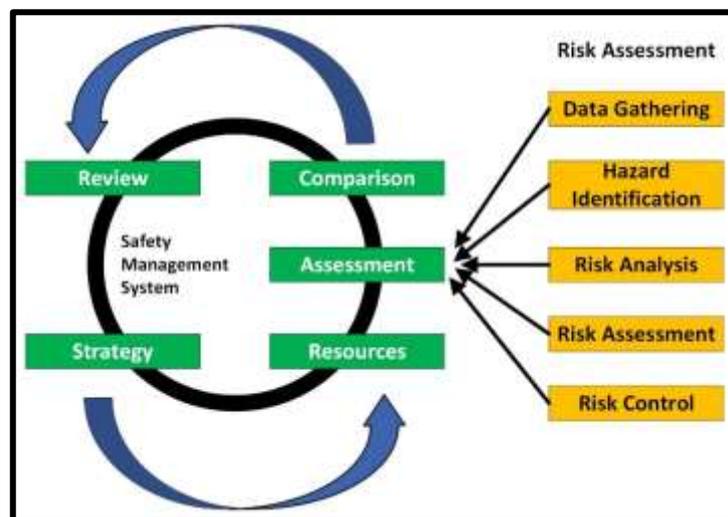


Figure 7: Relationship between Risk Assessment and SMS

5.2 Triggers for Risk Assessment Review

Risk Assessments are required to be completed whenever a new operation, working environment or task is being carried out or planned for the first time, when the methodology of operations changes or if there are changes in scope of operations. These activities can range from large infrastructure projects that require significant, detailed supporting Risk Assessments as part of the consenting process to more operational or task-based activities.

Risk Assessments must be reviewed and updated regularly, including after an incident, to ensure they reflect any significant changes in equipment, procedures, or circumstances at the time (e.g., the weather or the level of expertise of those carrying out the task).

Risk Assessments should be seen as a continuous process. In practice, workplace risks must be assessed before any task begins for which no valid Risk Assessment exists. There are 4

commonly used types of Risk Assessment, all of which should be used in conjunction with one another. A Guide to Good Practice on Port and Marine Facilities

5.3 Task-Based Risk Assessment

In addition to the general requirements under UK statutory law, an appropriate Duty of Care requires that a suitable and sufficient assessment shall be made of the risks to the occupational health and safety of employees and the public arising in the normal course of their activities or duties.

Whilst it is clear that the Port management can assess the generic risk of, for example, working at height, working with electricity, movement about the Port, etc., it is not possible for them to conduct a Risk Assessment for changing a specific light bulb on the boom of a crane on a given day - because they would not be able to take into account all the factors that were applicable at that time on that exact piece of equipment. For this reason, it is essential that any generic Risk Assessments are used in context, and not seen as being suitable for specific tasks. For this task-based Risk Assessments should be carried out by those involved in the work.

In all cases, Risk Assessments should be carried out by a competent person or persons who understand the work being assessed. It is also preferable that employees who will be involved in the work should also be involved in the assessment process.

5.4 Formal Risk Assessment

Port of Larne have adopted a structured Formal Risk Assessment (FRA) approach to the identification and analysis of hazards, and the assessment of the risks they pose, in accordance with the Port & Marine Facilities Safety Code, this includes:

- The identification and analysis of risks.
- An assessment of these risks against an appropriate standard of tolerability.
- A cost effectiveness analysis of risk reducing measures where appropriate.

All the hazards identified have been formally reviewed as part of the ongoing development of the Port of Larne MSMS. The hazard log is kept under constant review by officers who refer any proposed variations or new hazards to the Harbour Master. Risk assessments are reviewed at least annually or immediately whenever there's a significant change to the workplace, equipment or safe operating procedures. In addition, risk assessments are reviewed after relevant incidents. Internal stakeholders are included in reviews. External stakeholder review is limited due to the nature of the port operations.

Hazard reviews record the outcome of the most recent reviews and makes recommendations for prioritisation and further action.

A risk can be declared ALARP, provided it is not in the “intolerable” region described below, if it is believed that all practicable mitigating actions and safeguards have been identified and, if considered reasonably practicable, implemented.

Risk levels in port of Larne were derived by the consistent use of consequence and likelihood matrices. The risk matrix approach is used to combine the estimated likelihood of a hazard with its estimated consequence in four outcome-criteria with consequence to:

- Life;
- The environment;
- Port and port user operations (business, reputation etc); and
- Port and shipping infrastructure (damage)

Those that fall above the heavy black line indicates an intolerable risk, which must be either eliminated or the handling of them completely redesigned. The heavy black line therefore represents Port of Larne / Cairnryan] limit of risk tolerability. Risks that fall within the area below the heavy black is the area that ALARP is applied in consideration of cost versus benefit. It should be noted that it is incorrect to say that a risk in this region “is automatically ALARP”. Its placement in this region means that the risk must be demonstrated to be ALARP by means of mitigations and risk reduction in consideration of cost benefit principles.

ALARP is an industry wide concept applying to both health and safety and port marine safety. The core concept is that of ‘reasonably practicable’, which involves weighing up the risk against the effort, time and money needed to control it. Port of Larne has applied the ALARP principle in the FRA process in each individual assessment. The purpose being, to consider if the summary risk for each hazard scenario can be reduced to a point which is both ‘reasonable’ and ‘practicable’. ALARP is not defined as a threshold or benchmark target. The aim of the ALARP principle is to strike a balance between the severity of the consequence of a particular hazard, and the cost and difficulty of implementing control measures.

Where risks are identified which are intolerable, measures are taken to eliminate and or reduce these risks to ensure they become tolerable and ALARP by the end of the process. The greater the risk, the more likely that it will be reasonable to go to the expense, trouble and invention to reduce it, in line with the hierarchy of risk control principles:

- Eliminate risks – by avoiding a hazardous procedure or substituting a less dangerous one;
- Combat risks – by taking protective measures to prevent risk; and
- Minimise risks – by suitable systems of working

Due to the limited amount of third-party involvement in marine operations at Port of Larne, Port of Larne does not share its risk assessments with third parties on the basis that those

third parties are not directly affected. However, Port of Larne will share any relevant risk assessments with appropriate stakeholders and third-party service providers if the situation changes or they are requested to do so.

Risk Score (1 to 25 in coloured cells. = Frequency rating (1 to 5) X-Impact rating (1 to 5)		Consequence or Impact				
		Insignificant (1) No injuries No Damage No environmental impact Negligible financial cost No adverse media impact	Minor (2) First aid treatment necessary Some damage <£5000 Environmental impact within Tier-1 response Some financial cost Adverse local media impact	Moderate (3) Medical treatment necessary Single serious injury Significant damage (£5000 to £100,000) Environmental impact within Tier-2 response High financial cost Adverse regional media impact	Major (4) Multiple severe injuries + single fatality-hospitalisation Sever damage (£100,000 to 2 million) Large financial cost Environmental impact in Tier-3 response Adverse national media impact.	Catastrophic (5) Multiple fatalities, many injuries. Total loss of vessel or other catastrophic damage > 2 million. Massive financial costs Environmental impact requires national level resources for prolonged periods. Adverse international media impact.
Likelihood or Frequency	Almost Certain (5) Frequent Once per week	Moderate (7)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen Once per month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen Once per year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened Once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Most unlikely (1) Conceivable extreme circumstance only Once every 10 years	Low (1)	Low (1)	Low (1)	Moderate (4)	Moderate (5)

An average risk score that sits above the heavy black line indicates an intolerable risk, which must be either eliminated or the handling of them completely redesigned. The heavy black line therefore represents Larne Ports limit of risk tolerability.
The heavy black line indicates the risk tolerability threshold. The area below the heavy black is the area the ALARP is applied in consideration of cost versus benefit.

