

FORTH PORTS LIMITED

(Port Marine Safety Code)

Safety Management System

MANUAL

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FORTH PORTS LIMITED Port Marine Safety Code	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
SMS Manual	Date Revised May 2020	Revised By MM	Review Due May 2021

PMSC SMS MANUAL: DISTRIBUTION LIST

A controlled copy of this Policy Document is maintained on the internet via the following link <http://www.forthports.co.uk/marine>

The Forth Ports Marine Manager will advise the following parties of any changes to the Policy Document by email.

1	Chief Harbour Master
2	Chief Executive Officer
3	Chief Operating Officer
4	Site Director (Tilbury)
5	Port Manager (Grangemouth, Rosyth, Kirkcaldy & Burntisland)
6	Port Manager (Leith, Dundee and Methil)
7	Harbour Master Tilbury
8	Senior Harbour Master
9	Designated Person
10	Marine Manager
11	Assistant Marine Manager
12	Conservancy Manager
13	Harbour Master Dundee, Leith, & Methil
14	Deputy Harbour Masters
15	Towage Supervisor
16	Chairman of Forth Pilots Association
17	Secretary of Dundee Pilots
18	Group Company Secretary
19	MCA Glasgow Office
20	MCA Southampton Office
20	Ports Division
21	Ports and Harbours
22	Tilbury Asset Managers

FORTH PORTS LIMITED Port Marine Safety Code	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
SMS Manual	Date Revised May 2020	Revised By MM	Review Due May 2021

RECORD OF CHANGES

Ref	Item	Date	Initial
1	New Edition March 2013	March 2013	KJ
2	Updated; Pg.6 2.1 - Harbour Patrols added Pg.9 – 3.4 - Marine Safety Alerts added Pg11 – 3.6 – System Procedures & Operating Procedures updated to reflect changes and additions	May 2014	AN
3	Updated organogram, job titles, removed reference to activity specification	June 2017	SC
4	Updated job titles throughout and amended organogram	July 2019	RM
5	Full update to include Tilbury	May 2020	SC

FORTH PORTS LIMITED Port Marine Safety Code	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
SMS Manual	Date Revised May 2020	Revised By MM	Review Due May 2021

CONTENTS

- 1 Introduction
- 2 Planning
 - 2.1 Marine Safety Issues
 - 2.2 Legal and Other Requirements
 - 2.3 Objectives and Target and Programmes
- 3 Implementation and Operation
 - 3.1 Resources, Roles, Responsibility and Authority
 - 3.2 Marine Department Organisation
 - 3.3 Competence, Training, & Awareness
 - 3.4 Communication
 - 3.5 Document Control
 - 3.6 Operational Control
 - 3.7 Emergency Preparedness and Response
- 4 Checking and Corrective Action
 - 4.1 Monitoring and Measurement
 - 4.2 Non-Conformance, Corrective and Preventive Action
 - 4.3 Internal Audits
- 5 Management Review

FORTH PORTS LIMITED Port Marine Safety Code	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
SMS Manual	Date Revised May 2020	Revised By MM	Review Due May 2021

1. INTRODUCTION

A full introduction to the Forth Ports Port Marine Safety Code (PMSC), Safety Management System (SMS) is described in the PMSC SMS Policy Document.

This PMSC SMS Manual is to be referred to in conjunction with the PMSC SMS Policy Document and details the systems that are in place for the Port Marine Safety Code, Safety Management System for the Forth Ports Marine Department.

The safety management system consists of the following elements:

- Planning
- Implementation and operation
- Checking and Corrective Action
- Management Review

The programme of internal audits, management reviews and corrective and preventive action will ensure that the system remains effective. By effective, we mean continual improvement in marine safety performance and compliance with regulatory requirements.

