

FORTH PORTS LIMITED



Port of Burntisland

# **Ship Welcome Pack** **Notices and Information to** **Vessels Berthed at:**

- East Dock

## **Ship's Gangways**

Please be advised that the **MERCHANT SHIPPING [Means of Access] REGULATIONS** as detailed in Section 4 of this document will now be strictly enforced. Note that failure to comply with these regulations may mean delays in working your vessel until an approved means of safe access has been supplied.

It should in addition be noted that the **Forth Ports Authority Byelaws** require that: "The master of every vessel which is berthed shall ensure that means are provided for safe access to and from the vessel."

*Edition: Oct 2018*

**Record of Amendments**

<b>Amendment:</b>	<b>Date:</b>	<b>Amended by:</b>
New Edition	September 2017	Marine Officer
Front page section reference updated, section 6 & 9 updated	October 2017	Deputy Harbour Master
Updated Vessel Hot Work Permit procedure added	October 2018	Daywork AHM

**Weblink for this document**

<http://www.forthports.co.uk/marine/information/>

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**1. TO THE MASTER:**

We trust that you and your ship's company will have a safe and successful visit to the Port of Burntisland. To help you to enjoy your stay we ask that you take the time to read the following paragraphs that are for your guidance and safety.

We would also like to draw your attention to the **Fort Ports Limited** website which contains additional useful information for the guidance of vessels visiting all our Scottish Ports.

<https://www.forthports.co.uk/marine/>

**Masters of vessels should note that the various Forth Ports Authority Byelaws available on the website apply to the Port of Burntisland. They should familiarise themselves with these Byelaws and must ensure that they are brought to the attention of crew and officers and their provisions strictly observed.**

**Masters are warned that oil pollution legislation is very strictly enforced and any incident must be reported immediately to FTNS via "Forth Navigation" on VHF Ch71.**

**2. IN THE EVENT OF AN EMERGENCY INCIDENT:**

Raise the alarm as follows:-

Emergency Services

Dial: 999 [Fire, Police or Ambulance]

Forth & Tay Navigation Service (FTNS)

Dial: 01324 49 8584

VHF Channel: 71 (Call "Forth Navigation")

Be ready with following information:

**Who** – name

**What** – details of incident and any casualties

**Where** – location

**When** – time of incident

**999** – confirm emergency services have been called

**3. SECURITY NOTICE:**

Please be advised that personnel will be required to show photographic identification when entering the Port.

All personnel must display a valid pass when inside the designated Restricted Areas.

A temporary day pass must be obtained from the Security Gatehouse for vehicles entering the Docks.

**4. MERCHANT SHIPPING [Means of Access] REGULATIONS:**

Masters are advised that they are required to provide a safe means of access between the ship and the quay. The access must be placed in position promptly, rigged as safe to use and adjusted as necessary to maintain safety of access.

The access and approaches to the gangway must also be adequately illuminated. Please ensure that your gangway is properly rigged and fitted with a safety net and lifebuoy.

**Failure to comply with these regulations may mean delays in working your vessel until an approved means of safe access has been supplied.**

**5. NOTICE TO VESSELS:****References:**

- a) Forth Ports Limited [Port Premises] Byelaws
- b) Forth Ports Limited Byelaws and General Directions for Navigation
- c) Notices to Mariners Firth of Forth

**“Except without the express permission of the Harbour Master no person shall:**

- i) Move any vessel within the docks”
- ii) Move any lines or wires across the docks”

Requests to move should be made on VHF Channel 71 to “Forth Navigation”.

**All Mariners are warned that oil pollution legislation is very strictly enforced and any incident must be reported immediately on VHF Channel 71 to “Forth Navigation”.**

**6.**

**There have been increasing reports of vessels using inappropriate weights on heaving lines which result in unnecessary risks to boatmen, tug crew etc. The PMSC Steering Group agreed that a national campaign was required to bring this issue to the attention of vessels. Forth Ports fully supports this campaign and reminds vessel Masters that heaving lines utilising inappropriate weights such as pieces of metal will not be tolerated.**

**SAFETY INFORMATION FOR SHIPS CREW****Port of Burntisland  
Safety Information for Ship's Crew****Welcome to the Port of Burntisland.****VESSEL ACCESS/ EGRESS**

The operational area of the port is an area of high activity involving many items of heavy plant and equipment. When proceeding ashore, through an operational area, wear high visibility clothing, hard hat and safety boots. Please note that arrangements can be made through your Agents for this equipment to be left at the Security Gate for personnel proceeding on shore leave.