Figure 8: Formal Risk Assessment

Port of Larne assesses both Port Marine Risk and Health and Safety risk following the above principles consistently. A separate Occupational Health and Safety Risk Register is maintained.

5.5 Dynamic Risk Assessment

Activities undertaken at Port of Larne by employees and contracted service providers are conducted with an ethos of continual dynamic risk assessment. during a work activity any additional risk perceived due to the current conditions and external influences. The fundamental understanding of dynamic risk assessments is that any activity may be stopped at any time if a hazard is perceived as:

- Unexpected and not accounted for;
- Makes the activity more difficult than expected due to surrounding influences;
- Changes the purpose or goal of the activity; and
- Increases the time required to complete the task beyond the expected period.

The experience gathered from conducting dynamic risk assessments is utilised in the review process of FRAs and the refinement of standard operating procedures and processes.

Section 6 Marine Safety Management System

6.1 Marine Safety Management Components and Implementation

The Code requires all organisations, including harbour authorities, to establish and maintain a MSMS. The information and structure contained in this system, together with supporting documents such as marine policies, procedures, and working documents produced by the organisation's Authority, meet this requirement.

6.2 Introduction

This document presents Larne Harbour Limited MSMS, developed in accordance with the most recent version of the 2025 Port and Marine Facilities Safety Code and the Guide to Good Practice on Port Marine Operations.

The Marine Safety Management System has been developed with substantial input from port workers and users, supported by a series of Risk Assessments. This system and related documents relate to the management of marine operations safety within the Port of Larne. This includes the movement, berthing, and unberthing of vessels and other marine craft within the port limits and approaches. The following Figure 8 provides an overview of the Marine Safety Management System.

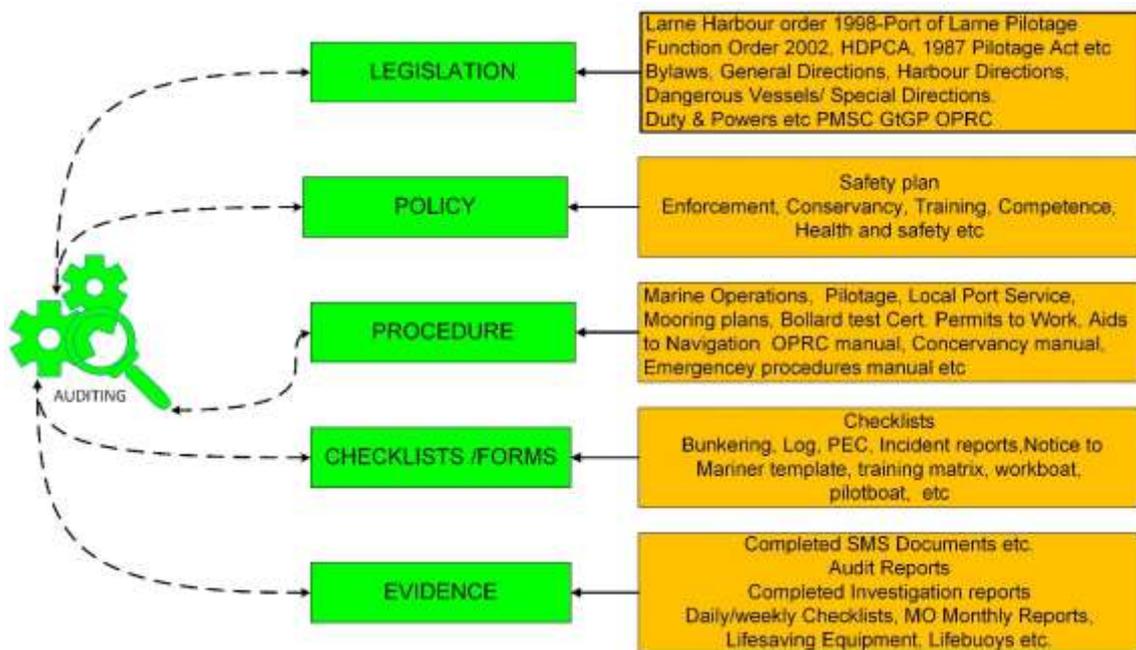


Figure 9: MSMS Overview.

6.3 Structure

The Larne Port Marine Safety Management System is maintained on a dedicated SharePoint platform and supported by a suite of operational documents, each aligned with a specific aspect of port marine activity. These documents are further reinforced by relevant statutory requirements and wider industry guidance.

The system components include:

6.4 Operational and Procedures Manuals

1. Pilotage Manual. [here](#)
2. LPC Manual. [here](#)
3. Emergency Procedures Plan. [here](#)
4. Larne Port OPRC Plan. [here](#)
5. Conservancy Manual. [here](#)
6. Communications Manual. [here](#)
7. Marine Services Manual, including Towage Guidelines, Routine, Non-Routine and Towing Matrix [here](#)

6.5 Various Working Documents

1. Emergency Quick Response [here](#)
2. Aide Mémoire [here](#)
3. Digital Log. [here](#)
4. Permits, High-Level Procedures to Control Hot Work, Diving, etc [here](#)
5. PEC tripping records. [here](#)
6. Pilot tripping records. [here](#)
7. Tidal and weather observations. [here](#)
8. LSA Equipment Checks [here](#)
9. Incident reports [here](#)
10. MO Monthly report [here](#)
11. Bunkering register [here](#)
12. Charging sheets [here](#)
13. CERS [here](#)
14. Crew lists [here](#)
15. LPS Check list [here](#)
16. Personnel training records [here](#)
17. The MSMS (this document) includes Appendices. [here](#)
18. The Marine Risk Assessments and Accident-Incident records.
19. Guidance Documents and Notices to Mariners [here](#)

6.6 Supplementary Documents

The Duty Holder regularly examines its operational practices and relevant documents related to risk management failures to encourage ongoing improvement. The examined documents include:

- Ports and Marine Facilities Safety Code and Guide to Good Practice [here](#)
- Guide to Good Practice on Port Marine Operations [here](#)
- ICS Bridge Procedures Guide [here](#)
- Code of Safe Working Practices for Merchant Seamen [here](#)
- MSN 1892 (M) The workboat code - Edition 2 [here](#)
- Workboat Code Edition 3 Entry into Force 13th January 2025 [here](#)
- Merchant Shipping Statutory Instruments [here](#)
- MCA Marine Safety Notices [here](#)
- MCA Marine Guidance Notices [here](#)
- MCA Marine Information Notices [here](#)
- International Regulations for the Prevention of Collisions at Sea [here](#)
- Admiralty Notices to Mariners [here](#)
- Admiralty Sailing Directions for the Irish Sea [here](#)
- Admiralty Chart No 1237 [here](#)
- National Competence Standards for Pilots [here](#)
- MGN 401 LPS [here](#)

6.7 Policies

DP World Health & Safety Policy [here](#)

Larne Harbour Limited promulgates the DP World Conservancy and Environmental Policy [here](#)

Conservancy and Environmental Policy [here](#)

Enforcement Policy [here](#)

Marine Navigational Policy [here](#)

Marine Safety Plan and Performance Matrix 2024-2026 [here](#)

Health and Safety Environmental Policy 2025 [here](#)

Divisional Security Policy [here](#)

6.8 Interaction of Elements of the MSMS

Hazards are identified and their associated risks assessed by the Organisation, then recorded within the Risk Review System. Risk control measures are likewise maintained in the same database and may be cross-referenced to identify related hazards. Each control measure is linked to the relevant elements of the Port of Larne controlled documents.

Both hazards and risk control measures are subject to scheduled review by designated personnel. Where changes in hazards, risks, or operational conditions are identified, the corresponding procedures within the controlled documents are updated to ensure continued accuracy and compliance.

Framework

Within this Marine Safety Management System, the following framework applies.

