



ASSOCIATED BRITISH  
PORTS  
SOUTH WALES

South Wales Regional Port Marine  
Safety Management System

Date of issue: June 2011

Revision 0



**SOUTH WALES**



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**NOTES**

Throughout this Regional Port Marine Safety Management Manual there are references to “ABP” and “ABP South Wales”. In the context of the Statutory and Competent Harbour Authority., the above terms can be considered to refer to the ABP Statutory Harbour authority who’s duty holders are the board

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of ABPH Ltd a wholly owned subsidiary of ABP Jersey LTD

Throughout this Regional Safety Management Manual there are references in Green

### Formal Risk Assessment (3.5 – 3.7)

These references refer to the Port Marine safety code (PMSC ) and denote the relevant parts of Chapter 3 “ Key Measures for compliance”


Throughout this document there are context sensitive [hyperlinks](#) to ABP South Wales Plans and operational Manuals  
The details of this electronic document , electronic procedure manuals and RA's and SSOW's it describes are controlled but “live” working documents and are constantly under review

## DISTRIBUTION

In Compliance with the Document control System adopted by this MSMS (MS.M.S.2) The Only controlled copy of this Manual is the electronic copy that is held on the South Wales Marine Drive . The “Document Control” Section of this Manual describes the procedure for access and control of this document. All paper Copies of this Manual are **NONE CONTROLLED** and should be “watermarked” as such before being printed.


## ABBREVIATIONS

GLOSSARY	
Term or acronym:	Description:
AIS	Automatic Identification System
ACOP	Approved Codes of Practice
AtoN	Aid to Navigation
CHA	Competent Harbour Authority
CHIRP	Confidential Hazardous Incident Reporting Programme
“the Code”	refers to “The Port Marine Safety Code”
COMAH	Control of Major Accident Hazard Regulations

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DfT	Department for Transport
DRA	Dynamic Risk Assessment
DSHAR	Dangerous Substances in Harbour Area Regulations
EU	European Union
FEPA	Food and Environment Protection Act 1985(FEPA)
GLA	General Lighthouse Association
GPMSMS	Group Port Marine safety Management System
GPS	Global Positioning System
"the Guide"	refers to "The Guide to Good Practice on Port Marine Operations"
HSE	Health & Safety Executive
IMO	International Maritime Organisation
incident	Refers to an accident or a near miss
IALA	International Association of Lighthouse Authorities
LLA	Local Lighthouse Authority
LPS	Local Port Service
MCA	Maritime & Coastguard Agency
MAIB	Marine Accident Investigation Branch
MAPD	Major Accident Prevention Document
Marine operations	For the purposes of this guide, marine operations have been taken to mean the moving, berthing and unberthing of ships and other marine craft within the limits and approaches of a harbour authority.
MBES	Multi Beam Echo Sounder
OPRC	The Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998
PEC	Pilotage Exemption Certificate
PMSC	Port Marine Safety Code
PMSMS	Port Marine safety Management System
RPMSMS	Regional Port Marine safety Management System
SBES	Single Beam Echo Sounders
SMCP	Standard Marine Communication Phrases
SMS	Safety Management System
SOSREP	Secretary of State's REPRESENTATIVE

STCW	International Convention on Standards of Training, Certification and Watchkeeping for Seafarers
SWL	Safe Working Load
UKHO	United Kingdom Hydrographic Office
UKMPA	United Kingdom Maritime Pilots' Association
UHF	Ultra High Frequency (part of the radio-spectrum used for communications and data transmission)
Verification visit	An intelligence led investigation to test a port's compliance with the Port Marine Safety Code
VTMS	Vessel Traffic Management System

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## **M.S.M.S. 1 INTRODUCTION**

### **1. ABP South Wales**


ABP Harbour Authority is the Statutory and Competent Harbour Authority for the South Wales Ports as well as a number of other ports around the UK and is responsible for ensuring the safety of marine operations within its ports. ABP Holdings Ltd appoints the directors of ABP, but has no power to direct them in respect of their powers and duties as a Harbour Authority. ABP derives its powers from legislation including, [Harbours Act 1964](#), [Pilotage Act 1987](#), [Transport Act 1981](#), [The Harbours, Docks and Piers Clauses Act 1847](#), [Docks Regulations 1988](#) and is the Duty Holder as specified in [Port Marine Safety Code](#) and [Guide to Good Practice On Port Marine Operations](#) and the [Marine Navigation Act 2013](#)

ABP's responsibilities also include the protection, regulation, maintenance and improvement of its Ports and its approaches. Harbour Masters, appointed by ABP, are responsible for the day-to-day management and safety of all marine operations undertaken in the harbours.

ABP South Wales is the Competent and Statutory Harbour Authority for the ports of Cardiff, Barry Newport Port Talbot and Swansea . It is the Statutory duty of the authority to ensure safe transit and to this end the General Directions and Byelaws will apply and be enforced

Under the Provision of the [Pilotage Act 1987](#), ABP South Wales is the Pilotage Authority for the Ports of Cardiff, Newport , Barry , Port Talbot and Swansea. ABP South Wales also provide Harbourmaster and Pilotage functions for the Independent berths on the River Usk. The Act confers upon a Harbour Authority the responsibility for pilotage. Pilotage is compulsory as detailed in the latest version of the Pilotage Directions available on the South Wales ports Website [Pilotage Directions](#) and the Marine Drive

The South Wales Marine Management Team will review the byelaws

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[Barry Byelaws](#)  
[Cardiff Byelaws](#) [Newport Byelaws](#) [Port Talbot Byelaws](#) [Swansea Byelaws](#)

and directions [Pilotage Directions](#) in a timely manner. The Latest versions are available on the South Wales Ports Website

## **1.1 ABP Marine Policy and Group Marine Operations Manual**

### **Accountability (2.3-2.7)**

In Formulating the Marine Safety Management System (MSMS) , ABP South Wales have incorporated the principles and procedures as detailed in the [Group Marine Operations Manual](#) and the [Group Marine Policy](#) The above documents set out the intent of the duty holder ( the ABP Board) to safely manage their marine related activities This document (MSMS) is supplementary to the ABP Group documents mentioned above and in no way supersedes the afore mentioned documents.

## **1.2 The Designated Person**

### **The Designated Person 2.8 – 2.9**

The Designated Person acts as a direct link to and reports to the Board of Directors. It is an accepted principle of safety management and serves two main purposes

1. To provide independent assurance to the duty holder that their responsibilities are being discharged adequately and to advise the duty holders if audits and reviews prove otherwise. The independency required does not mean that the DP cannot work for, or have links to the authority as an employee it just means that he must be independent from the people who formulated / exercise the SMS.



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2. The other main role of the DP is to remove the possible conflict of interest that may occur when pointing out a deficiency to a line manger or Harbour Master. People often feel uncomfortable about “going above someone's head” if they feel their concerns are not being addressed. The DP bypasses this hierarchy and offers a direct link to the duty holder if required.

The role of the Designated Person is linked to the position of ABP Marine Advisor a role currently held by **Captain Phil Cowing** for all ABP regions other than the Humber ( William Heaps)

### **1.3 This Manual**

**[Implement A Safety Management System In South Wales \(3.8 – 3.11\)](#)**

**[Publication of Plans and Reports \(3.19 – 3.21\)](#)**

**[Monitoring Compliance \( 3.22 – 3.23\)](#)**


The purpose of this Manual is to describe how ABP South Wales marine operations are in compliance with the principles [Port Marine Safety Code](#) the [Guide to Good Practice On Port Marine Operation](#) the [Group Marine Policy](#) and the [Group Marine Operations Manual](#) . It also serves as a “Regional Port Plan” to describe the ABP South Wales Marine operational procedures and practices by linking to the latest editions of procedures and marine operations as well as policies, procedures and marine legislation from the ABP South Wales marine drive and the World Wide Web

The ABP [Group Marine Operations Manual](#) outlines the commitment to

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confirm compliance to the MCA on a 3 yearly cycle.

NOT CONTROLLED WHEN PRINTED

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## M.S.M.S.2 DOCUMENT CONTROL

### 2.1 Authorised Users

#### Management Team

C Couper - Port Manager South Wales  
M Chidlow - Harbour Master South Wales -System Administrator  
R Lewis - Marine Operations Manager - South Wales -System Administrator  
T Bevan - Marine Administration Manager - System Administrator

#### Cardiff Personnel

<u>MLC's (LPS)</u>	<u>MOS</u>	<u>GPMS's</u>	<u>Gatemen</u>
N Bond	Elton Prance	A Antippas	R James
S Lunn		A Matthews	S Lace
R Evans		G Williams	S Robins
L Hargest			
T Hurley			


#### Barry Personnel

<u>Pilots</u>	<u>Cutter Crew</u>	<u>Ops &amp; Maint</u>	<u>Lock Controllers</u>
B Barnes	D Batey	D Brown	A Riseborough
J Benson	SR Purchase		A Slee
P Brooks	S Gulley		J Pritchard
S Chilvers	C Osborne		
S Colledge	C Pedersen		
R Davies	R Hudson		
D Fardo			
T Hogg			
S Kettley			
M Mills			
C Murphy			
G Robins			

#### Newport Personnel

##### Lock Controllers

B Horton  
B Nicholls  
S Williams

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## **Port Talbot Personnel**

B Lewis  
W Martin  
A Moulding

## **Swansea Personnel**

<u>Pilots</u>	<u>Cutter Crew</u>	<u>MOS</u>	<u>Lock Controllers</u>	<u>GPMO's</u>
B Ball	S Batcup	M Lightwood	C Trueman	J Missen
M Bosworth	R Jones		P Evans	I Brooks
S Daniel	G Lewis		T Smith	
G Harries	K Morgan			
J Norman	C Jeffries			
	R Williams			