Hard Hat



Safety Boots



High Visibility Clothing



Masters are advised that they must ensure that their officers, crew and any passengers are aware of the safe designated walkways around the port marked in yellow, which they must use when walking ashore.

Unauthorised vehicles (e.g. Taxis) are not permitted within operational areas (e.g. Quayside). This includes collections and drops offs. In addition, the riding of bicycles is not permitted within the operational area (e.g. Quayside).

**COMPLETION OF WORK/ REPAIRS**

If you are working beside water, check the location of the nearest available lifebelt and access ladders. In the dock areas, ropes or chains are suspended close to the water's surface. Note positions of these before commencing work. Wear lifejackets or flotation aids when working above water or close to the water's edge. If someone was to fall into the water, throw the person a lifebelt and pull them to a ladder. **DO NOT** work close to the water's edge with tools or equipment clipped to waist belts or holsters (you will sink quickly if you fall in).

Diving is prohibited anywhere within the port, without a diving permit from the Harbourmaster. If a permit is issued study it so that you know the limitations imposed.

**Do not use the wooden floating fenders at any time as platforms for painting or for any other reason. They are not designed for this purpose.**

**GENERAL SAFETY**

Crew members must keep themselves remote from cargo handling/ operational areas. If there is a need to come ashore to discuss issues with stevedoring personnel or to work on the quayside, the appropriate aforementioned Personal Protective Equipment must be worn (e.g. Hard Hat, Safety Boots and High Visibility Clothing; additionally a lifejacket if intending to work within 1 metre of the quay edge, e.g. for painting,) Any quayside work during cargo handling must be agreed with operations personnel prior to any works commencing.

7. **WATERING EQUIPMENT:**

Fresh water is currently not available at Burntisland.

8. **YOUNG PERSON / WELFARE VISITS TO SHIPS IN PORT:**

**YOUNG PERSONS UNDER THE AGE OF 16 ARE NOT PERMITTED TO ENTER THE DOCK ESTATE AT ANY TIME WITHOUT SPECIFIC PERMISSION FROM FORTH PORTS LIMITED.**

Such permission can be obtained by completing the application form included overleaf and submitting to the Harbour Master in good time prior to the visit.

**APPLICATION FOR YOUNG PERSON TO ENTER PORT**

Area or Vessel making request	
Name of person making request	
Entry required to the Port of ....	
Date of entry	
If vessel is making the request state which berth to which access is required	
Names of persons under 16	1.  2.  3.  4.  5.
Reason for visit	
Name of responsible person	



**Person making the request confirms that:**

- The responsible person has been briefed on their requirements
- The request is genuine

Print Name	
Signature	
Date	

**Responsible Person confirms that:**

- The young persons will be in the direct charge of the responsible person named above at all times
- The young persons will enter the port premises in a suitable vehicle under supervision
- The young persons will not be allowed on foot in the port premises at any time, except when proceeding from the vehicle to gangway/designated area and vice versa
- Young person’s not adhering to these conditions will be removed from the port
- Young person’s risk assessment has been conducted by the requestor and is in place
- The young person will provide photo ID for the purposes of ISPS security

*Declaration: I have read and understood the conditions detailed above.*

Print Name	
Signature	
Date	

*The below must be completed by the relevant Port Manager:*

Entry Authorised (circle as appropriate)	Yes	No
Reason entry has <b>not</b> been authorised (if appropriate)		
Print Name		
Signature		
Date		

**9. VISITORS TO THE PORT OF BURNTISLAND PROCEDURES**

No person is allowed within the Port of Burntisland unless on lawful business.

**Visitors to Ships**

Visitors to Ships berthed at the Port of Burntisland will be managed by Ship Security, unless access is required to the vessel via a Temporary Restricted Area (TRA) i.e due to increase in ISPS security level, whereby the visitor will be required to present with a valid form and ID, and a valid reason for requiring entry. Forth Ports security / personnel will validate any requests for entry with the Ship prior to allowing entry through the TRA.