Purpose:

To define the objectives for each element of the port's Marine Operations.

Method:

The procedures and practices adopted to ensure the objectives of each element are met.

Key Performance Indicators

The clearly identifiable markers, both individual and corporate, are used to measure compliance with the Port Marine Safety Code.

Principle: What cannot be measured cannot be controlled.

Defined Targets

The end points, together with the Key Performance Indicators, enable individuals and the company to evaluate performance and prompt remedial action if necessary.

6.9 Accountability of Marine Safety

The following sub-sections outline the roles and responsibilities of key officers.

6.10 The Chief Executive

The Chief Executive Officer of P&O Ferries is accountable for the organisation's operational and financial control. The Chief Executive will:

- Oversee the implementation of its policies and decisions.
- Have overall executive responsibility for the safety of operations and staff.
- Have overall executive control of financial decisions.
- Appoint Directors and Officers for the Larne Harbour Limited Board.

6.11 Directors and Officers

Overall responsibility for the delivery of policies and financial decisions relating to [Larne Harbour Limited]. The Directors and Officers are both individually and collectively accountable for marine safety and compliance with the Code. See Section 4 4.3 for a list of responsibilities. [here](#)

6.12 Harbour Master

The Harbour Master is responsible for the day-to-day operation of navigation and other marine activities in the harbour and its approaches, as outlined below:

Marine Safety Management System

- Verify that the Safety Management System and its procedures satisfy the requirements of the Port Marine Safety Code
- Maintain the effectiveness of the Safety Management System
- Ensure plans for improvement of the system are properly considered by Management
- Ensure the external Safety Management System audits take place as required and review results. Verify that any necessary corrective actions have been implemented - See "Audit of the Safety Management System"

Managing Legal Responsibilities

- Ensure compliance with and discharge relevant legal powers, duties and responsibilities relating to Marine Safety
- Ensure periodic review of powers, bye-laws and directions.

Managing Marine Operations

- Regulate and monitor vessel movements. Operation of the Traffic Management System.
- Develop criteria for safe traffic movement, where necessary
- Assess hazards and risks involved in Marine Operations. Conduct special Risk Assessments for unusual Marine Operations and authorisation of variations to (or departing from) standard procedures if appropriate. (See Risk Assessment and Permit to Work System) [here](#)
- Verify that periodic and special hazard and Risk Control reviews are completed and assess results
- Investigate Marine Accidents and Incidents. Refer to: Incident Reporting and Investigation) [here](#)

Management of Conservancy

- Responsible for all hydrographic surveying and associated record keeping for the port area, including navigational channels and berths
- Prepare and compile the latest information on channel depths for Harbour Master and UKHO.
- Oversee the planning programme of maintenance of Navigational Aids

Managing Marine Staff and Resources

- Assessing the requirement for sufficient personnel to operate the port systems safely and effectively
- Ensuring staff awareness of their responsibilities. Ensure personnel are trained in accordance with safety and familiarisation procedures. Identifying additional staff training needs
- Delegating duties as appropriate
- Maintaining effective working relationships
- Ensuring that adequate resources and secondary support procedures are in place, liaising with the Port & Maintenance Engineer and HSS Cluster Manager
- Formulating, reviewing and updating contingency plans and procedures
- Managing response in emergency situations, including communications
- Managing the provision of the Pilotage Service
- Ensuring the provision of a safe and efficient pilotage service to port users
- Managing the recruitment, training, assessment and authorisation of pilots
- Managing the assessment and examination of applicants for Pilotage Exemption
- Certificates (PECs) and issuing Certificates where appropriate
- Reporting and maintaining Records
- Ensure reports regarding unsafe acts, near misses, accidents and incidents are recorded. Verify that the necessary corrective actions have been implemented.
- Receive Marine Officers' Monthly Reports for comment and review. Prepare the Harbour Master's monthly report for the Board.
- Ensure document control procedures are followed.
- Ensuring safe access to port waters for recreational users - provision and maintenance of appropriate facilities
- Liaison with recreational users on safety matters. Consultation and development of procedures to minimise conflict between recreational and commercial port users. Event management.
- Discharging conservancy duties
- Maintaining an overview of the Conservancy Functions
- Exercise statutory duties in relation to wrecks
- Managing port facilities and marine services
- Ensuring the safe operation and maintenance of port vessels
- Ensuring the provision of adequate facilities for the safe operation of the port.
- Ensuring safe movement of vessels in the port (Traffic Management Operations)
- Day-to-day operation of the Local Port Service (LPS).
- Development and implementation of the LPS procedures

- Monitor LPS performance and ensure personnel are aware of their responsibilities. Ensure personnel are trained in accordance with recognised standards. Identify additional staff training needs. MGN 401 [here](#)
- Ensure that proper LPS records are kept.
- Liaison with the maintenance department
- Liaison with Port Marine Services
- Review and audit compliance of tugs and workboats within the port to the appropriate Workboat code Edition 3. [here](#)

6.13 Deputy Harbour Master

If the Harbour Master is absent, the Deputy will assume all duties and responsibilities.

6.14 Port Facilities and Maintenance Manager

Is responsible for:

- Quays and Dock maintenance, and establish, maintain and operate tide gauges and other relevant equipment
- Maintenance of port mooring equipment. Advise on provision, design, etc
- Maintenance of Link spans. Provide advice on provision, design, and other relevant aspects.
- Process day-to-day information and keep records for the above.
- Responsible for his department's response to Tier 1 OPRC responders. Refer to the All-Emergencies Quick Response [here](#)

6.15 Irish Seas HSSE Manager & Training Officer

Is responsible for:

- Assist the Harbour Master on matters regarding port safety
 - Advise the Port and Maintenance Engineer on general Health and Safety issues.
 - Plan, implement, monitor and evaluate specific Health and Safety working practices
 - Investigate accidents and incidents involving people, plant, equipment, and hazardous substances.
 - Collect and analyse accident statistics and report on trends
 - Monitor and evaluate current procedures and practices
- Disseminate information regarding Health and Safety legislative changes. Advise on P.P.E.
 - Provide safety training for port employees and contractors

6.16 Pilot Boat Coxswain

Is responsible:

For navigating the vessel, ensuring the safety of the crew and pilots, and coordinating boarding and landing operations. Refer to: Marine Services Manual [here](#)

6.17 Duty Pilot

Is responsible:

To the Master and owners of any vessel under pilotage and to the Competent Harbour Authority for the provision of advice on all matters relating to the safe navigation within the pilotage district. Refer to Pilotage Manual 2.3.3 [here](#)

6.18 Mooring Gang

Is responsible for:

- The safe and efficient mooring and unmooring of vessels.
- Identifying and proposing solutions to any hazards to safe berthing and safety in the workplace.
- The reporting of any harbour or marine incidents/accidents.
- Promote harbour user marine safety awareness.

Marine Services Manual [here](#)

6.19 Marine Officers

Is responsible for:

- Monitor traffic movements and ensure that the guidelines are followed.
- Provide vessels using Larne Port with the necessary information, advice, warning, information, or HM Special Directions.
- Collate and disseminate information to all port-users, acting as a link between the vessels and those concerned with their movements within or transiting through the SHA area.
- Carry out the role of the first contact in Emergencies and incidents, which may lead to the activation of the Marine and shore emergency plans.
- Ensure that Broadcasts are promulgated by VHF as required, which may contain information on weather, tides, poor visibility, and other relevant navigational information.
- Monitor maximum drafts for the main channel and berths.
- Be proactive in any situation that may lead to a close-quarter situation or where non-compliance, plans and procedures are not observed.
- Compile various reports pertaining to events and incidents in the Larne SHA area.
- Assist in project planning of various general bulk cargo vessels, jack-up barges, etc.