## **UKD Personnel**

Steve Johns  
William Wye

## **2.2 Permissions and authorisations**

All South Wales Marine Staff will be given varying levels of permissions and access to information on the Marine Drive, All Marine Staff will have read access to the linked information in this document and read and print Access to linked forms and procedures in this document


## **2.3 Control Of Documentation**

The electronic version of this document is controlled and can only be modified by the Marine Management Team. Printed versions of this document will be "None Controlled" and should not be used for reference. Marine Staff should not keep copies of forms that are linked to this electronic document, When required, a form should be printed directly from the link in this document. Or from the Associated Documents folder of the Marine "L" drive

The procedures and operational manuals described in this SMS are held in controlled form on this " Marine Drive"

## **2.4 Amendments**

All amendments should be recorded in the relevant pages at the end of this document

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## M.S.M.S. 3 Risk Assessment

### Formal Risk Assessment (3.5 – 3.7)

#### 3.1 Port Marine Safety objectives

The ABP Statutory Harbour Authority policies are fully supported in The South Wales Ports by procedures to:-

- (Monitor) the safe arrival, departure and movement of vessels within ABP Ports and Harbours;
- Protect the general public from dangers arising from marine activities within ABP Ports and Harbours;
- Carry out Harbour Authority functions with special regard to their possible environmental impact;
- Prevent acts or omissions that may cause personal injury to ABP employees or others, or damage the environment.
- Ensure that all reasonable steps are taken to reduce risks to as low a level as is reasonably practical in line with the ALARP (as Low As Reasonably Possible) principle
- Ensure conformance with navigational safety and marine policies

The ABP South Wales approach to safety assessment and management is aimed at enhancing marine safety within the jurisdiction of ABP Ports and Harbours in the south Wales Region, including protection of life, health, the marine environment and property.

In line with the [Group Marine Operations Manual](#) the procedures and processes that ABP South Wales have adopted are in line with the principles of the [Port Marine Safety Code](#) and the [Guide to Good Practice On Port Marine Operations](#) and include but are not limited to

- Risk assessment
- Auditing of systems and procedures
- Periodic review of data from audits , inspections , incidents PDS's to determine where improvements and changes need to be made
- Training of Marine personnel to raise awareness of the PMSC Facilitate Stakeholder meetings to encourage port user involvement in the overall provision of navigational safety

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- To communicate ABP South Wales ongoing efforts and improvements in Navigational Safety to port users
- To review the effectiveness of the PMSMS and continually seek to improve it.

### **3.2 Continual Risk Assessment**

ABP South Wales have identified , assessed (and performed a cost benefit analysis where appropriate) risks involved with our marine operations at the 5 south Wales ports and for the running of a Pilotage Service and Boarding and Landing Facilities. These Risk assessments are reviewed on an annual basis by members of the Marine Management team along with Operational staff and Health and Safety representatives. The most recent versions of the South Wales Risk assessments are available on the Marine Drive

[South Wales Hazards, Risk Assessments and Safe Systems Of work](#)

In addition to the above risk assessments ABP south Wales have fully populated a database of risk assessments on the MarNis System as detailed in the [Group Marine Operations Manual MarNis procedures and Guide](#)

The MarNis system forms the basis of our Port Marine risk assessment , post incident review, periodic review and reporting system.

For Incidents and near misses, marine staff are requested to fill in a MarNis reporting form for and pass to LPS Cardiff for entering onto the MarNis Database and risk assessment tool

[MarNis Reporting Form](#)

#### **3.2.1 Key Performance Indication**

As part of the Safety Management System, key performance indicators are used as an element in the completion of risk assessments. Records are kept of incidents, which occur within the South Wales ports and approaches, and these are used to monitor the ratio of the number of incidents per 1000 ship movements. This Data is collected and reported using the MarNis system

The key performance indicators used within the ports and approaches are:-

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Collisions	Strikings
Groundings	Fire/Explosions
Sinkings/Capsize	Oil Pollution
Impacts	

### **3.3 Risk Control Measures**

In accordance with the ALARP principle ABP South Wales have introduced the following risk control measures

### **3.4 Documentary risk controls**

- Formalised training and assessment – including systems to make sure all staff receive appropriate training, and that such training is properly recorded.
  - Regulatory Framework – including Local Harbour Acts, Byelaws and Directions
  - Accurate Hydrographic and Navigation Charts and other Navigational Information – including the proper promulgation of such documents, as well as tidal and weather information, navigation warnings, weather advice and other information required by Harbour users.
  - Operational Manuals and Guidelines – for each port
  - Operating Procedures – giving specific instructions for individual tasks
  - Regional emergency plans [Regional oil spill contingency plan](#)  
[Regional Emergency Plan](#) [National Emergency Plan](#)
  - Notices to Mariners – giving general navigational guidance and advice  
[Notices to Mariners](#)
- Marine advisors Notices ( issued to HM's and POM's by the Marine advisors  
With regard to information that will require direct action
- [HERE](#)
- ( PAVIS) Port And Vessel Information System
- [PAVIS Instructions and Overview](#)
- \* Pilotage Directions [Pilotage Directions](#)

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ABP South Wales have raised a Guideline document for navigation and ordering of services. The document is live, the controlled version being available for download on the South Wales Ports website

### **3.5 Hardware controls**

- \* VHF equipment including back up systems at each port with sufficient range to communicate with both commercial and pleasure craft within the port limits and approaches.
- \* AIS monitoring facilities at each port
- \* Traditional Aids to Navigation – Buoys, lights etc.
- \* Third party towage services


### **3.6 Audit review Procedures**

#### **Monitoring Performance and Auditing (3.17)**

- \* This is a fundamental principal of the MSMS, and is designed to ensure that the South Wales ports remain compliant with the requirements of the Port Marine Safety Code. Assessment and reduction of risks to as low a level as is reasonably practical (ALARP), followed by regular reviews and audits, aims to achieve a process of continual improvement. The mechanism for this process is described in detail in the [Group Marine Operations Manual](#)
- \* The Audit and review of the South Wales Regional Port Marine safety Management System will be carried out as part of the continuous review that is undertaken of the Group Safety Management systems. The Marine Advisor will review the plans and marine risk assessments and a report will be submitted to the CHA Board.

[Associated British Ports - Compliance Audits Policy, Procedure and Programme](#)



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## **M.S.M.S.4 – LEGAL AUTHORISATION AND MANAGEMENT RESPONSIBILITY**

### **4.1 LEGAL BACKGROUND AND AUTHORISATION**

#### **4.1.1 S.H.A. DUTIES AND POWERS**

##### **Review existing Powers (3.3 – 3.4)**

Associated British Ports (ABP), formerly the British Transport Docks Board is a wholly owned subsidiary of A.B.P. Holdings PLC, a Company formed under Part II of the Transport Act 1981.

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In August 2006, ABPH was acquired by a consortium of investors through ABP Acquisitions (UK) Ltd and the Company's shares were de-listed from the London Stock Exchange. ABP Acquisitions (UK) Ltd is a wholly owned subsidiary of ABP Jersey Ltd.

Please click here for more information on [ABP Jersey Ltd](#)

ABP is the Statutory Harbour Authority in several ports around the U.K. and as such has powers to regulate shipping movements and the safety of marine operations within their Harbours.

A.B.P.H LTD Directors are appointed by ABP Jersey Ltd but have no power to direct them in respect of their powers and duties as a Statutory Harbour Authority. ABP has duties and powers under legislation including the Harbours, Docks and Piers (Clauses) Act 1847, Harbours Act 1964, The Pilotage Act 1987 and the Docks Regulations 1988.

The Board of Directors is formally accountable for the execution of these duties as the Harbour Authority and is the Duty Holder as specified in the Port Marine Safety Code. Under the Pilotage Act 1987, ABP is designated as a Competent Harbour Authority (CHA) and as such has the power to authorise persons to act as Pilots in its Harbour and approaches to its Harbour.

The Authority will ensure that executive and operational responsibilities are assigned to properly trained people, with delegations being clear and formal.

The ABP South Wales Statutory Harbour Authority Operational Chart can be found here [South Wales Marine Organisation](#)

#### **4.1.2 Local Bye Laws**

##### **Enforcement (3.18)**

ABP South Wales will monitor and, where appropriate, actively enforce compliance with the bye laws and directions, It should be noted that an apparent contravention of such bye laws or directions may result in the prosecution of the offender

CARDIFF Dock Bye Laws were made by the Great Western Railway company under the Bute Docks Acts, in pursuance of the Powers contained in the Bute Docks Act, 1865, the Bute Docks Act, 1874, the Bute Docks Act 1882, the Bute Docks

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Further Powers Act, 1886, and the Harbours, Docks and Piers Clauses Act, 1847.

The Bye Laws entered into force in March 1929 and are to enable the Harbour Authority to enforce rules considered necessary to protect and maintain safety in the port.

#### [Cardiff Byelaws](#)

Alexandra Docks and Town Dock at Newport (Monmouthshire) Bye Laws were made by the Great Western Railway company under the Docks Acts. The Bye Laws entered into force in July 1923 and are to enable the Harbour Authority to enforce rules considered necessary to protect and maintain safety in the port in pursuance of the Docks Harbours, Docks and Piers Clauses Act, 1847.

#### [Newport Byelaws](#)

Port Talbot Docks By-Laws and regulations were made in 1923 by the Great Western Railway Company under and by virtue of the powers given to them in and by the Port Talbot Railways and Docks act 1894 and 1899 and the Harbours and Harbours docks and piers clauses act 1847( except section 85 of this act incorporated therewith .