FORTH PORTS LIMITED Port Marine Safety Code	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
SMS Manual	Date Revised May 2020	Revised By MM	Review Due May 2021

2. PLANNING

2.1 Marine Safety Issues

Marine safety issues associated with the activities and services provided by Forth Ports Marine Department i.e. Forth and Tay Navigation Service (FTNS), Pilotage, Conservancy and Towage, and Tilbury Marine are identified on an ongoing basis and summarised within the Register of Marine Safety Issues FPG PMSC R03 [within Management Planner].

These issues are assessed for significance and management programmes implemented accordingly to drive continual improvement. Marine safety issues are identified as a result of internal audits, harbour patrols, feedback, risk assessments and internal review processes, with the register of marine safety issues periodically reviewed and updated.

Related Documentation: FPG PMSC SP04 Marine Safety Issues
 FPG PMSC R03 Register of Marine Safety Issues
 FPS PMSC R19 Register of Harbour Patrols

2.2 Legal and other requirements

Related to marine safety issues, applicable marine legislation and other requirements to which Forth Ports Marine Department subscribes have been identified and summarised within a Register of Marine Legislation FPG R02 [within Management Planner]. It is the responsibility of the Marine Management Team to ensure updates are received and the register maintained. On occasion, external expertise is called upon to review applicable legislation, best practice and legal compliance. Changes are communicated and reviewed at the Management Review.

Related Documentation: FPG PMSC SP03 Legal and Other Requirements
 FPG PMSC R02 Register of Marine Legislation

2.3 Objectives, targets and programmes

The company Policy Statements as detailed in the PMSC SMS Policy Document, with related objectives and targets will be periodically set and reviewed by the Marine Management Team and implemented to drive continual improvement. Objectives and targets shall take into account the following; -

- Significant Marine Issues (FPG PMSC R03 Register of Marine Safety Issues)
- Legal and other requirements (FPG PMSC R02 Register of Marine Legislation)
 - The views of interested parties such as regulators, customers, neighbours and other stakeholders
 - Other financial, operational and business requirements of the Marine Department (such as personnel time, availability and costs of improvements).

Management programmes relating to set targets, will be implemented with specified resources, responsibilities and timeframes. Achievement of management programmes will be assessed through internal audits and periodic management review.

Related Documentation: - PMSC Continual Improvement Plans (As published within the PMSC Annual Performance Reviews)

FORTH PORTS LIMITED Port Marine Safety Code	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
SMS Manual	Date Revised May 2020	Revised By MM	Review Due May 2021