- Be proactive in the management and efficiency of traffic at the Pilot Boarding and Landing Stations.
- A listening watch on channels 11 and 16 will always be maintained. LPC Procedures [here](#)

Carry out any additional tasks as instructed by the Harbour Master or his Deputy.

6.20 Stakeholder engagement and consultation

In this Marine Safety Management System (MSMS), stakeholder meetings are a formal mechanism for consultation, coordination, and assurance of safety with all parties who can affect or be affected by marine operations in Larne Port.

They are planned meetings where Larne Harbour Limited engage with internal and external stakeholders to:

- Share safety information
- Traffic levels
- Continuous improvement
- Identify hazards and risks
- Review incidents and near misses
- Safety decisions are informed and proportionate
- Agree on control measures and responsibilities.
- Demonstrate compliance with the Port Marine Safety Code (PMSC)

6.21 Incident Reporting and Investigation

The Organisation Authority will ensure that, following a marine accident, incident, or near-miss in the harbour or its approaches, an entry will be made in the Accident/Incident record system [here](#). For incidents involving collision (vessel-to-vessel contact), harbour contact (impact), grounding, or pollution (from a vessel), the vessel's Master is required to contact the Harbour Master, provide a statement, submit supporting evidence, and allow access for any subsequent investigation the Harbour Master may carry out. Investigations of marine incidents serve two essential purposes, which are:

To determine the cause of the incident, with a view to preventing a recurrence of that incident (or similar).

To determine whether an offence has been committed, the Organisation Authority may need to initiate enforcement action, which could result in prosecution either by the Organisation itself or through an agency of another authority, such as the Police or the MCA.

The Marine Officers use the flowchart diagram in (Figure 9) to determine the course of action. Incident Report Form. [here](#)



Figure 10: Incident Reporting Process

6.22 Incident Report

The incident report will be completed by the duty Marine Officer and emailed to the HM. Subsequently, an investigation will be conducted, and the report will be entered into the DP World H-SEAS Near-Miss or Incident database.

6.23 Reporting

Any Accident/Incident matching the reporting criteria from 'The Merchant Shipping (Accident Reporting and Investigation) Regulations 2012' [here](#) is reported to the Marine Accident Investigation Branch (MAIB) within 24 hours. Any quayside Accident/Incident matching the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' [here](#) is reported to the Health and Safety Executive, RIDDOR Report [here](#)

Develop procedures for investigation and corrective action

- Reporting (including statutory reporting) requirements are observed.
- Root (or likely root) causes are determined.

- A plan of action is established to reduce the possibility of recurrence and/or mitigate the consequences (to “ALARP” Levels). Appropriate approvals obtained.
- Preventive actions are initiated.
- Controls / Monitoring are applied to ensure that any preventive actions taken are effective.
- Procedures are revised to incorporate actions to prevent recurrence, and changes are communicated to relevant personnel.
- Establish lessons learned and disseminate findings.

Key Performance Indicators

- Number and severity of incidents occurring

Defined Targets

- All incidents are investigated in accordance with defined procedures and closed out within the agreed timeframe.
- Incidents are progressively reducing in severity and number with time.
- Lack of “repeat” incidents (a “learning culture”)

Incident Investigation

Regarding marine incident investigation, the Code states: ‘by ensuring that a robust, rigorous, independent investigation has been carried out, the board and the duty holder can be assured that their obligations for compliance have been addressed’. Investigations will be conducted in accordance with standard marine incident methodology to provide:

- Accident/Incident synopsis.
- Narrative surrounding casualty events and accident events.
- Human factors analysis.
- A root cause analysis.
- Conclusions.
- Actions taken.
- Recommendations.

In suspicion that an offence has been committed, evidence will be gathered in accordance with the following legislation:

Criminal Procedure and Investigations Act 1996 applicable to Northern Ireland. [here](#)

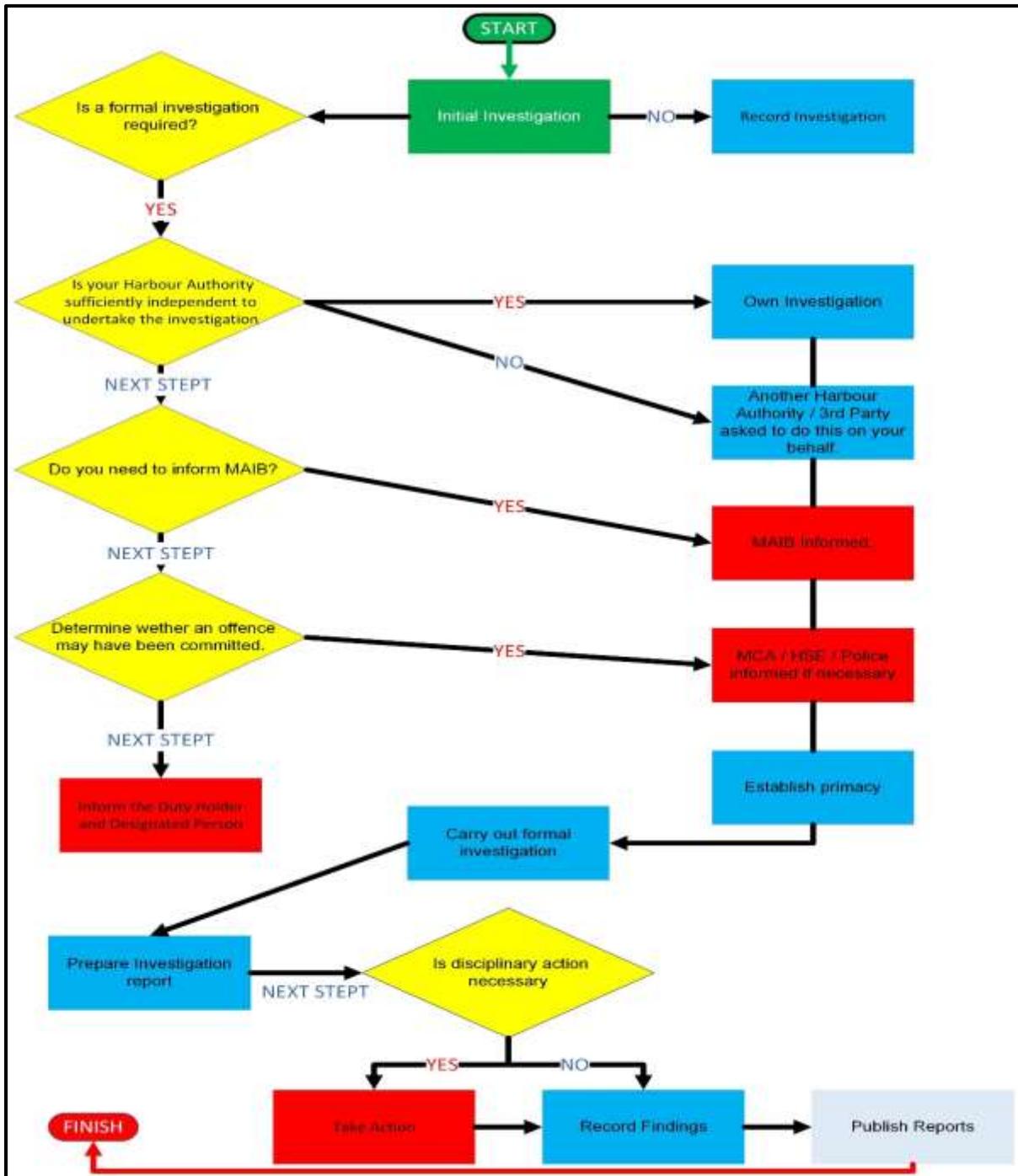


Figure 11: Incident Investigation Process

6.24 Incidents involving Drugs and Alcohol

Commercial users (vessel masters and crew) suspected of being under the influence of alcohol and/or drugs may be committing an offence under Part 4 of the Railways and Transport Safety [here](#) Act 2003 the Harbour Master has the power to detain a vessel, if it is suspected that a mariner (master, pilot, seaman) has committed a drink or drugs related offence when on duty. The power can be exercised only if the Harbour Master summons a police officer before, or immediately after, the vessel is detained. The power of detention lapses after the police officer has decided whether to administer a preliminary test and has notified the Harbour Master of that decision.