Port Talbot Docks supplementary By-Laws were made in 1927 by the Great Western Railway Company, also under the enabling powers of the above acts

#### [Port Talbot Byelaws](#)


Swansea Docks By-Laws and regulations were made in 1923 by the Great Western Railway Company under and by virtue of the powers given to them in and by the Port Talbot Railways and Docks act 1894 and 1899 and the Harbours and Harbours docks and piers clauses act 1847( except section 85 of this act incorporated therewith .

Port Talbot Docks supplementary By-Laws were made in 1927 by the Great Western Railway Company, also under the enabling powers of the above acts

#### [Swansea Byelaws](#)

Barry Dock Bye Laws were made by the Great Western Railway company under the Bute Docks Acts, in pursuance of the Powers contained in the Bute Docks Act, 1865, the Bute Docks Act, 1874, the Bute Docks Act 1882, the Bute Docks Further Powers Act, 1886, and the Harbours, Docks and Piers Clauses Act, 1847

#### [Barry Byelaws](#)

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### **4.1.3 General And Special Directions**

Harbour Authorities May have the power to give “general directions” to regulate the movement and berthing of ships. The power is exercisable by the Authority itself, although they are for the Harbour Master to enforce and to continue to regulate the movement of particular vessels. General Directions may only be made after users have been consulted. At present there are no powers of general direction available to the ABP South Wales SHA – this is not a requirement for the Harbour Masters’ “special directions” which are more appropriate for emergencies.

The Harbour Master duly appointed by a Harbour Authority has powers of direction to regulate the time and manner of ships entry to, departure from and movement within the Harbour waters and related purposes. (Section 52 Harbour, Docks, Piers (Clauses) Act 1847. These powers are given for the purpose of giving specific directions to specific vessels for specific movements, unless the powers have to be extended for other purposes. Special directions are not for setting general rules but relate to specific vessels on particular occasions.

The powers of direction are exercisable by the Harbour Master, Deputy Harbour Master or any other person designated for the purpose in accordance with the Authority’s statutory powers.

#### **4.131 Issuing of Special Directions**


Should a situation occur, the Harbour Master, Deputy Harbour Master or any other person designated for the purpose in accordance with the Authority’s statutory powers may issue a Special Direction .

The vessel(s) in question shall be informed that the instruction being described is a “special direction”. The Direction shall then be issued . The means of communication of the Direction shall be that which is most appropriate, usually by VHF.

Once issued, the Direction shall be recorded and distributed as follows, if not issued by them

- To HM
- To DHM

It is an offence not to comply with directions (Section 53 Harbour, Docks, Piers (Clauses) Act 1847 but the Master or Pilot of a vessel is not obliged to obey directions if he believes that compliance would endanger the vessel. It is the duty of a Harbour Master in exercising these powers to consider the

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interests of all shipping in the Harbour. Directions may include the use of tugs and other forms of assistance.

[Pilotage Directions](#)  
[Towage Guidelines 2012](#)

#### **4.132 General Direction**

Under the [Marine Navigation Act 2013](#) the ABP Harbour Authority can apply for the power to make general directions in compliance with the code of practice, The ABP Harbour Authority will keep this power under review .

#### **4.1.4 Marine Safety Policy**

The ABP South Wales Statutory Harbour Authority has developed policies and plans in accordance with the standard in the Port Marine Safety Code. This Document details the policies adopted to achieve the required standard. The policies and plans are based on a full assessment of the hazards that have to be managed to ensure the safety of ABP Ports and Harbours and their users.

A full copy of the ABP Marine Safety Policy can be found here

[Group Marine Policy](#)

#### **4.1.5 MARINE ORGANISATION, SOUTH WALES**


The marine staff in each South Wales port have statutory and operational lines of communication to the Harbour Authority, Port Director South Wales, and Port Management Teams.

[Harbour Authority Organisation](#)

### **4.2 Executive Responsibilities and Terms Of Reference**

#### **4.2.1 The SHA Board**

Under Part II of the Transport Act 1981, Associated British Ports (ABP) are controlled by Associated British Ports Jersey Ltd; a Company formed by the Secretary of State. The Directors of ABP (of whom there must not be less than five nor more than thirteen) are appointed by ABP Jersey but ABP Jersey have no power to give directions to the Directors of ABP (who constitute the Harbour Authority) in respect of the exercising of their power and duties as a Harbour Authority.

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The main functions of the Harbour Authority may be generally classified as follows:-

- a) The provision and maintenance of Harbour facilities
- b) Navigational safety functions, including lighting and buoying the Harbour, the removal of wrecks and other obstructions also maintenance dredging
- c) Regulating the activities of other persons at the Harbour including, in particular, regulating the movement and berthing of ships in the Harbour by means of directions, Bye Laws, licensing dredging and the construction of works in the Harbour by other persons
- d) Carrying out Harbour operations including in particular, cargo handling activities
- e) The provision of a pilotage service. The general duties for the provision of pilotage services are contained in Section 2 of the Pilotage Act 1987
- f) Prevention of pollution and nature conservation.

#### **4.2.2 THE Chief Executive**


The Chief Executive is accountable to the Harbour Authority for the operational and financial control of the authority. The Chief Executive will advise the Harbour Authority on all matters related to its duties and powers with appropriate advice from The ABP Marine Advisor and other ABP Harbour Masters

The Chief Executive will oversee the implementation of the Harbour Authority's policies and decisions and will have overall executive responsibility for the safety of operations and staff.

#### **4.2.3 The Designated Person**

##### **The Designated Person 2.8 – 2.9**

The Designated Person acts as a direct link to and reports to the Board of Directors. It is an accepted principle of safety management and serves two

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main purposes

3. To provide independent assurance to the duty holder that their responsibilities are being discharged adequately and to advise the duty holders if audits and reviews prove otherwise. The independency required does not mean that the DP cannot work for, or have links to the authority as an employee it just means that he must be independent from the people who formulated / exercise the SMS.
4. The other main role of the DP is to remove the possible conflict of interest that may occur when pointing out a deficiency to a line manger or Harbour Master. People often feel uncomfortable about “going above someone's head” if they feel their concerns are not being addressed. The DP bypasses this hierarchy and offers a direct link to the duty holder if required.

The role of the Designated Person is linked to the position of ABP Marine Advisor a role currently held by **Captain Phil Cowing** for all ABP regions other than the Humber ( William Heaps)

#### **4.2.4 The Harbour Master South Wales**

The ABP South Wales Statutory Harbour Authority will exercise its powers to appoint a Harbour Master for its ports and Harbours. The Dock and Harbour Master is defined in Section 2 of the Harbours, Docks and Piers (Clauses) Act 1847 so as to include, in addition to the Harbour Master himself, his Deputy and any assistants.

The expression includes any persons authorised by the Harbour Authority to act in the capacity of Harbour Master.

#### **4.2.5 The Authorities Officers**

The ABP South Wales Statutory Harbour Authority will ensure that executive and operational responsibilities are assigned to properly trained people with delegations being clear and formal.

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### **4.3 DANGEROUS VESSELS AND DANGEROUS SUBSTANCES**

#### **4.3.1 M.S. DANGEROUS VESSELS ACT 1985**

##### [MS Dangerous Vessels Act 1985](#)

Under Section 1 of this Act, a Harbour Master can direct a vessel to leave the port, or remain outside the port, if in his opinion, the vessel or its contents might in any way pose a threat to the safety of persons or property. Specifically, if its presence in the dock might involve;

- i) Grave and immediate danger to safety of any vessel or property: or,
- ii) Grave and immediate risk that the vessel may, by sinking or foundering, prevent or seriously prejudice use of the port by other vessels.

By virtue of Section 6 of the Dangerous Vessels Act, directions under section 1 cannot be given in relation to:


- a) Any vessel belonging to Her Majesty or employed in the service of the Crown for any purpose, including any such vessel in the possession of a salvor; or,
- b) Any vessel which is a pleasure boat of 24 metres or less in length.

The Secretary of State or his representative (SoSRep) can override the Dock and Harbour Master's ruling on the vessel and require it to enter the port or move as he so instructs. The procedure for handling a vessel so described under this Act is laid out in the Operating Procedures for the Receipt of Vessel Casualties.

##### Operating Procedures for the Receipt of Vessel Casualties

- 1 Contact should be made immediately with the Harbour Master or Deputy upon notification of the casualty.
- 2 All decisions relating to a vessel handled under the Dangerous Vessels Act 1985 will fully involve the Harbour Master or Deputy.



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- 3 Although the Act does not apply to vessels stated in Section 6, of the Dangerous Vessels Act, the following procedures will also be followed for those vessels.
- 4 Commence and maintain a log of all communications and actions.
- 5 All possible information on the vessel will be obtained, particularly that relating to the nature of the casualty, so a full assessment of the situation can be made.
- 6 The Harbour Master will have due regard to all the circumstances and to the safety of any person or vessel.
- 7 A full risk assessment will be carried out including a pollution potential assessment.
- 8 The Harbour Master will liaise, were possible, with all interested parties in particular with the MCA and emergency services.
- 9 The vessel will not be accepted for any of the factors stated in Section 1 of the Act if the Harbour Master considers it necessary.
- 10 Media contact will only be via the Harbour Master or authorised ABP Press Liaison Officer.


#### **4.3.2 DANGEROUS SUBSTANCES IN HARBOUR AREA REGULATIONS 1987**

##### [Dangerous Substances in Harbours Act 1987](#)

The entry and presence of dangerous, hazardous and harmful cargoes in port areas and any consequential handling must be controlled to ensure the general safety of the area, the containment of such cargoes, the safety of all persons in or near the port area and the protection of the environment. The safety of life and the safety of a ship, its cargo and all persons on board in a port area are directly related to the care which is taken with such cargoes prior to loading or unloading and during the handling.