3. IMPLEMENTATION AND OPERATION

3.1 Roles & Responsibility

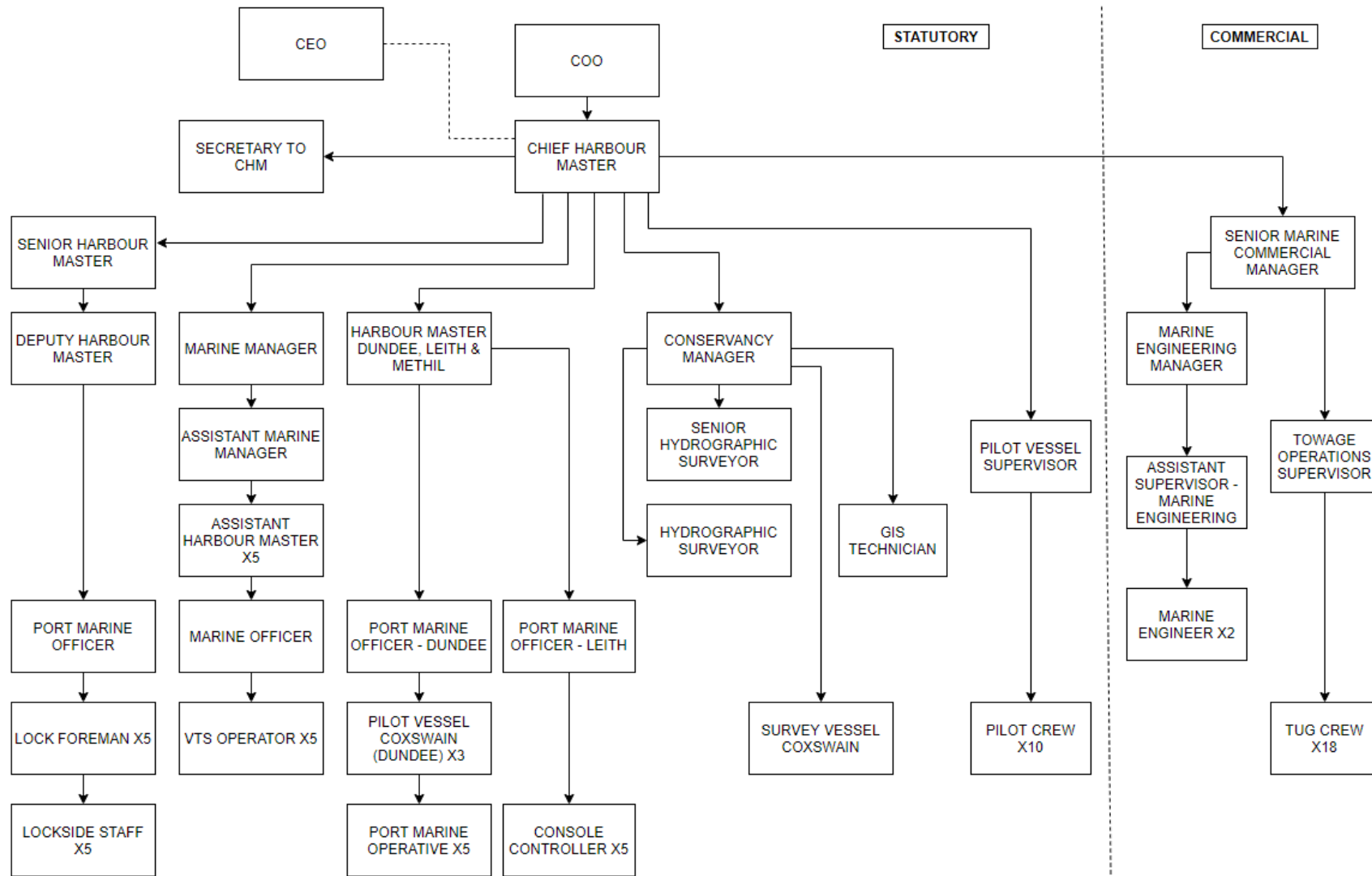
Chief Harbour Master	Review and authorises Marine Policy in conjunction with Chief Executive Officer. Provides resources necessary for the implementation and ongoing maintenance of the PMSC SMS. Ensure that adequate resources are available for preventing and minimising risks.
Tilbury Harbour Master	Review and authorises Marine Policy in conjunction with the Port Director. Provides resources necessary for the implementation and ongoing maintenance of the PMSC SMS. Ensure that adequate resources are available for preventing and minimising risks.
Marine Manager (Scotland) & Deputy Harbour Master Tilbury Harbour Master (Tilbury)	Maintain an overview of the effective operation of the PMSC SMS. Ensures processes needed for PMSC SMS are established, implemented and maintained. Ensure a programme of internal audits is implemented. Ensure that a record of stakeholder communication is maintained. Review and approve PMSC SMS documentation prior to issue.
Marine Management Teams (MMT)	Review and amend PMSC SMS Documentation. Ensure PMSC SMS Records are appropriately maintained and requirements communicated to all staff. Periodically reviewing policy, objectives and targets. Setting, implementing and reviewing Individual Management Programmes. Maintains and updates register of legislation. Ensures all staff are informed of changes to legal and other requirements. Maintains Register of Marine Safety Issues, identifying and assessing newly identified and/or existing Marine Issues. Attend MMT meetings to drive continual improvement Ensures PMSC SMS issues are appropriately communicated to clients, staff, sub-contractors and public. Maintain PMSC SMS Training Matrix Ensure training courses are appropriate to requirements Ensure monitoring & measuring information is available for discussion at SMS meetings through supplying information to the Secretary to Chief Harbour Master. Responsibility for overseeing corrective & preventive actions Review the results of audits and ensure corrective / preventive actions are implemented.
All Employees	To implement the PMSC Policy, objectives & targets To follow PMSC SMS requirements and provide feedback on the effectiveness of the SMS and suggestions for improvement.