6.25 Enforcement

Purpose

Larne Harbour Limited is empowered to prosecute offenders for breaches of the Larne Harbour Order (Northern Ireland) 1998 and Special or General Directions [here](#) made under the Order, as well as other local legislation, including Byelaws.

To ensure compliance with the provisions of this legislation, particularly concerning navigational safety and environmental protection, an effective enforcement regime must be maintained and publicised to deter non-compliance.

Method

- Develop and maintain effective enforcement procedures based on continuing review of relevant legislation and the provision of appropriate training for Port staff
- Adjustment to changing circumstances by seeking to take additional powers whenever needed.
- Respond to breaches of the Orders and Byelaws, as justified by the evidence and other circumstances, by the use of formal warnings and legal prosecutions.
- Maintain appropriate records of investigations.

Key Performance Indicators

- Reports of breaches of the Act, Byelaws and General Directions
- Formal written warnings
- Prosecutions

Defined Targets

- Decreasing / negligible breaches

6.26 Bridging Document

Not applicable

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Section 7 Review and Audit

7.1 Introduction

Larne Harbour Limited has a regular and systematic process in place to review and audit all its marine safety requirements. These will assist in understanding current levels of compliance, highlight areas for improvement, enhance credibility through independent verification, and deliver wider benefits through better planning and budgeting.

A comprehensive review of plans, MSMS, documents, and reports ensures they remain current and fit for purpose. The trigger for a review might be, for example, the regular review cycle, an incident or accident, a MAIB report, a Code self-compliance statement, a change in procedures, or any other amendment.

7.2 Audits

Larne Harbour Limited has contracted ABPmer to provide Designated Person services for the Port of Larne. Part of this service includes a three-yearly audit to determine whether the Port of Larne is compliant with the PMSC requirements. The scope of the audit consists of a review of the Organisation's performance against the standard laid out within the latest edition of the Code. Any aspects that do not comply with, or fully address, the requirements of the Code will be identified, and recommendations for improvement will be made. The Designated Person attends the 'Quarterly Meeting' and provides feedback on items raised.

Purpose

To highlight deficiencies, non-conformances and non-compliances for rectification. To identify inadequate, redundant or otherwise inappropriate procedures

Method

- The Harbour Master, supported by an appointed officer who is not directly involved in the day-to-day management of the MSMS, should conduct internal audits at prescribed intervals, preferably every year.
 - Audits will include:
 - Equipment and/or Procedures
 - Associated plans and documentation
 - Records generated. Follow-up if applicable)
- Non-conformances should be recorded on an Audit/Review form. The report should identify the appropriate corrective action in consultation with the auditee, and / or the auditee's Head of Department as appropriate.

- Where a change of procedure is indicated, the Management of Change process should be incorporated. Appropriate steps should be taken to monitor the effectiveness of the corrective action.
- External audits should be conducted at least every 3 years in the same way but by approved independent contractors holding recognised auditing qualifications and/or experience, preferably with a marine background.

7.3 Hazard Control Review

Purpose

To review and verify the status, applicability and accuracy of the recorded hazard data, and the status, applicability and adequacy of recorded risk control measures in the Review System

Method

- The Review System software contains a database of previously identified risks and the risk control measures currently in place. Identified hazards and risk control measures are periodically reviewed, such reviews being initiated by the software itself.
- Each identified hazard and risk control is allocated an 'owner' who is responsible for the review of that hazard or risk control. Normally, the Harbour Master or HSS Cluster Manager will undertake each review in consultation with appropriate staff members.
- Additional reviews will be manually initiated as appropriate in the event of:
 - A new risk assessment, reflecting expected changes (e.g. the proposed introduction of new trades and/or marine operations)
 - Any significant navigational incident or Near Miss.
 - As a result of MAIB investigation reports.

Key Performance Indicators.

- Review Log Hazard and Risk Control Review module.

Defined Targets

- All reviews completed to schedule

7.4 Monthly Marine Safety Reports

Purpose

To provide the Board with a regular report on the safety performance of the port and the effectiveness of the Safety Management System.

Method

A monthly safety report should include statistical analysis of the following:

Incidents or Emergencies, including:

- A monthly safety report should include statistical analysis of the following:
- Incidents or Emergencies including:
 - a Collision / Contact
 - b Fire/explosion
 - c Vessel grounding
 - d Loss of vessel stability, hull integrity
 - e Pollution / environmental incidents
- Dangerous Occurrences and Near Misses, including loss of manoeuvrability.
- Accidents and Lost Time Injuries amongst marine staff
- Defects affecting marine safety
- Safety Audit results
- Key Performance Indicator (KPI) Results

The Monthly marine safety report should be compiled by the Harbour Master and sent to the Port's Director, who will also receive a monthly report on shore-based safety from the Irish Seas HSE Manager and Training Officer.

Key Performance Indicators

- KPI and Audit Statistics

Defined Targets

- All reviews completed to schedule

7.5 Review of the Safety Management System

Organisations should utilise a variety of methods to ensure their review and audit cycles are effective. Plan-Do-Check-Act is one approach that has proved simple and effective.

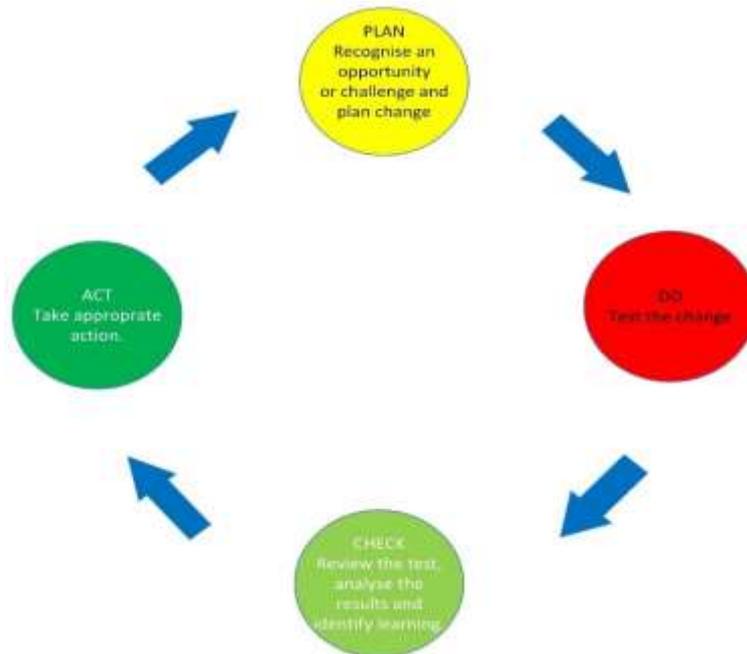


Figure 12: Plan-Do-Check-Act

Purpose

To confirm the continuing adequacy of the Safety Management System and, where possible, seek to improve it.

Method

Safety management systems should be formally reviewed every three years, and operating procedures should be reviewed annually. Current practice should be checked against the laid-down procedures. A schedule should be published annually detailing the review sequence for the year and should timetable the following areas:

- Policy is periodically reviewed to ensure that it remains consistent and up-to-date with the requirements of
 - The safe operation of the Port
 - The Port Marine Safety Code
 - Relevant legislation
 - Identifying hazards and keeping all risks as low as reasonably practicable.