All dangerous substances being transported or handled through the port will be handled in accordance with the Dangerous Substances in Harbour Area Regulations except that being stored under the COMAH Regulations.

The Regional Emergency Plan [Regional Emergency Plan](#) is maintained to effectively handle emergencies involving dangerous substances. There is also a National Emergency

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plan that would come into effect in the event of a major Incident that called for National resources and intervention

[National Emergency Plan](#)

Vessels carrying oil or gas are required to confirm the vessel has no defects by completing an EEC Tanker checklist (Section 2) form, [Tanker Checklist Regulations and example](#) prior to berthing.

The Harbour Master has the power to prohibit the entry into a port 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. Harbour Master also has powers to regulate the movement of vessels carrying dangerous goods. The Electrical Engineering Manager is appointed as an inspector to control the entry of dangerous substances into the port area and to ensure the marking and navigation of vessels is carried out in a safe manner to ensure that adequate safety standards are maintained.

Vehicles carrying dangerous substances should only be parked in designated areas. Additional requirements are required for handling radioactives (Class 7) and explosives (Class 1). Contact should be made with the port and regional Safety Managers and Port Explosives Security/ operations Manager prior to handling a shipment of radioactives or explosives.

### **4.3.3 INTERNATIONAL MARITIME DANGEROUS GOODS CODE (IMDG)**

It is the role of the MLC to inform the Harbour Master South Wales (or his nominated deputy) of any vessel carrying Dangerous Goods of any classification. Dangerous Goods should form part of the vessel pre-notification received by the vessel prior to its arrival in port or prior to loading of Dangerous Goods arriving by road or rail.

Notification will be made by AOL (CERS reporting) or, exceptionally, facsimile or email. If emailed the notification should be printed in order for the notification to be processed.

#### **4.3.31 Consolidated European Reporting System (CERS).**

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Since 1 January 2008 the procedure described in this has been largely superseded by the Consolidated European Reporting System (CERS). Reports made through Agents on Line (AOL) are automatically routed to CERS.

ABP South Wales Dangerous Goods reporting procedure  
[Dangerous Goods](#)

The M.S. (Dangerous Goods and Marine Pollutants) Regulations 1997

[Marine pollutants act 1997](#)

defines the various categories of substances classified as dangerous and refers to International Maritime Dangerous Goods Code (IMDG) for individual definitions, classifications and shipping instructions. These Regulations apply if dangerous substances transit, or are handled, within the port area. The IMDG Code applies to the movement of dangerous goods in ships. Use must be made of the most up-to-date amendment of the IMDG Code.


#### **4.3.4 M.S. (PREVENTION OF POLLUTION) REGULATIONS**

Under the Prevention of Oil Pollution Act [Prevention of oil pollution act 1971](#) a master of a vessel finding pollution has a duty to report the pollution to the Dock and Harbour Master if: -

- a) The pollution is discharged from the vessel into the waters of a port in the UK
- b) Pollution is found to be escaping or to have escaped from a vessel in such waters
- c) Pollution is found to be escaping into any such waters from a place on land

A Harbour Master has the power to: -

- i) Go on board and inspect the vessel or any part thereof, or any of the machinery, boats, equipment or articles on board the vessel, for the purpose of ascertaining the circumstances relating to an alleged discharge of oil or

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- mixture containing oil from a vessel into the waters of the port.
- ii) Require the production of any oil record book to be carried or records kept.
  - iii) Copy any entry in such book or record and require the master to certify the copy as being a true copy of an entry.


If the Harbour Master has reason to believe a ship, which proposes to enter the port, does not comply with the requirements of the Prevention of Oil Pollution Act (1996) Regulations, he shall report the matter to the MCA who if satisfied that the vessel may present an unreasonable threat to the marine environment, may refuse entry of a ship to a UK port or detain the vessel.

The Regional Oil Spill Contingency Plan is maintained to effectively handle spills of oil

[Regional oil spill contingency plan](#)

#### **4.3.6 CASUALTY INVESTIGATION PROCEDURE**

When a vessel within the port limits or on the approaches to the port has touched the ground, or has been in collision with, or in dangerous proximity to any other vessel, or any fixed or floating object; that vessel shall report the occurrence to the Harbour Master, giving all the circumstances leading up to the occurrence. If the casualty or incident occurred in the waters approaching the port but outside the port limits, all such reports should also be passed to the Harbour Master. All incidents, as well as being reported as per relevant regulations will be entered on the MarNis risk assessment and accident database. [Damage report forms and procedure](#)

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#### **4.3.7 EXPLOSIVES (CLASS 1)**

Explosives can be handled within the port of Newport at certain berths licensed by the HSE. And at certain designated and licensed anchorages adjacent to the English and Welsh Buoy. All explosives will be handled under the provisions of the explosive licence, the Dangerous Substances in Harbour Areas Regulations and the IMDG Code.

[Explosives Protocol](#)  
[Dangerous Substances in Harbours regulations](#)

Contact should be made with the Safety Manager, Port Explosives Security Officer and Operations manager prior to handling a shipment of explosives to ensure that the explosives to be handled are within the quantities stipulated in the licence. Explosives will only be handled at the licensed berths. All explosives will be handled under the supervision of the appointed Port Explosives Security Officer.


The port authority will keep a record for a period of 5 years of all explosives handled. Adequate access to berths will be ensured at all times for vessels handling explosives. The Newport Port Explosive plan

#### **4.4 WASTE MANAGEMENT PLANS**

The port has a Waste Management Plan [PWMP](#) for ship generated waste produced under the M.S. (Port Waste Reception Facilities) Regulations 2003

[PWRS 2003](#) as amended 2009 [amended 2009](#) MARPOL 73/78 and the Environmental Protection Act 1990. [Environmental protection Act 1990](#)

This plan is designed to ensure that suitable waste handling provisions are made and at the same time outlines the obligations and responsibilities of port users. Waste bins are provided on the common user berths of the port, for normal ship generated waste. Terminal operators have their own Waste Management Plans and provide their own facilities. Disposal of unusual waste, large amounts of waste, oil waste, sewage etc will need to be organised through the ship's agents via an authorised and approved waste contractor, listed in the Port Waste Management Plan.

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The Port Authority maintain records of types and volumes of wastes disposed of in the South Wales ports by means of reports that are generated by our Port waste contractor using data supplied from our online notification system

#### **4.5 CONTROL OF MAJOR ACCIDENT HAZARDS REGULATIONS 1999 (COMAH)**

[COMAH Regulations 1999](#) as amended 2005 [2005 amendments](#)

Although not directly relating to the movement of dangerous goods within a port, certain hazardous chemicals may be stored at installations covered by the COMAH Regulations. Where certain dangerous substances are stored in larger quantities then full quantitative assessment is carried out and the provisions of the COMAH Regulations applied. The installations covered by the COMAH Regulations are taken into account in the Port Emergency Plan.

ABP have raised a [COMAH Major Accident Prevention Policy](#)


#### **4.6 ISPS**

##### **4.6.1 Background**

The ISPS Code applies to all vessels of greater than 500 GT engaged in international voyages. It is designed to detect security threats, implement security measures and establish contingency plans to be executed in the event of a security breach. ISPS declaration is a further part of the vessel pre-notification process handled by the MLCs and Marine Administrator. ABP South Wales have appointed and trained the Port Facility and Security Manager as PFSO and have trained and appointed several deputies including the Harbour Master and Deputy Harbour Master South Wales

All vessels intending to use common user dock or river berths in ABP's South Wales ports or adjacent rivers are required to submit an ISPS declaration at least 48 hours prior to their arrival in the port of destination. The declaration must provide information regarding their last ten ports of call, the security level in force in each of these facilities and the visit dates as well as the vessel's current security level. In addition the vessel should notify if any special security arrangements or any deviance from the appropriate procedures has taken place in the last ten ports of call and any other practical security information during the voyage.

The MLC and the Marine Administrator are required to check declarations for all vessels (greater than 500 GT that has made an international call in its last ten ports of call), bound for Barry, Cardiff, Newport, Port Talbot Docks and Swansea (Not Port Talbot Tidal Harbour) 48 hours prior to arrival. These

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declarations may generally be submitted via AOL but in some circumstances they may be submitted by fax or email.

The procedure for handling an ISPS declaration follows.

#### **4.6.2 ISPS Procedure**


On receipt of each vessel's ISPS declaration via AOL the MLC or Marine Administrator will:

- Check notification to identify any potential security issues
- Check the vessel has declared having a valid International Ship Certificate
- Check the vessel's current Security Level
- Check the security level of the last ten ports of call
- Check that dates have been entered for the last 10 ports
- Check the vessel has notified of any special security arrangements having been taken by the ship during the last 10 ports of call
- Check the vessel has answered NO to witnessing any suspicious activity during the voyage

If the declaration indicates that the vessel or any port it visited has been at level 2 or 3, or answered yes to any of the questions, the MLC must check with the vessel's agent to confirm the information. If confirmed the MLC must notify the Port Facilities Security Officer (PFSO) or, in the PFSO's absence, the appropriate Deputy PFSO.

If a vessel should fail to submit an ISPS declaration the MLC should contact the vessel's agent. If this action should fail the MLC should contact the PFSO for guidance on whether the vessel may enter the port.

[Paper form for ISPS declaration](#)

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## **M.S.M.S 5 – CONSERVANCY AND HYDROGRAPY**

### **5.1 CONSERVANCY DUTIES**

The ABP South Wales Statutory Harbour Authority shall endeavour to conserve its harbours and ports to ensure they are reasonably fit for use as harbours and ports, taking reasonable care to ensure that each is in a fit condition for a vessel to resort to it.