FORTH PORTS LIMITED Port Marine Safety Code	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
SMS Manual	Date Revised May 2020	Revised By MM	Review Due May 2021

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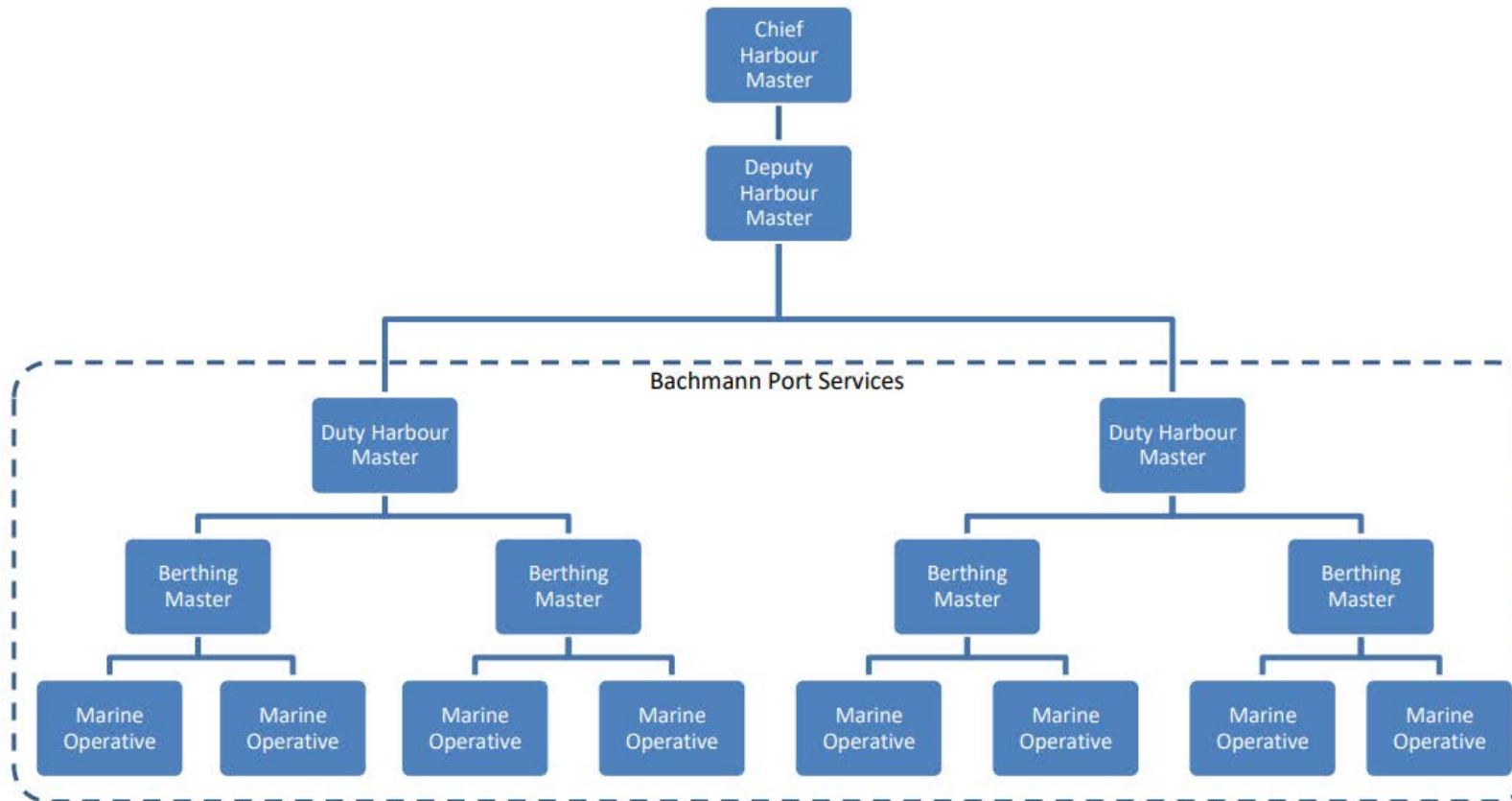
FORTH PORTS LIMITED Port Marine Safety Code	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
SMS Manual	Date Revised May 2020	Revised By MM	Review Due May 2021