Procedures and documents are periodically reviewed to ensure that they are consistent, up to date, reflect current practice and are adequate to sustain the policy

- Internal and external audit mechanisms are confirmed to function satisfactorily
- KPI's remain relevant and comprehensive.
- KPI Targets are being met consistently.
- Incidents are avoided. If they occur, the consequences are effectively mitigated.
- The organisation learns and applies the lessons from Incidents, Near Misses, and Dangerous Occurrences reports.
- Relevant input from Stakeholders / Port User Groups.
- The system is evolving and changing to meet new challenges.
- Personnel appropriately trained and motivated towards an effective safety culture.

The result of the review should be an SMS Action Plan that reflects the findings and describes the actions required for the next inter-review period. The Action Plan will establish any corrections and/or improvements identified by the review process.

Table 7: Key performance Indicators

KPI Area	KPI	Measure / Evidence	Target / Tolerance	Review
Governance	Formal MSMS review completed	Review minutes / report	100% completed annually	Annually
Governance	Senior management / Board involvement	Attendance records	100% participation	Annually
Policy	Marine Safety Policy reviewed and endorsed	Signed policy	Reviewed annually or after change	Annually
Risk Management	MSMS risk assessments reviewed	Risk register	100% reviewed as scheduled	Annually
Audit & Assurance	Internal MSMS audits completed	Audit programme / reports	100% delivered	Annually
Audit & Assurance	Audit findings closed on time	Action tracker	≥95% on-time closure	Quarterly
Performance	Safety KPIs reviewed and trending	KPI reports	Trends assessed and recorded	Quarterly
Incidents	Marine incidents and near misses reviewed	Incident review records	100% reviewed	Quarterly
Change Management	MSMS updated following significant change	Change records	100% updated	As required
Training & Competence	MSMS training needs reviewed	Training matrix	100% reviewed	Annually
Stakeholder Engagement	Stakeholder consultation undertaken	Meeting records	Evidence available	Annually
Continuous Improvement	MSMS improvement actions identified	Review action plan	Actions agreed and tracked	Annually

7.6 Changes to the Safety Management System

Purpose

To ensure that changes to the Safety Management System are carried out in a consistent and approved manner.

Method

The process used to modify and develop the Navigational Safety Management System and issue General Direction is as follows:

The identification and assessment of navigational hazards is central to the effective maintenance of the Navigational SMS. In some cases, e.g., following a significant incident or when conducting a new risk assessment, it may be necessary to involve appropriate port user groups. In such circumstances, the Harbour Master will establish a Navigational Working Group consisting of mariners and other persons whose knowledge and experience are relevant to the nature of the hazard or new trade/operation, or alternatively, if slightly lower level, to discuss the matter as part of a Marine Stakeholders meeting.

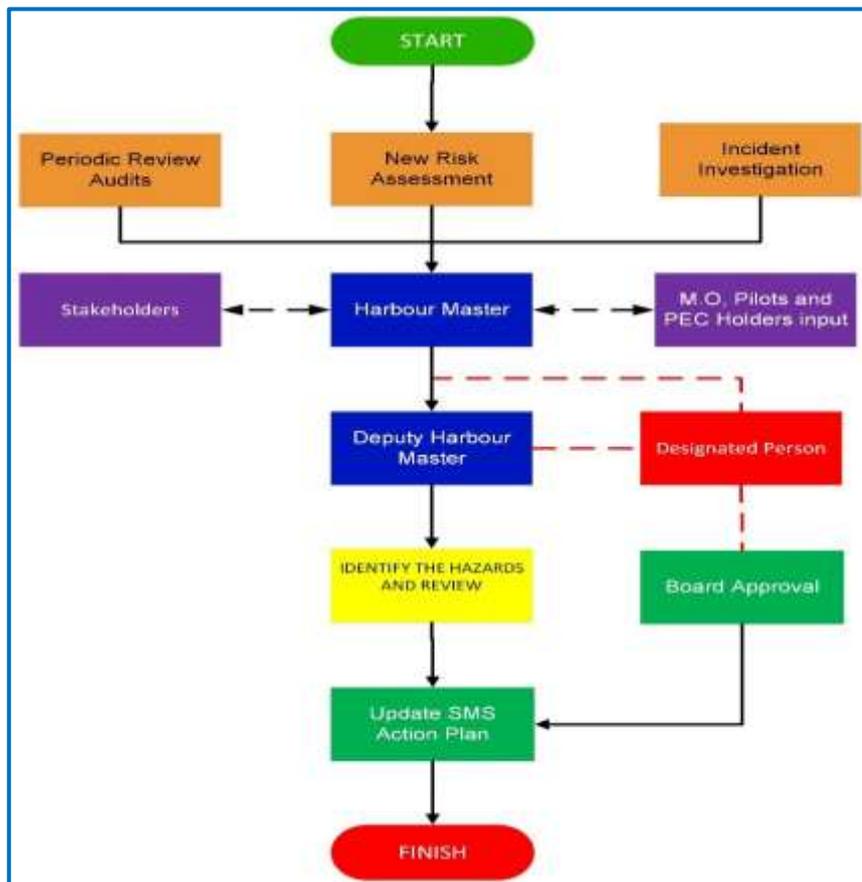


Figure 13: Risk Review Process

Any recommendations arising from the deliberations of the Harbour Master and his staff, or a Navigational Working Group, will be passed to the Designated Person for approval. Following such approval, the Harbour Master will, if relevant, record the outcome in the Risk review system, and any new or revised operational guidance will be put in place. Planned implementation will be recorded in the SMS Action Plan.

Liaison will be maintained with Port User Groups to review relevant Navigational SMS issues and Larne Harbour's plans for change.

Review of relevant external information

The Harbour Master receives copies of each published MAIB Safety Digest and receives notifications of newly published reports and safety flyers from agencies such as PSS, BPA, etc.

The Harbour Master will review such reports and circulars to identify any relevant issues that could impact upon Larne Port Marine SMS. All such incident reports and circulars are disseminated to the marine staff, the HSSE Manager, or contractors for information/action, as relevant. Where appropriate, they will also be discussed at the next marine stakeholders meeting, with a view to taking any necessary action, including promulgating lessons learned.

7.7 MCA Compliance Exercise

Upon promulgation by the MCA, the Organisation Authority will participate in the MCA Compliance Exercise to confirm compliance with the Code's requirements.

Section 8 Competence

8.1 Introduction

The Larne Harbour Limited Board will ensure

- Prior to Job Commencement: no staff member will be permitted to undertake work until the entry-level criteria (as defined in the job description/vacancy advertisement) have been met.
- Induction Training: All new staff (including temporary) will receive appropriate induction training and specific job-related operational and procedural training, which will be overseen and recorded by appropriate line managers.
- Competence: When all the above stages have been satisfactorily completed, the person may be considered competent.

8.2 New Marine Officer In-House Training

Larne Harbour Limited provides in-house training, led by a qualified V-103/4 on-the-job training instructor, based at Larne Port Control.

New MOs will be required to complete LPS and 'Advanced Local Knowledge Training', and to pass the examination successfully. Each stage of the training will be documented to ensure all recommended Modules of the IALA V103/1 are delivered. MGN 401 [here](#) & IALA G1142 4.4 [here](#). Additionally, they must undergo extensive on-the-job training.

On-the-job training will involve the trainee MO shadowing a fully qualified and experienced MO for approximately 10 shifts, depending on their experience and capability. During this period, the new entrant will become thoroughly familiar with the operational equipment, procedures, and responsibilities of an MO. Upon successful completion of this period, and assuming the trainee MO also passes their LPS and ALK examinations, they will be awarded an LPS Certificate by the Harbour Master.

Training syllabus, but not limited to:

- Equipment
- Communications
- Emergency situations
- Familiarisation of the harbour.
- Onboard ferries familiarisation
- Local Notice to Mariners, write and disseminate.
- Shadowing a Larne Pilot during an Act of Pilotage
- Health/Safety
- Limiting Depths of Berths, Jetties, approach and main Channel.