### **5.2 HYDROGRAPHIC SURVEYS**

The ABP South Wales Statutory Harbour Authority will use all appropriate means to find, mark and monitor the best navigable channel or channels in its Harbours and Ports. ABP South Wales will promulgate, as appropriate, relevant hydrographic information associated with its ports and harbours including information relating to navigational hazards.

Hydrographic surveys of the South Wales ports and their approaches are carried out by the hydrographic section of ABP's UK Dredging division in a timely manner commensurate with the historical siltation trend for each port or Harbour. The results of these surveys are published in the form of charts and provided to the ABP South Wales Harbour Master in order to monitor the depth within the ports and their approaches. This information is also used in setting "allowances" to be applied to ACD tidal predictions for the various ports, berths and harbours that ABP South Wales provide Harbour Master functions for and to the SE and SW Pilot Stations for the guidance of Pilots.

The Survey PDF's can be found here [South Wales Hydrographic Surveys](#) All survey information is sent by UKD to the United Kingdom Hydrographic Offices under the bilateral agreement, where it is used in the compilation of British Admiralty Charts. Thus, surveys are available to anyone who possesses an up to date Admiralty Chart covering the port area. In addition, some information of a particularly urgent or temporary nature may be disseminated by means of local Notices to Mariners.



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UK Dredging who are the contractors for maintenance dredging within the ABP South Wales ports and Harbours, in accordance with the planned dredging schedules, also carry out pre and post dredge surveys and publish datum / tidal information

All surveys are carried out in accordance with the guidelines published in the International Hydrographic Organisation Special Publication No.44: Standards for Hydrographic Surveys. [IHO Special Publication 44](#)

Position control is provided by Differential GPS and the accuracy achieved from the system exceeds the 2m requirement of the IHO recommendations. Calibration is by means of regular checks alongside known co-ordinated positions within the ports. Vertical measurement is achieved by single beam, dual frequency echo sounder which achieves a depth accuracy of +/- 0.1m.


### **5.3 NAVIGATIONAL INFORMATION**

As the Statutory Harbour Authority, Associated British Ports South Wales is responsible for ensuring that mariners are provided with the necessary information to ensure the safe passage of a vessel throughout the ports. Any changes in the available depth of water or any other navigationally significant events will be communicated to port users at the earliest possible opportunity. In the cases of those changes identified by survey, the most appropriate method of promulgation will be chosen following an assessment of the risks posed by the newly found information. Available methods of promulgation are as follows:-

Immediate radio navigational warning by VHF from the Local Port Service (LPS) of the ABP South Wales port concerned to all vessels in the port area, repeated as required. In the case of a very serious event, the Harbour Master South Wales would also notify the UKHO Radio Navigational Warning Section who will decide whether to issue coastal radio navigation/Navtex Warnings.

A local Notice to Mariners which would be issued to all Pilots and Port users.

Local Notice to Mariners are also sent to UKHO who may decide to include the information in the Admiralty Notice to Mariners for International distribution. UKHO may also use the information to amend Admiralty Charts.

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These methods would also be used to advise mariners of any navigationally significant events, whether identified by survey or not and may include notice of works in progress within the port area, defective or off station navigational aids or particular events taking place within the port.

## **5.4 NAVIGATIONAL AIDS**

Many devices are used to assist navigation within the ABP South Wales Ports, including navigational marks, lights, buoys and fog signals. The General Lighthouse Authority (GLA), Trinity House, has prepared guidance notes for the provision and maintenance of navigational aids for local lighthouse authorities, [Guide for P&M of navigational aids](#) i.e. Harbour Authorities. All navigational aids used within the port meet the criteria laid down by the GLA. The establishment of a light or mark or any alteration to existing lights or mark, may only be done with the approval of the GLA and all approved alterations should be notified to the UKHO.

A revised inspection regime (PANAR) requires the Local Lighthouse Authority (LLA) to submit returns to the GLA. Every port is responsible for the maintenance of the navigation aids within the port limits and details of defects/repairs are co-ordinated through Harbour Master who acts as the LLA for ABP South Wales as the Statutory Harbour Authority.


ABP South Wales Pilot Cutter Crews , Carry out a monthly inspection of floating navigation aids that are under ABP management as the LLA. The results of these inspections are filed in the Pilot cutter SMS records file and copied to the Marine Administration Manager in Cardiff for filing in the PANAR record file

ABP South Wales Marine Staff Carry out a monthly inspection of Fixed navigation aids that are under ABP management as the LLA. The results of these inspections are copied to the Marine Administration Manager in Cardiff for filing in the PANAR record file

[Fixed Nav Aid reporting](#)

ABP South Wales have Contracted out the maintenance of floating lights and marks under our management. The current Contractor is GSS LTD.

[Floating Nav Aid Fault Reporting](#)

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### [GSS Buoy Data](#)

The above procedure also covers Floating Marks that come under the Management of Trinity House

## **5.5 DREDGING**

Dredging within a port area can be divided into capital dredging or maintenance dredging.


Capital dredging is usually associated with the deepening or creations of berths and channels to greater than previous depths. Maintenance dredging is the removal of siltation which has gathered in an area to return a channel, dock or berth to its previous depth whether the original depth was natural or achieved by previous capital dredging.

Within the ABP South Wales ports, Capital dredging projects could be controlled by various senior Managers , however, the Harbour Master South Wales controls maintenance dredging in Close liaison with the UKD general and operations Managers. Maintenance dredging is carried out at agreed periodic intervals. Hydrographic Surveys are carried out before and after dredging operations and during if deemed required.

Post dredge survey charts are promulgated by UKD to ABP South Wales Harbour Master and both SE and SW Wales Pilot stations. The PDF's are also available on the Marine drive [South Wales Hydrographic Surveys](#)

## **5.6 REMOVAL OF WRECKS**

Where there is a wreck in, or near the approaches to the port, which is likely to become an obstruction or danger to navigation, the port authority will take possession of, remove or destroy it. It will be lit and buoyed until it is raised, removed or destroyed. Due regard will be made to the duty to the environment in the

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exercise of this and all other duties and powers.

A risk assessment will be undertaken of any wreck in, or near the approaches to the port with the aim of reducing the risk of danger to navigation to as low as reasonably practicable.

In the event of a vessel becoming a wreck in or near the approaches to port limits, the process of removing the wreck is laid down in Section 252 of the Merchant Shipping Act 1995. [Merchant Shipping act 1995](#) In event of a wreck on the approaches to the port, full consultation will be made with the Harbour Master. The UK Hydrographical Office will be informed of wrecks within port limits. If the wreck is not to be removed it will be adequately surveyed with the results sufficiently promulgated.

## **5.7 ANCHORAGES**


ABP South Wales have Identified several anchorage areas in the South Wales Pilotage Districts. ABP South Wales will keep the provision of Anchorages under review , taking into account the size and number of vessels visiting our ports and transiting our area. All Anchorages are detailed on Admiralty Charts and publications. Details of Anchorages are also available on the South Wales Guides to Passage Planning and Navigation [ABP South Wales Guide to Services and Navigation - ABP South Wales](#)

## **M.S.M.S.6 – EMERGENCY PROCEDURES**

### **6.1 INCIDENTS**

An incident occurring within the South Wales Ports will be graded depending on the nature of the incident, the possible effects on life, the environment, the port operations and the level of response required by the Harbour Authorities, the emergency services and others on the Port estate.

When an Marine incident occurs a member of the Marine Management team should be informed immediately. As per the flow chart and alert procedure [South Wales Emergency callout Flow chart](#) Non Marine related incident procedure is also covered by the flow chart and call out procedure

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### **6.1.1 MINOR INCIDENTS**

Minor incidents are those that can be handled within the every day resources of the ABP South Wales Ports. Although the emergency services or other organisations may be notified or required to assist, such assistance will be routine.

### **6.1.2 MAJOR INCIDENTS**

A major incident may be defined as being beyond the normal day to day capacity of the authority and the emergency services and require the special and extensive mobilisation of these and other resources. Examples of major incidents may include:-

- Death or serious injury to any number of people
- Extensive damage or contamination to the environment
- Extensive damage to vessels, installations, berth facilities, river structures and quayside equipment
- Serious disruption to the operation of the Port


### **6.1.3 INCIDENT ABOARD SHIP**

ABP South Wales, Put a [NOTICE TO MASTERS](#) on board all inbound vessels and a Marine operations manual onboard all inbound "bulk carriers" linked documents\nnotice to masters and bulk ops manual [Marine Ops Manual](#) these booklets outline procedures and contact information for emergencies that occur onboard vessels in ABP ports. The Marine Management team review and update the notice to Masters in a timely manner .

## **6.2 INCIDENT PROCEDURES**

### INITIAL ASSESSMENT, RESPONSE AND ALARM

Whenever an incident occurs within an ABP south Wales port , a full initial assessment will be carried out where possible and the response will be tailored to that incident. If necessary the appropriate plan will be activated. All incidents should be reported to the Lock Supervisor if on tide who will contact Cardiff

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LPS or to Cardiff LPS directly who will alert the appropriate management or engineering /operations staff in line with the [South Wales Emergency callout Flow chart](#) and [Emergency Action Cards](#)

Primary response functions include:

Notification/Alerting  
Situation Assessment  
Strategy Development  
Incident Management  
Response Strategy  
Equipment Deployment  
Communication Support  
Logistics Support  
Public Affairs/Media  
Safety/Security  
Legal Support  
Vessel Casualty


During all incidents, all persons concerned should maintain a log of all communications and actions.

### **6.3 PORT EMERGENCY**

ABP South Wales have formulated a regional Emergency Plan detailing Procedures for certain pre-planned responses to generic incidents. The plans are contained within the Port Emergency Plan and include notification details in order that Tenants of the Dock Estates can be notified in the pre-determined areas of the Ports.