3.2 Marine Department Organisation (Scotland)



FORTH PORTS LIMITED Port Marine Safety Code SMS Manual	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
	Date Revised May 2020	Revised By MM	Review Due May 2021

Marine Department Organisation (Tilbury)



FORTH PORTS LIMITED	Document ID	Authorised By	Original Date
Port Marine Safety Code	FPG PMSC Manual 01_05	CHM	November 2012
SMS Manual	Date Revised	Revised By	Review Due
	May 2020	MM	May 2021

3.3 Training, awareness and competence

The MMTs are responsible for identifying marine industry training needs in accordance with legal and industry standards via regular information updates. In addition training needs will be identified through on the job supervision and employee feedback. Managers are responsible for ensuring that training is carried out in each of the relevant departments.

An overview record of training (required) and training (completed or outstanding) is maintained within the Marine Training Matrix R11. All HSE related courses are held on record by the Training Team. Individual training records are held by the Forth Ports Human Resource Department.

Reference procedures: FPG PMSC SP 05 Training
 FPG PMSC R 11 Marine Training Matrix

3.4 Communication

Forth Ports Marine Department promulgates significant communications to PMSC stakeholders by the following means;

Scotland:

- Forth Ports Website
- PMSC Annual Performance Review (including PMSC Continual Improvement Plan)
- Notice to Mariners
- Byelaws, General Directions and Mariners Guide
- Three per year PMSC Liaison Meetings (four on the Tay)
- Annual Leisure Community Meetings
- Marine Safety Alerts
- Marine Safety Plan

Tilbury:

- Forth Ports Website
- PMSC Annual Performance Review (including PMSC Continual Improvement Plan)
- Notice to Mariners
- Byelaws
- Liaison Meetings
- Marine Safety Alerts
- Marine Safety Plan

FORTH PORTS LIMITED Port Marine Safety Code	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
SMS Manual	Date Revised May 2020	Revised By MM	Review Due May 2021

3.5 Document Control

Management System Documentation relevant to Forth Ports Marine Department are controlled and maintained by the MMT Team in accordance with FPG PMSC SP 01 Document Control. These documents include;

- Policy Statements
- Management Manual
- Procedures
- Standard Forms
- Records / Registers

PMSC SMS documentation is periodically reviewed as part of the internal audit process.

The Marine Manager and/or Deputy Harbour Master approves PMSC SMS documents with the master PMSC SMS documentation held on a shared drive, accessible by all members of the MMTs. The MMTs will review and highlight amendments to the PMSC SMS Documentation. It is the responsibility of the MMTs to ensure amendments or the additions of new documents are communicated to all staff. It is the responsibility of the Marine Manager and Deputy Harbour Master Tilbury to update and maintain the Marine Department Library (FP PMSC R13) and Port of Tilbury Document Library (POTLL PMSC R02).

Reference procedures:

- FPG PMSC SP 01 Document Control
- FPG PMSC R 13 Marine Department Library

FORTH PORTS LIMITED Port Marine Safety Code	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
SMS Manual	Date Revised May 2020	Revised By MM	Review Due May 2021

3.6 Operational control

Operational control of marine activities is achieved via a number of established procedures, which are divided into two categories:

- System Procedures
- Operating Procedures

System Procedures

System Procedures are the set of procedures that describe how the PMSC SMS itself conducts its business. The current System Procedures in place are as follows:

- FPG PMSC SP 01 Document Control
- FPG PMSC SP 03 Legal & Other Requirements & Evaluation of Compliance
- FPG PMSC SP 04 Marine Safety Issues
- FPG PMSC SP 05 Training
- FPG PMSC SP 06 Emergency Preparedness Response
- FPG PMSC SP 07 Monitoring & Measurement
- FP PMSC SP 08 Pilot Card Audits
- FPG PMSC SP 09 Internal Audits
- FPG PMSC SP 10 Risk Assessment
- FPG PMSC SP 11 Towage Licenses
- FPG PMSC SP 12 Marine Investigation
- FP PMSC SP 13 Recreational Event Notification
- FP PMSC SP 14 Alteration to Aids to Navigation
- FP PMSC SP 15 Aids to Navigation
- FP PMSC SP 16 Survey Frequency Rates

Operating Procedures

Operating Procedures are the set of procedures that describe how a marine operation is conducted. The current Operating Procedures in place are as follows;

Scotland:

- FPS PMSC OP 13 AHM Operations Manual
- FPS PMSC OP 14 Marine Guidelines and Port Information (Forth)
- FPS PMSC OP 15 Marine Guidelines and Port Information (Tay)
- FPS PMSC OP 16 NAABSA Berth Procedure
- FPS PMSC OP 17 Bunkering Procedures River Forth & Tay
- FPS PMSC OP 18 Pilot Operating Procedures - Forth
- FPS PMSC OP 19 Pilot Operating Procedures - Tay

FORTH PORTS LIMITED Port Marine Safety Code	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
SMS Manual	Date Revised May 2020	Revised By MM	Review Due May 2021

- FPS PMSC OP 21 Towage Guidelines
- FPS PMSC OP 22 VTS Ops Manual
- FPS PMSC OP 23 Ruling Depths & Under Keel Clearances - Forth
- FPS PMSC OP 24 Port of Dundee Rig Move Guidelines
- FPS PMSC OP 25 Forth Pilot Vessel SMS Operations Manual
- FPS PMSC OP 26 Tay Pilot Vessel SMS Operations Manual
- FPS PMSC OP 27 Burntisland East and West Docks - Gate Operation
- FPS PMSC OP 28 Berthing of Tankers on Non-Tanker Berth
- FPS PMSC OP 29 Towage Booking Procedure
- FPS PMSC OP 30 Methil – Gate Operation
- FPS PMSC OP 31 Hydrography
- FPS PMSC OP 32 Dredging
- FPS PMSC OP 33 Aids to Navigation
- FPS PMSC OP 34 Wreck Procedure
- FPS PMSC OP 35 Harbour Works
- FPS PMSC OP 36 Prevailing Conditions
- FPS PMSC OP 37 Conservancy Guide
- FPS PMSC OP 38 Operation of Survey Launch

Tilbury:

- POTLL PMSC OP 01 Duty Harbour Master Ops Manual
- POTLL PMSC OP 02 – 07 SSoW
- POTLL PMSC OP 08 Berthing Master and Marine Operative Operations Manual
- POTLL PMSC OP 09 Port of Tilbury Information and Guidelines
- POTLL PMSC OP 10 Ruling Depths
- POTLL PMSC OP 11 Marine Safety Management System
- POTLL PMSC OP 12 Commodities not to be handled
- POTLL PMSC OP 12 HDS Callout List

Risk Assessment

Risk Assessments are the foundation of the PMSC SMS, the methodology for which is described in detail within the following documents:

- FPG PMSC Policy Document, section 5.
- FPG PMSC SP 10 Risk Assessment.

PMSC Risk Assessments are published on the Forth Ports website.

3.7 Emergency preparedness and response

The potential for abnormal and emergency situations is periodically identified and assessed for significance within the Register of Marine Safety Issues (FPG PMSC R03). As a result of this assessment procedural controls are implemented and training conducted. Refer to the Training Matrix FPG PMSC R 11.