- Anchorages and no anchoring areas
- Conservancy, AtN Lights Buoys and Beacons
- Tidal limitations/constraints: Emergency plans, oil spill contingency plans
- Tidal limitations/constraints
- Tidal Streams
- Abort positions
- Prohibited areas/submarine cables, pipelines, etc.
- COLREGS Rule 9 Narrow Channel & 19 Restricted Visibility
- The HM or his nominated deputy will conduct the annual assessments of Local Knowledge.

8.3 Training Matrix

Larne Harbour Limited will, where possible, employ individuals with the necessary qualifications and experience to carry out marine roles. If a suitable candidate does not possess all relevant qualifications, a training plan will be implemented upon the start of employment. The Organisation Authority has created a training matrix, which is periodically reviewed for all marine personnel. This ensures that harbour staff are adequately trained for their roles and responsibilities, facilitates the tracking of training received and expiry dates, and assists in planning refresher training as required. Training Matrix [here](#).

Section 9 Plan

9.1 Introduction

The Code provides details on how marine facility operators should demonstrate commitment to maritime safety and ensure user involvement. The Code requires a 'safety plan for marine operations' which should be published at least once every three years. The Organisation Authority publishes a three-yearly 'Marine Safety Plan' for its marine operations. The 'Marine Safety Plan' is published on the Larne Port website. [here](#)

9.2 Marine Safety Plan and Performance Matrix

Our 3-year Marine Safety Plan outlines how the port seeks to fulfil the responsibilities outlined in the MSN Policy, along with the associated KPIs listed in the Compliance Matrix below. The Compliance Matrix, similarly, provides an assessment of the port's performance against the plan's objectives: Marine Safety Plan 2026 to 2029 [here](#)

9.3 Marine Navigational Safety Policy

In compliance with the Port Marine Safety Code (PMSC), the Organisation Authority will discharge its statutory and general duties in relation to the safety of navigation within its areas of jurisdiction and is committed to developing policies and procedures to satisfy the PMSC requirements.

This policy will be reviewed again within the next 3 years. This MSN Policy reflects the PMSC and is reflected in our Marine Safety Plan. Marine Navigational Safety Policy 2025-2028 [here](#)

9.4 P&O Divisional Holdings HSE Policies

In addition to the above Marine Navigational Safety Policy, being an integral part of the P&O Holdings Group, which is a wholly owned subsidiary of DP World, direction and commitment from the Duty Holder are provided in the following policies:

P&O Divisional Holdings HSE Policy [here](#)

DP World GHSE Policy [here](#)

Section 10 Conservancy

10.1 Introduction

Larne Harbour Limited, as the Statutory Harbour Authority, has a duty to conserve the harbour. In fulfilling this obligation, the Board will ensure that the harbour is maintained in a condition that is fit for use as a port and will exercise reasonable care to ensure it remains safe for vessels to navigate and utilise.

To support this responsibility, the Organisation Authority issues a Conservancy and Environmental Policy for Larne Port, setting out the standards, expectations, and management measures required to uphold these duties.

Environmental Policy for Larne Port. here

1. A harbour authority has a duty to conserve the harbour so that it is fit for use as a port. The harbour authority also has a duty of reasonable care to see that the harbour is in a fit condition for a vessel to be able to use it safely.
2. Harbour authorities should provide users of the harbour with enough information about conditions in the harbour, such as depths of water, local Notices to Mariners, etc.
3. Harbour authorities have duties and powers as local lighthouse authorities (or providers of local aids to navigation); and specific powers in relation to wrecks.

Purpose

To conserve, maintain and protect Larne Port and its environment for the benefit of all users, including commercial users, leisure users and wildlife interests.

Method

- Develop and maintain procedures within the “[Larne Port Conservancy Manual](#)” to achieve the following objectives:
 - 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 carry out hydrographic surveying as required and promulgate timely and accurate results to port users and Hydrographic Agencies
 - In conjunction with the Commissioners of Irish Lights, to provide and maintain adequate navigational aids, consistent with port user requirements, to facilitate safe navigation within the port and its approaches, based on risk assessment.
 - To promulgate warnings to port users of changes to navigational aids, depths or other dangers to navigation.

Table 8: Key Performance Indicators

KPI Area	KPI	Measure / Evidence	Target / Tolerance	Review
Navigation Safety	Navigational aids available and serviceable	AtoN inspection records	100% available	Monthly
Navigation Safety	AtoN faults rectified	Fault & maintenance log	Critical ≤24 hrs; non-critical ≤7 days	Monthly
Dredging / Depths	Maintained depths within declared limits	Survey data, dredging records	100% within limits	Quarterly
Dredging / Depths	Unplanned depth restrictions	Harbour notices / logs	0 unplanned restrictions	Quarterly
Obstructions	Obstructions identified and assessed	Patrol / survey records	100% assessed	Monthly
Obstructions	Obstructions removed or marked	Work logs / NtMs	100% within target time	Monthly
Hydrography	Hydrographic surveys completed as planned	Survey programme	100% completed	Annually
Hydrography	Survey data reviewed and acted upon	Review records	100% reviewed	Annually
Environment	Pollution incidents affecting navigation	Incident reports	0 serious incidents	Quarterly
Compliance	Conservancy duties discharged in line with statutory powers	Records / procedures	100% compliant	Annually
Assurance	Conservancy-related audit actions closed	CIL Portal	≥95% on time	Quarterly

10.2 Hydrographic Survey

The Organisation Authority, as an SHA (Larne Harbour Order, Northern Ireland 1998), [here](#) has a duty to keep its harbour jurisdiction under ‘vigilant watch’. This includes the requirements for determining the type and extent of the marine bathymetric survey needed to achieve this aim. Due to the limited degree of accretion and depth variance, hydrographic surveys are conducted on an ad hoc basis. Surveys are conducted to the standard required by the International Hydrographic Office IHO SP44. [here](#) In accordance with the Code, hydrographic records are maintained and submitted to the UK Hydrographic Office (UKHO) for updating.

10.3 Hydrographic Survey Policy

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

During any such review, each area of the port should be considered, and an appropriate survey interval established, having regard to the following in each area:

- Critical depths (if any)
- Draught of traffic (if any) using the area

- Stability of the seabed (i.e. historical trends)

The Harbour Master will update the Schedule of Surveys for the year as appropriate.

Surveys will not usually extend beyond the geographical limits of the Port of Larne; 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

- In accordance with the International Hydrographic Office Standards for Hydrographic Surveys, as per [SP 44](#), see Conservancy. (Procedures Manual) [here](#)

10.4 Dredging

The Organisation Authority by virtue of the Larne Harbour Order (Northern Ireland 1998) [here](#) may deepen, dredge, scour or excavate, or blast any rock in, any part of the port or the approaches thereto to the extent necessary to secure a sufficient waterway for vessels using the port or approaching or leaving the same

The Organisation Authority will not deposit any materials in a location below high-water level without the approval of, and subject to any conditions set by, the Crown Estate Commissioners; and in such locations and subject to such conditions as the Secretary of State responsible for navigation and the Department may decide.

Maintenance dredging will only be conducted following the issue of a Marine Dredging Licence issued by the Northern Ireland Environment Agency [here](#)

10.5 Aids to Navigation

The Organisation Authority falls under the jurisdiction of the Commissioners of Irish Lights (the General Lighthouse Authority). As a Statutory Harbour Authority, it also serves as a Local Lighthouse Authority, responsible for maintaining and managing local aids to navigation within its harbour limits in accordance with national standards and CIL oversight.