[Regional Emergency Plan](#)

### **6.4 OIL POLLUTION**

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Within the ABP South Wales Harbour Authority limits, in accordance with statutory requirements to prepare for and respond effectively to any incident of oil pollution, Oil Spill Contingency Plans, written in accordance with the requirements of the M.S. (Oil Pollution Preparedness, Response and Co-operation Convention Regulations 1998) have been prepared and approved by the Marine Coastguard Agency (M.C.A.)

[Regional oil spill contingency plan](#)

The Regional Oil Spill Contingency plan for the ABP South Wales Ports has been approved by the M.C.A. The plan details the structured response and notification procedures required in the event of an oil pollution incident. Pollution incidents are tiered as follows:-

**Tier 1** - Spills of less than 1.5MT, which can be dealt with using the resources retained on site

ABP South Wales Keep oil spill response trailers at Port Talbot to cover SW Wales and at Barry to Cover SE Wales There is also an oil boom that is kept in Cardiff [Oil Boom Deployment and Recovery](#)

**Tier 2** - Spills over 1.5MT, which require mobilisation of additional resources and Tier 2 oil spill contractors.

**Tier 3** - Spills which require mobilisation of national resources

The plans have been written to interface with the following contingency plans:-


Chevron Terminal Oil Spill Contingency Plan

Inver Energy Terminal Oil Spill Contingency Plan

HCB Terminal Oil Spill Contingency Plan.

Vopak Terminal Oil Spill Contingency Plan (Barry)

Cardiff Bay Oil Spill Contingency Plan.

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UK National Contingency Plan [National Emergency Plan](#)

MMO Marine Pollution contingency plan [MMO Marine Pollution Plan 2015](#)

## **6.5 EMERGENCY RESPONSE CENTRE**

In the Event of an Oil spill Emergency a response centre would be set up at a pre-determined points within the ABP South Wales Ports dealing with Tier 2 or Tier 3 oil spills. It will be manned for all Tier 3 incidents and at the discretion of the command team leader for Tier 2 incidents.

## **6.6 INCIDENT / ACCIDENT INVESTIGATION PROCEDURES**

### **Incident Investigation (3.14 – 3.15)**

### **Statutory Reporting (3.16)**

Investigations of accidents and incidents have two essential purposes:

- 1 To determine the cause of the accident or incident, with a view to preventing a recurrence of that accident or incident; and
- 2 To determine if an offence has been committed: if so, there may be the need on the part of the ABP harbour authority to initiate criminal proceedings in their own right or through the agency of another authority such as the Health and Safety Executive (HSE) or the MCA



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All minor marine incidents will be investigated at the discretion of the Harbour Master South Wales

All major marine incidents will be investigated.

Any marine incident that involves the waters adjacent to the port limits, or involves a licensed pilot or PEC holder will be investigated. Investigations for Major Marine incidents and Accidents May not necessarily be carried out under authority of the Harbour Master. The investigation may be part of a criminal investigation and the primacy for the investigation will remain with the lead agency , namely:- Police , HSE, MCA or MAIB

The following definitions have been adopted by the Guide to good practice in port marine operations

Accident

“**Accident**” means any occurrence on board a ship<sup>3</sup> or involving a ship whereby -

(a) there is loss of life or major injury to any person on board, or any person is lost or falls overboard from, the ship or one of its ship's boats;

(b) a ship-

(i) causes any loss of life, major injury or material damage;

(ii) is lost or presumed to be lost;

(iii) is abandoned;

(iv) is materially damaged by fire, explosion, weather or other cause;

(v) grounds;

(vi) is in collision;

(vii) is disabled; or

(viii) causes significant harm to the environment.

(c) any of the following occur -

(i) a collapse or bursting of any pressure vessel, pipeline or valve;

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(ii) a collapse or failure of any lifting equipment, access equipment, hatch-cover, staging or boatswain's chair or any associated load-bearing parts;

(iii) a collapse of cargo, unintended movement of cargo or ballast sufficient to cause a list, or loss of cargo overboard;

(iv) a snagging of fishing gear which results in the vessel heeling to a dangerous angle;

(v) a contact by a person with loose asbestos fibre except when full protective clothing is worn; or

(vi) an escape of any harmful substance or agent,

if the occurrence, taking into account its circumstances, might have been liable to cause serious injury or to cause damage to the health of any person.<sup>4</sup>


### **Incident**

**"Incident"** means an uncontrolled or unplanned event, or sequence of events, that results in damage, or threat, to the safety of personnel, the vessel, the environment or property.

<sup>3</sup> Ship: presumed to include "every description of vessel used in navigation", as per Harbours Act 1964 definition <sup>4</sup> MGN 289 [M+F] - Accident Reporting and Investigation, published by the MAIB, April 2005.

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**Major Injury “Major injury” means -**

- (a) any fracture, other than to a finger, thumb or toe;
- (b) any loss of a limb or part of a limb;
- (c) dislocation of the shoulder, hip, knee or spine;
- (d) loss of sight, whether temporary or permanent;
- (e) penetrating injury to the eye; or
- (f) any other injury –
  - (i) leading to hypothermia or to unconsciousness, or
  - (ii) requiring resuscitation, or
  - (iii)

requiring admittance to a hospital or other medical facility as an inpatient for more than 24 hours.

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**Serious Injury “Serious injury”**

means any injury, other than a major injury, to a person employed or carried in a ship which occurs on board or during access which results in incapacity for more than three consecutive days excluding the day of the accident or as a result of which the person concerned is put ashore and the ship sails without that person, unless the incapacity is known or advised to be of three consecutive days or less, excluding the day of the accident.


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Hazardous Incident “Hazardous incident” means any event, other than an accident, associated with the operation of a ship which involves circumstances indicating that an accident nearly occurred.<sup>7</sup>

**12.3 INCIDENTS INVOLVING DEATH OR CRIME**

12.3.1. When someone dies in a work-related incident, a number of different organisations will require to work together to ensure that the incident is investigated and that the reasons for the death are understood. The police will investigate any incident in the event of death - both in relation to any possible offence (possible homicide -murder or manslaughter) and on behalf of the coroner.

12.3.2. A police investigation may also be necessary to see if other criminal offences have been committed and to consider whether a prosecution should be brought. Different organisations have different but important roles in this process and good co-ordination

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is vital to ensure that the investigation is as smooth and as seamless as possible. Close liaison with the police, therefore, is essential in such in [MOU between MAIB MCA and HSE](#)

[2012 reporting regulations](#)

Provided that the primacy for a given investigation is with the South Wales Marine Department Incidents will be investigated to find out the facts of what happened and so identify the causes of their occurrence and determine the actions that must be taken to prevent recurrence. They should not be investigated to apportion blame and need to be fact finding and not fault finding. Incidents are rarely simple and almost never result from a single cause. They are normally events resulting from a combination of actions, omissions, errors, failures, changes and oversights.

To ensure an effective incident investigation the investigation process should: -

record key information  
 obtain the basic facts and establish the circumstances of what happened  
 identify and investigate both the immediate and underlying causes  
 analyse the findings  
 determine the action needed to prevent a recurrence and make recommendations  
 require a check that the recommended actions have been acted upon  
 re-appraise the existing risk assessments and systems of work  
 review the control standards and the success in meeting them  
 satisfy the legal reporting and recording duties  
 obtain details, which might be needed if the incident becomes subject to an insurance claim or legal action


The investigation should look beyond the actual situation to see whether it could have been worse.

The MarNis tool will be used for recording post incident reviews and will be used as a method of sharing and promulgating reviews throughout the group

[MarNis procedures and Guide](#)

[MarNis Reporting Form](#)

[linked documents\Emergency Procedures\accident incident reporting forms](#)

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## **M.S.M.S. 7 Pilotage And Passage Planning**

### **7.1 Pilotage Management**


The ABP South Wales Competent Harbour Authority will keep under consideration – whether any and if so what pilotage services need to be provided to secure the safety of ships navigating in or in the approaches to its harbours; and whether in the interests of safety, pilotage should be compulsory for ships navigating in any part of that Harbour or its approaches and, if so, for which ships and in which circumstances and what pilotage services need to be provided for those ships. Particular account will be made should the use of an ABP port or Harbour change in such a way as to affect the requirements of the service provided there.

Having considered the above the ABP South Wales Competent Harbour Authority will ensure that the appropriate level of pilotage service is provided.

Management of the Pilotage Service within the South Wales C.H.A. area is under the control of the Pilotage Manager / Deputy Harbour Master South Wales. Provision of pilotage services is reviewed by the South Wales Marine Management team in a timely manner

### **7.2 Authorisation of Pilots**

The ABP South Wales Competent Harbour Authority will determine the qualifications for the authorisation of its pilots in respect of age, physical fitness, time of service, local knowledge, skill, character and otherwise. As per industry best practice described in the [Port Marine Safety Code](#) The ABP South Wales Competent Harbour Authority will ensure that proper arrangements are in place for assessing pilot competence and keeping their fitness under review and details of these arrangements are made available to applicants. In line with the [Port Marine Safety Code](#) and the [National occupational](#)

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[standards](#) ABP South Wales Competent Harbour Authority is committed to exercising its clear role in the authorisation of Pilots and discipline of pilots and on the issuing of exemption certificates.

The ABP South Wales Statutory Harbour Authority will ensure that suitably detailed contractual arrangements are in place either directly with its authorised pilots or through a contract of service, as appropriate.

The ABP South Wales Competent Harbour Authority will ensure that all their authorised pilots are trained so as to be qualified to conduct the vessel to which they are likely to be allocated. Pilotage procedures are outlined in the [South Wales Pilotage Manual](#). The training standards are appropriate to the National Occupational standards for Marine Pilots that were developed and reviewed in parallel with the Port Marine Safety Code.