All Port visitors must adhere at all times to Forth Ports Security Policy and Procedures whilst in the Port estate and any failure to comply may result in removal from the Port.

Persons under the age of 16 will only be permitted into the TRA with prior approval from the Port Manager or designated Deputy, following receipt of a standard request from the Ships Master or Agent for named individuals to visit the vessel. All persons aged under 16 years must be accompanied by a responsible adult at all times whilst in the Port. (See Young Persons in Port – Procedure)

**Visitors to Restricted Areas (i.e. cargo handling areas)**

There is no cargo stored on the quayside as all cargo is discharged from the vessel and transferred directly to the customer's premises (Scott Timber) within the Port estate.

**Visitors to Offices and other areas of the Port of Burntisland**

There are no offices for visitors to visit.

**10. NO SMOKING POLICY:**

Masters are advised that they must ensure that all crew and passengers onboard their vessel are aware that smoking is **not permitted** within the Port of Burntisland, other than in agreed areas onboard the vessel.

**11. PORT WASTE REGULATIONS:**

- i) Only food waste is to be placed in the clearly identified and numbered food waste skips.
- ii) No food waste is to be placed in a general waste skip.
- iii) Special wastes, such as electrical equipment, oils etc., are to be uplifted by special arrangement via your Agent.
- iv) If you spill food waste, ensure it is lifted into the appropriate skip.
- v) Skips are numbered and monitored, if the wrong waste is found in the wrong skip, the vessel will be charged for the additional costs the port incurs together with an administration fee.
- vi) Submit waste declaration via the CERS workbook prior to arrival and again prior to departure. <https://forthports.co.uk/marine/pro-formas/>

**12. PORT OF BURNTISLAND VESSEL HOTWORK PROCEDURE**

Vessel Name	Click here to enter text.		
Port	Click here to enter text.	Berth	Click here to enter text.

The vessel is permitted to have welding / burning / fire on board for the purpose of ship repairs subject to the approval of this form, and also to the provisions of the Forth Ports Limited Orders and Byelaws / Port of Dundee Byelaws.