10.6 Maintenance of Navigational Aids

The operation of navigation aids is vital for safe navigation within the port. The Organisation Authority is responsible for maintaining the following aids:

- Buoys: 1, 3, 5, and 7, and the Ferris
- Beacons: 2 and 4
- Leading Lights: 11 and 12

Maintenance of these aids—excluding the leading lights and Beacons 2 and 4—is delivered under a contractual agreement between the Commissioner of Irish Lights and the Organisation Authority, covering all routine upkeep and servicing.

The Organisation Authority is responsible for the servicing and structural maintenance of Navigation Aid Beacons 2 and 4, as well as the leading lights.

The lights on Ballylumford 'A' and 'B' Jetties and the outfall marker buoys are maintained by the owners of the Power Station.

The Marine Officer is responsible for daily inspection of the light functions of Aids to Navigation and for recording the status of AtoN on the daily Log-sheet.

The Maintenance Manager is responsible for ensuring that the responsible organisations carry out periodic inspections of navigation aids. Periodic inspection of navigation aids should include the condition of any supporting structure. The frequency of inspection should be reviewed based on the conditions found.

The Harbour Master is responsible for establishing and operating a system of immediate reporting of defects to navigation aids. All defects must be reported to the Commissioner of Irish Lights through their web portal.

The duty Marine Officer is to raise the defect as soon as possible and notify the Harbour Master accordingly. Additionally, a suitable 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.

The Maintenance Manager will compile an annual status report on navigation aids, including any significant maintenance or modifications undertaken, their current condition, and any anticipated major work or changes during the forthcoming year. This report will be submitted to the Harbour Master.

Any changes to the number, characteristics, or availability of Aids will be submitted to the harbour master for consideration. The harbour master will then undertake a process of consultation and risk assessment before making an application to the Commissioners or Irish Lights.

Table 9: Navigational Aids checklist

LARNE AIDS to NAVIGATION						
LIGHT	CHARACTER	POSITION	Cat	LIT/UNLIT	TIME CHECKED	Initials
No.1 Buoy	QG	54° 51. 7' N 5° 47.7' W	3			
Ferris Buoy	FL (2) R 6s	54° 51. 5' N 5° 47.4' W	3			
No. 2 Beacon	FL R 3s	54° 51. 1' N 5° 47.5' W	3			
No. 3 Buoy	FL (2) G 6s	54° 51. 3' N 5° 47.6' W	3			
No. 4 Beacon	FL (2) R 6s	54° 50. 8' N 5° 47.6' W	3			
No. 5 Buoy	QG	54° 50. 5' N 5° 47.7' W	3			
No.7 Buoy	QG	54° 50. 5' N 5° 47.5' W	3			
No.11 Beacon	Fl 2.5s (sync)	54° 49. 6' N 5° 47.8' W	1			
No.12 Beacon	OCC 5s (Sync)	54° 49. 3' N 5° 47.9' W	1			
Chaine Tr	ISO WR 5s	54° 51. 3' N 5° 47.9' W	3			
Continental	2 FG	54° 51. 1' N 5° 47.7' W	3			
Chaine	2 FG	54° 51. 0' N 5° 47.8' W	3			
Mackean	2 FG	54° 50. 9' N 5° 47.8' W	3			
Curran	2 FG	54° 50. 7' N 5° 47.8' W	3			

10.7 Wrecks

The Organisation Authority has not identified dangerous wrecks. However, should a new wreck occur, it will be assessed by the Harbour Master, marked, and, if deemed high risk, removed.

The process of removing a wreck is defined in Section 252 of the Merchant Shipping Act 1995 as: [here](#) The Harbour Master or Deputy will exercise their wreck marking and removal powers where, in their opinion, a wreck is - or is likely to become – an obstruction or danger to navigation. The HM or DHM ensure, under the safety management system, that a risk assessment will be undertaken of any wreck in, or in or near the approaches to the harbour. Having undertaken this risk assessment, the authority’s powers to raise, remove, destroy and mark a wreck which is, or is likely to become, a danger to navigation may be exercised, to reduce the risk to as low as reasonably practicable.” The organisation authority, by virtue of the Larne Harbour Order Northern Ireland, [here](#) has the power to remove abandoned wrecks or vessels.

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Section 11 Appendices

11.1 Abbreviation / Acronym

Appendix A Abbreviation/Acronym	Definition
ALARP	As Low as Reasonably Practicable
AtoN	Aids to Navigation
BLPS	Belfast Lough Pilotage Services
CCTV	Closed-Circuit Television
CHA	Competent Harbour Authority
Code	Ports & Marine Facilities Safety Code
DGHAR	Dangerous Goods in Harbour Area Regulations
DWT	Deadweight Tonnes
FRA	Formal Risk Assessment
GtGP	Guide to Good Practice on Port and Marine Facilities
HDPCA	Harbours, Docks and Piers Clauses Act 1847
HM	Harbour Master
HSSE	Health Safety Security Executive
HW	High Water
IHO	International Hydrographic Office
IMDG	International Maritime Dangerous Goods
LHL	Larne Harbour Limited
LLA	Local Lighthouse Authority
LPC	Larne Port Control
MAIB	Marine Accident Investigation Branch
MARNIS	ABPmer Port Risk Management
MCA	Maritime Coastguard Agency
MPX	Master Pilot Exchange
MSMS	Marine Safety Management System
NM	Nautical Mile
PACE	Police and Criminal Evidence Act
PMSC	Ports & Marine Facilities Safety Code
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
SHA	Statutory Harbour Authority
SOSREP	Secretary of State Representative
SSOW	Safe Systems of Work
UK	United Kingdom
UKHO	UK Hydrographic Office
VHF	Very High Frequency

11.2 Marine Accident and Investigation Board (MAIB)

Appendix B:

MAIB Reports

The **Marine Accident Investigation Branch (MAIB)** is the United Kingdom's independent body responsible for investigating marine accidents involving UK vessels worldwide and all vessels within UK territorial waters. Established in 1989 following amendments to the Merchant Shipping Act, the MAIB plays a critical role in improving maritime safety through thorough, impartial investigation and transparent reporting.

MAIB reports are not designed to apportion blame or establish liability. Instead, their primary purpose is **to determine the causes and circumstances of marine accidents and to make safety recommendations that prevent recurrence**. This "no-blame" investigative philosophy is fundamental to the credibility and effectiveness of MAIB investigations and aligns with international maritime safety principles under the International Maritime Organisation (IMO).

MAIB Reports & Port Marine Safety Code

For **Organisation Authorities** and **Harbour Masters**, MAIB reports are highly relevant to compliance with the Port Marine Safety Code. Many investigations reveal shortcomings in:

1. Conservancy duties
2. Hydrographic surveying
3. Traffic management arrangements
4. Pilotage direction and competence
5. Risk assessment processes
6. Emergency preparedness
7. Governance and duty holder oversight

In several cases, MAIB findings have directly influenced updates to port safety documentation, emergency plans, and Marine Safety Management Systems (MSMS).

Lessons Learned & Continuous Professional Development

MAIB investigations have become one of the most valuable learning tools for UK harbours. While each report is incident-specific, the patterns are remarkably consistent. Harbours use these lessons to strengthen their Safety Management Systems, refine operational controls, and close gaps in communication, competence, and oversight.

Below is a structured, harbour-centric summary of the lessons most frequently drawn from MAIB reports.

Communications Failures Are a Primary Casual Factor

Across collisions, groundings, and berth-side accidents, MAIB repeatedly highlights:

- Ambiguous VHF exchanges
- Assumptions between pilots, masters, and tugs
- Lack of closed-loop communication
- Unclear transfer of responsibility during pilotage
- Poor coordination between port control and vessels

Organisation Authority Lessons

Ports must enforce standardised, unambiguous communication protocols — especially for pilot boarding, tug allocation, berth approach, and movement clearance. Many harbours now mandate closed-loop readbacks and scripted VHF phrases to eliminate ambiguity.

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