The South Wales Pilotage Manual also contains the following:

- Career development plans
- Port Marine Training Matrix
- Job description
- MPX check list
- Defect / cause for concern form
- Confidential report form
- Initial and continued Authorisation checklist
- Use of PPU's
- Use of Personal Locator Beacons (PLB)

### **7.3 PILOTAGE DIRECTIONS**

Where the ABP South Wales Competent Harbour Authority considers, in the interests of safety, that pilotage should be compulsory in any of its ports or harbours or any part thereof, it will issue pilotage directions.

The ABP South Wales Competent Harbour Authority will ensure that its pilotage directions define the circumstances in which pilotage is to be compulsory, how and to which vessels they apply and in what circumstances.

In providing a pilotage service ABP South Wales will consider the possibility that the Master of a vessel may ask for a pilot

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even when not required to take one by pilotage directions. The ABP South Wales Competent Harbour Authority will seek to make allowances for such requests and refer to them when reviewing whether in any such circumstances pilotage should become compulsory.

The ABP South Wales Competent Harbour Authority will ensure that the risks associated with vessels to which the requirements of pilotage directions may not apply are adequately managed.

In the event that the ABP South Wales Competent Harbour Authority considers that pilotage should be compulsory for ships navigating in any area outside its harbours, if appropriate, it will apply for a Harbour revision order to be made to extend its limits for the purposes of pilotage to include that area.

Pilotage directions for ships to be navigated within the South Wales Pilotage Area can be found here [Pilotage Directions](#)

#### **7.4 Pilotage Exemption Certificates**

The ABP South Wales Competent Harbour Authority will ensure the provision of appropriate formal procedures for assessing the suitability of PEC applicants. The standards and procedures adopted by the ABP South Wales Competent Harbour Authority for each of its ports and harbours will be published and available to applicants and will be in line with [Port Marine Safety Code](#) guidance. ABP South Wales have set a level of competency for PEC's that is similar but no more stringent than for authorisation of Pilots.

The ABP South Wales Competent Harbour Authority will issue pilotage exemption certificates to appropriately qualified Navigating Officers Only

Details of the qualifying requirements for PEC's are contained in the pilotage directions [Pilotage Directions](#)

The ABP South Wales Competent Harbour Authority will make arrangements with PEC holders and their employers, setting out agreed conditions on which PEC's are issued to ensure the use of PEC's is in accordance with the terms on which they are issued.

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The ABP South Wales Competent Harbour Authority will endeavour to satisfy themselves that would-be exemption certificate holders are properly trained on the conduct of the vessel or vessels to which a certificate applies.

## **7.5 Passage Planning**

The ABP South Wales Statutory Harbour Authority will utilise and promote the use of appropriately detailed passage plans within its ports and harbours .

Pilots are given orders in good time to allow time for passage planning before commencing each individual act of pilotage

It is also the responsibility of each vessel entering the South Wales Ports to Passage plan from “ berth to berth” this berth to berth passage plan may be modified after consultation between the Pilot and Master of the vessel but any modification does not take away the responsibility of the Master of the vessel from continuing to monitor the passage plan while the Pilot is on board.

Certain vessels under 85m are pilotage exempt in South Wales Ports

ABP South Wales have raised outline passage plans for suggested passages in the SE Wales area . these have been incorporated into the regional guides to Navigation and services available for download on the South Wales Ports Website

[ABP South Wales Guide to Services and Navigation - ABP South Wales](#)

The ABP South Wales Statutory Harbour Authority will provide, in the most appropriate format, up to date passage guidance applicable to its ports and harbours. it will include but not be limited to the information included in the guide to Navigation and services

[Barry Acceptance Table](#)


[Newport Acceptance Table](#)

[Cardiff Acceptance Table](#)

[Swansea Acceptance Table](#)

[Port Talbot Acceptance Table](#)



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## South Wales tide tables

The ABP South Wales Competent Harbour Authority will ensure, where applicable, that arrangements are in place for pilots to be allocated to vessels with sufficient time and information available to prepare a pilot passage plan. Copies of SE and SW Wales Passage plans and pilots vouchers are included in the South Wales Pilotage Manual

This Pilot voucher is also a record of confirmation of the Master/ Pilot Exchange of information. Deficiencies in a piloted vessels equipment or procedures that are noted by the pilot are communicated to the Harbour Master who in turn will inform, the MCA


The ABP South Wales Competent Harbour Authority have issued the passage plan booklets in duplicate. Pilots return a copy to the Marine Administration manager for archiving in the event that they may be needed for incident investigation purposes.

The allocation of Pilots is carried out by LPS staff in Cardiff for SE Wales and by the "Duty Pilot" in SW Wales details of the allocation procedures can be found here

[SE Wales Pilot allocation Guide](#)

[SW Wales Pilot Allocation](#)

Pilot orders in SE Wales are sent out at specific times ( twice a day)  
South Wales Marine Staff send a spreadsheet to all South Wales Agents on an annual basis detailing the orders time for each day of the year

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## **7.6 Pilot Boarding and Landing Arrangements**

ABP South Wales CHA run 3 Coded and certificated Pilot Vessels in Compliance with all relevant legislation, Codes and Company policies . All boarding and landing is undertaken in compliance with relevant legislation and codes

### [Pilot Boarding and Landing code 2013](#)


ABP South Wales as CHA have implemented a Safety management system for the South Wales Pilot Cutters based on the principles of the International Safety Management Code (vessels) Procedures for Pilots , cutter crew and Third parties have been updated to include procedures for the use of Personal Locator beacons. Details off the units and thir use can be found here

### [PLB units information](#)

### [South Wales Pilot Cutter SMS](#)

### [Pilot Cutter training Manuals](#)

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## **M.S.M.S. 8 Port towage Operations**

ABP South Wales, as Statutory Harbour Authority, review both the provision of towage and towage guidelines for the South Wales Ports in a timely manner. Where relevant, Pilots, Agents and Towage providers are consulted as part of the review process.

### [Towage Guidelines](#)

ABP South Wales recognise that the towage guidelines are not definitive and have procedures in place for consultation when a deviation from the guidelines is requested.

All towage services in South Wales are provided by third parties who retain responsibility for the following:

Tugs and associated equipment  
Crew Competence and training  
Safety Management Systems

ABP South Wales Towage providers keep ABP South Wales updated as to the configurations and capabilities of the tugs available to us in South Wales

### [Tug Particulars](#)


ABP South Wales have an agreement with our Towage providers for reciprocal training of tug crews and pilots as detailed in the [Pilotage career development training plan SEW](#)  
[Pilotage Career development Training Plan SWW](#)

This reciprocal training has proved to be invaluable in helping tugs crews to appreciate the considerations that the pilot will have and likewise for the pilots to appreciate the need for safe deployment and retrieval of towage gear and the operational parameters of the tugs and equipment

ABP South Wales have an approved Port Marine Training Matrix that details appropriate training for South Wales Marine Pilots

### [Port Marine Training Matrix](#)

A useful Harbour Towage guide for Pilots has been published by the European Towage Association and is available to view here [ETA TOWAGE GUIDE](#)

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## **8.1 TOWAGE IN RESTRICTED VISIBILITY**


ABP South Wales, in conjunction with our Towage providers have raised a restricted visibility towage protocol and included it in the [guide to navigation and services](#)

## **8.2 Unusual tows**

Port Marine Safety Code Guide to Good Practice now requires Harbour Authorities to give special consideration to tows involving dead-ships or unusual objects and towage events of a non-routine nature.

ABP have issued a N2M to reflect this guidance and have issued an unusual tows check sheet that needs to be completed by the person in charge prior to an unusual or dead ship tow taking place. This information has been forwarded to the South Wales towage providers.

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## M.S.M.S. 9 MARINE SERVICES

### 9.1 WORK BOATS

Work Boats used within the port must comply with the M.S. (Small Work Boats) Regulations 1998, if applicable. Craft not subject to those regulations must be properly maintained, equipped and manned by competent personnel. This procedure equally applies to privately owned craft as well as those operated by the Harbour Authorities.

### 9.2 Ropemen

Within the ABP South Wales Ports, Rope-men are licensed third parties and not employees of ABP South Wales. ABP South Wales have Raised a “Rope-men training course” [Mooring and Berthing Training](#) and keep training, medical fitness, Lifejacket servicing and Rope-men licensing records for all the third party Rope-men.

Apart from in Cardiff’ where the routine is carried out by the lock Gatemen, Rope-men also perform periodic inspections of Life saving appliances ( life belts) and report to the Marine Administration Manager in Cardiff.


### 9.2.1 PERMITS TO DIVE

A Permit to Dive will only be used for controlling and regulating all diving activities at work carried out directly by diving contractors for Associated British Ports or by Associated British Ports employees. All other diving activities carried out by third parties and other contractors in dock waters under Associated British Port’s control shall be controlled by way of issuing a written “Request for Permission to Dive” form.