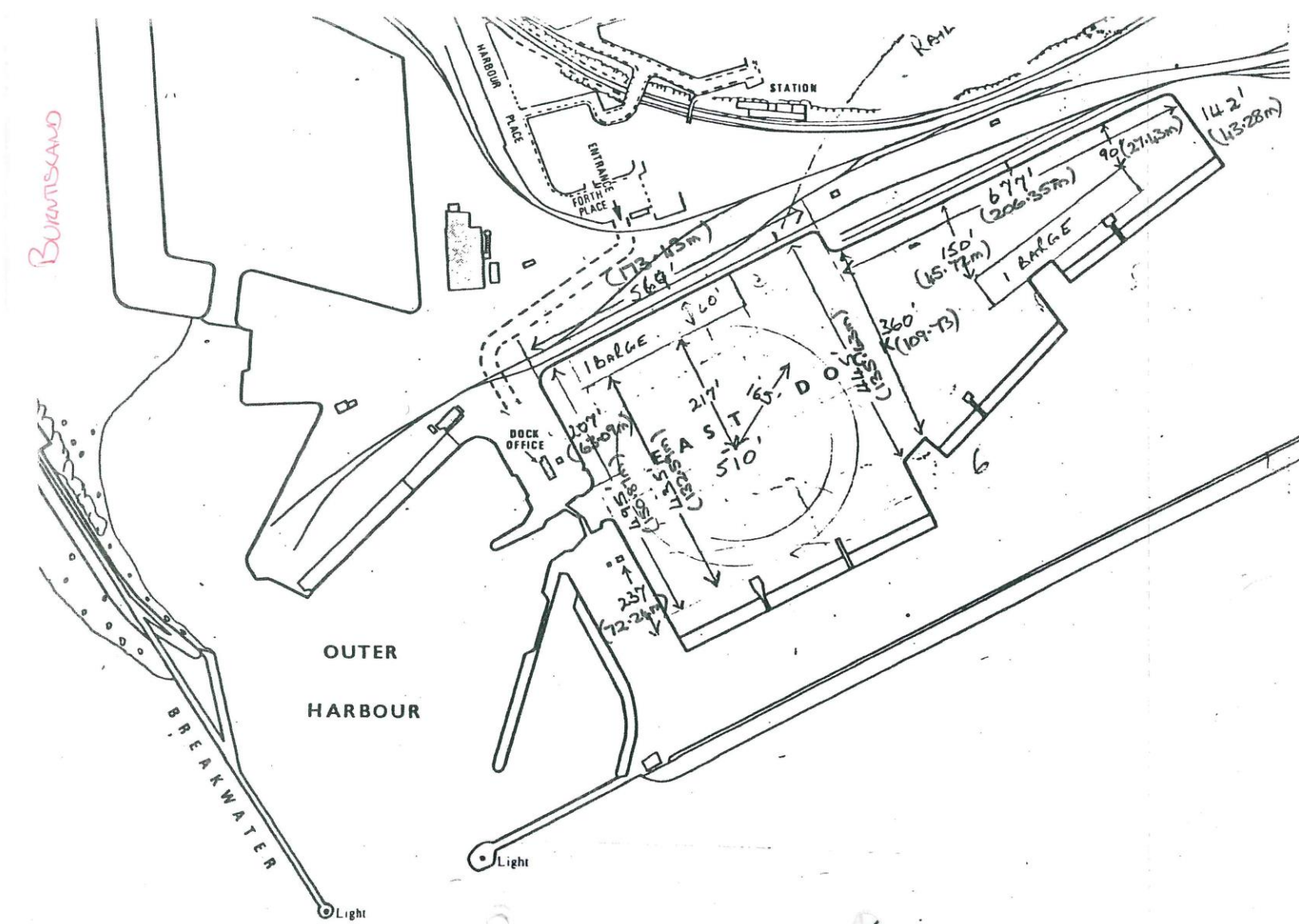
Duration of the work:	Click here to enter text.
Location on board:	Click here to enter text.
Confirm suitable precautions have been taken to prevent fire?	Click here to enter text.
Is there safe access to the vessel?	Click here to enter text.
Is the international ship/shore connection ready for immediate use?	Click here to enter text.
Is a copy of the vessel's deck plan available at the gangway?	Click here to enter text.
If burning or welding in any way of fuel oil tanks, cargo tanks and any other oil tank or in the way of air pipes, sounding pipes and any common bulkhead or floor leading to an oil tank, is the tank gas free, or rendered inert?	Click here to enter text.
If vessel is a tanker, has a gas free certificate issued by a qualified chemist?	Click here to enter text.
Confirm that an adequate number (at least two) of suitable fire extinguishers be available at all times throughout the operation?	Click here to enter text.
Confirm if burning or welding on the outer superstructure where the carriage of sparks could endanger adjacent premises will be ceased if wind increases above 20 knots?	Click here to enter text.
Confirm that at all times during the period of validity of the permit, the area to which the permit applies is to be in a safe condition and that regular safety checks will be carried out?	Click here to enter text.
Confirm that a fire inspection of areas under repair will be made one hour after cessation of workday?	Click here to enter text.
Name and rank of responsible officer:	Click here to enter text.
Signed by Master:	Click here to enter text.

<i>For office use only</i>	Permit Commences:	Click here to enter text.	Permit Expires:	Click here to enter text.
	Authorised Person:	Click here to enter text.	Date:	DD MM YYYY

**PERMIT TO BE COMPLETED AND SUBMITTED VIA EMAIL TO [FTNS@FORTHPORTS.CO.UK](mailto:FTNS@FORTHPORTS.CO.UK) APPROVAL REQUIRED PRIOR TO WORK STARTING.**

**IN THE EVENT OF FIRE, IN ORDER TO ALERT THE FIRE SERVICES DIAL 999 ON ANY PUBLIC TELEPHONE AND CALL 01324 498 854.**

13. MAP OF BURNTISLAND PORT



**22. VESSEL BUNKERING**

(Reference: Forth Ports Limited Bunker Procedure)

Vessels must bunker in accordance with the procedures as detailed in the Forth Ports Bunker Procedure. A copy of the procedure can be found on the Forth Ports Website.

<http://www.forthports.co.uk/marine/information>