FORTH PORTS LIMITED Port Marine Safety Code	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
SMS Manual	Date Revised May 2020	Revised By MM	Review Due May 2021

Potential emergencies include fire, flood and spillages (oil, diesel etc). Internal audits and drills shall be conducted to assess emergency preparedness and response. It is the responsibility of the relevant Departmental Manager to ensure all emergency equipment is maintained and tested.

Reference procedure:

- FPG PMSC SP 06 Emergency Preparedness & Response
- FPG PMSC SP 09 Internal Audits
- FPG PMSC R 03 Register of Significant Marine Safety Aspects
- FPG PMSC R 11 Training Matrix
- FPG PMSC R12 Exercise Schedule

4 CHECKING AND CORRECTIVE ACTION

4.1 Monitoring and measurement

Procedure FPG PMSC SP 07 provides an overview of monitoring and measurement relating to the PMSC SMS of Forth Ports Marine Departments.

Results from monitoring and measurement are communicated and discussed within the management review and enable Forth Ports Marine Department to assess the effectiveness of the PMSC SMS and drive continual improvement.

Effectiveness of the PMSC SMS is monitored via internal audits, inspections, feedback from staff, clients and suppliers, incidents, corrective & preventive actions.

Compliance with legislation and other requirements to which Forth Ports Marine Department subscribes is periodically reviewed via the Register of legislation & other requirements and the internal audit schedule.

Reference procedures:

- FPG PMSC SP 07 Monitoring & Measurement
- FPG PMSC SP 04 Legislation & Other Requirements
- FPG PMSC SP 10 Internal audits

4.2 Non-conformance, corrective and preventive action

Incidences of non-conformance shall be investigated. Action shall be taken to mitigate any impact by initiating and completing corrective and preventive action. The corrective actions are appropriate to the magnitude of the problem. Preventative actions include investigating the nonconformities, determining the cause and taking actions to avoid the reoccurrence. The effectiveness of corrective and preventative action is periodically evaluated during the management review.

Records of non-conformances and subsequent corrective and preventative action taken shall be maintained via the Marine Investigation system, the Audit system and the Marine Safety Issues system

FORTH PORTS LIMITED Port Marine Safety Code	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
SMS Manual	Date Revised May 2020	Revised By MM	Review Due May 2021

Reference procedures:

- FPG PMSC SP 12 Marine Investigation
- FPG PMSC SP 09 Internal Audits
- FPG PMSC SP 04 Marine Safety Issues

4.3 Internal audit

The internal audit schedule shall define the frequency for auditing the management system. These audits shall determine whether the PMSC SMS:

- Conforms to the requirements of PMSC (Guide to Good Practice);
- Conforms to this manual, the procedures and other planned arrangements;
- has been properly implemented and maintained;

The audits, along with the management review, ensure the ongoing effectiveness of the management system and assess compliance to legal & other requirements. Thus the auditor must be impartial and objective whilst completing the audit. Audits can only be carried out by competent personnel with internal audit training and knowledge of the required standards.

Reference procedure: FPG PMSC SP 09 Internal Audits

5 MANAGEMENT REVIEW

The PMSC SMS management reviews are included in the bi-monthly Senior Marine Management meeting (Scotland) and monthly meeting between Harbour Master and Deputy Harbour Master (Tilbury), this ensures the continuing suitability, adequacy and effectiveness of the PMSC SMS.

The review is carried out by the Senior Marine Managers. The review includes:-

- Action Points
- Policy on Navigational Safety
- Marine Safety Issues
- Performance / Timetable
- Training Plan
- System / Operating Procedures
- Results of Audits:
 - Non-Conformances/Incidents
 - Evaluations of Compliance with Legal & Other Requirements
- Stakeholder Communications
- Changes/New Legislation that could affect the PMSC SMS

Findings and action points may then be promulgated and given to other members of the marine team.

FORTH PORTS LIMITED Port Marine Safety Code	Document ID FPG PMSC Manual 01_05	Authorised By CHM	Original Date November 2012
SMS Manual	Date Revised May 2020	Revised By MM	Review Due May 2021