All “Permits to Dive” and “Request for Permission to Dive” forms must be signed by authorised personnel only. Marine Staff do not issue Permits to dive, only permissions

#### [Permission to Dive](#)

ABP South Wales have raised a [Port Diving Plan](#) that covers the 5 ABP South Wales Ports and diving hazard Plans for each individual port

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[Barry Diving Hazards](#)  
[Newport Diving Hazards](#)  
[Cardiff Diving Hazards](#)  
[Swansea Diving Hazards](#)  
[Port Talbot Diving Hazards](#)

### **9.3 PERMITS FOR HOT WORK**

A “Hot Work Permit” is required to be issued for hot work, including burning, welding, flame cutting, heating by blow torch and brazing, when it is being done outside a workshop environment and there is significant risk from the hot work. The requirements exclude work being carried out in a dry dock under ship building and ship repairing regulations. Only Authorised personnel may issue Hot work permits

A Permit for hot work will only be used for controlling and regulating all hot work activities at work carried out directly by contractors for Associated British Ports or by Associated British Ports employees. All other Hot work activities carried out by third parties and other contractors in dock waters under Associated British Port’s control shall be controlled by way of issuing a written “Request for Permission for hot work” form

For welding, burning and other hot work to be carried out on board vessels or on an adjacent quay/berth within the port, the Harbour Master must give his permission. On completion of the work, the form must be handed or faxed back to the and Harbour Master.

All “Permits for Hot work ” and “Request for Permission for hot work” forms must be signed by authorised personnel only


[Hot work permit General](#)  
[Hot work permit ship](#)  
[Hot work Permission](#)

### **9.4 Work Within the Lock areas within ABP South Wales Ports**

ABP staff and contractors wishing to work within the defined lock areas in the South wales ports must obtain the permission of the Harbour Master by completion of a 'Request for permission to work on the lock'. On completion of the declared work the form must be signed off by the Harbour Master or Lock Supervisor.

[permission to work on the lock](#)

### **9.5 IMMOBILISATION OF ENGINES**

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Permission to immobilise a vessel's engines must always be sought, in Writing, from the Harbour Master via the duty Lock Controller , by the ship's agent or by the Master. Such permission will generally be granted subject to whatever provisions are required by the Lock Controller.

Masters and ship's agents need to be aware that the granting of permission to immobilise does not preclude compliance with a properly formulated and valid request for the vessel to be moved to a different berth. Should an immobilised vessel need to be moved, additional tugs may be necessary to control the move, with the additional expense being to the vessels account.

## **9.6 LOCK OPERATIONS**

ABP South Wales Operate locks in the following ports

Swansea  
Port Talbot (old dock)  
Barry ( Lady Windsor and No 3 Dock)  
Cardiff  
Newport


In addition to procedures for the safe operation of the locks, ABP South Wales Have raised the following procedures for the above locks

Emergency operation  
Sluicing  
Levelling Tides  
[Levelling Tides](#)

## **9.7 Impounding**

The ABP South Wales enclosed docks have differing systems of maintaining water levels either linked to tide height, utilising feeders from rivers or by impounding water from the estuary


[Cardiff Lock Operation and Impounding](#)  
[Barry Lock Operation](#)  
[Newport Lock Operation, Impounding and sluicing](#)  
[Swansea Lock Operation and impounding](#)  
[Port Talbot Lock Operations](#)

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## **9.8 Cardiff LPS**

- 1st of July 2010 saw the inception of Cardiff LPS . Based in Cardiff QA House, Cardiff LPS, as well as providing local port services for the port of Cardiff became a coordination service for the Marine activities in South Wales with the following aims
- To discharge ABP's responsibilities for navigational safety.  
  
To comply with the Port Marine Safety Code and Guidance on Vessel Traffic Services
- To co-ordinate and facilitate the supply of pilots to vessels In SE Wales
- To provide pilots with the necessary information to allow a passage plan to be formulated for the vessel to which they are assigned
- To act as a first point of contact and inform the relevant managers as per the Regional Port Emergency Plan and the Regional Oil Spill Contingency Plan in the event of an incident within the jurisdiction of Associated British Ports or Newport Harbour Commissioners which may or may not require the involvement of other organisations, services or authorities.
- To disseminate appropriate information to relevant managers and departmental heads in relation to situations and incidents that may not necessarily come under the title of 'emergency' but are deemed noteworthy.
- To perform a co-ordination role between pilots, rope men, agents, tug services and pilot cutters in the SE Wales area in order to help facilitate the docking and undocking of vessels and associated services.
- To act as the ABP's and (via the contract to provide Harbour Master functions) Newport Harbour Authorities, central point of contact outside normal office hours for all incoming marine inquiries or information, and for the provision of essential advice, co-ordination and information to the shipping and port community.
- To provide a Port Information service which will meet the demands of port users for relevant port related information in a timely and accurate manner.



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Cardiff LPS is continuously manned 24 hours a day.

**VHF:** Ch 68  
**Telephones:** 08456018870  
**Fax:** 02920835006  
**Email:** [Southwalesradio@abports.co.uk](mailto:Southwalesradio@abports.co.uk)  
**Web:** [www.southwalesports.co.uk](http://www.southwalesports.co.uk)

In addition to the services of Cardiff LPS, the individual ports of

- Barry
- Cardiff
- Newport
- Newport Harbour ( River Usk)

are covered by local port services situated at the relevant pier heads. Working details can be found in Admiralty List of Radio Signals (ALRS Vol 6 (1))

[Cardiff LPS Procedures Manual](#)

### **9.9 Outlying Ports LPS procedures**

The outlying Ports of Newport Barry, Port Talbot and Swansea have varying levels of LPS . ABP have raised Marine Procedures Manuals for each of these Ports

[Barry LPS](#)  
[Newport LPS](#)  
[Port Talbot LPS](#)  
[Swansea LPS](#)

### **M.S.M.S.10 Port Marine Staff Training**

#### **Competence Standards (3.13)**

The Port Marine safety code and Guide To Good Practice discusses the need for harbour authorities to ensure that everyone, who has responsibilities or is involved with the safety of navigation, is qualified and competent to do the job. Authorities must ensure their staff meet the nationally agreed standards of competence, or alternatively be able to show that their local competency standards are fully equivalent.

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The ABP Statutory Harbour Authority have issued a Port Marine Training Policy and a suggested training matrix to be adopted by individual ports after approval by the Marine advisor

[Associated British Ports - Port Marine Employee Training Policy](#)

ABP South Wales have Raised the following Port Marine Training Matrix for South Wales Marine Staff and had it approved by the ABP Marine Advisor

[South Wales Port Marine Training Matrix](#)

The South Wales Personnel Manager in Consultation with the Harbour Master and Pilotage Manager ensure that the required training is provided.


### **M.S.M.S.11 Consultation**

#### **Consultation (3.12)**


ABP South Wales ensures Consultation with port users and stakeholders through regular minuted meetings. [Table of South Wales Scheduled user meetings](#)

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Amendment No.	Date		Amendment	Amended By
1	20-05-12		Updated web links after website move	R Lewis
2	21-05-12		Updated local links after server move	R Lewis
3	15-06-12	1.2	Updated DP Details	R Lewis
4	15-06-12	2.1	Updated authorised users	R Lewis
5	15-06-12	3.4	Added information on Marine advisors notices and link to Navigator page	R Lewis
6	17-06-12	5.4	Updated floating aids to navigation info	R Lewis
7	18-06-12	6.1.3	Updated Notice to Masters / Bulk opps	R Lewis

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8	20-06-12	7.5	Added Guide to Passage planning and Services	R Lewis
9	06-07-12		Updated links to 2012 GPMSMS and Group marine policy	R Lewis
10	26-09-12	7.2	Inclusion of Pilotage procedures manual and updating of NOS	R. Lewis
11	27-09-12	4.131	Included procedure for issuing special directions	R Lewis
12	03-01-13		Updated links to revised PMSC and 2013 information and procedures	R Lewis
13	18-02-13		Updated accident and incident definitions and included link to 2012 regs	R Lewis
14	21-02-13		Linked latest PMSC GTGP	R Lewis
15	22-02-13		Removed N Clark from marine staff (left employment 21-02-13)	R Lewis
16	22-02-13		Updated SEW and SSW Pilot career progression plans	R Lewis
17	22-02-13		Added link to South Wales Port Marine training Matrix	R Lewis
18	12-03-13		Changed references to group PMSMS to Marine ops manual	R Lewis
19	12-03-13		Changed RPMSMS to read MSMS	R Lewis
20	12-03-13	4.3.3	Updated info on DP	R Lewis
21	12-03-13		Updated information on Cardiff LPS and LPS at outlying Ports	R Lewis
22	14-03-13		Expanded information to describe DP Role	R Lewis
23	21-03-13		Navigation 4.13 buoy contractor changed to GSS Ltd	R Lewis
24	25-03-13	4.13	Revised General direction wording to clarify that There are no present powers of GD in South Wales	R Lewis
25	12-03-13		Changed PEC issue from Masters and First Mates to Navigating Officers	R Lewis

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26	12-03-13	4.132	Referenced 2013 Marine Navigation act change to powers of General Direction	R Lewis
27	12-03-13		Referenced Marine Navigation Act as being relevant Legislation	R Lewis
28	08-07-13		Updated Marine staff	R Lewis
29	23-07-13		Added section on outlying ports LPS and hyperlinks to procedures manuals	R.Lewis
30	12-08-13		Updated hyperlink to revised PMSC GTGP	R Lews
31	10-08-13		Entered reference to unusual / dead tow procedure and checklist ( 8.2)	R Lewis
32	02-11-13		Updated link to 2013 pilot boarding and landing code	R lewis
33	16-04-14		Added link to information on PLB policy, specification and instructions	R Lewis
34	16-04-14		Added info to Pilotage section to cover use of PPU's	R Lewis
35	03-03-15		Added ETA harbour Towage guide as reference	R Lewis
36	30-07-15		Added link to 2015 MMO Marine pollution Plan	R Lewis
37	29-04-15		Added link to internal compliance audit policy, procedure and program	M Chidlow
38	06-04-16		Updated South Wales Marine Personnel to reflect recent reorganisation.	M Chidlow
39	06-04-16		Consultation meetings list (3.12) updated to add two new port user group meetings in Newport and Cardiff/Barry	M Chidlow