



Forth Ports Limited Port of Kirkcaldy

Welcome Pack

May 2021



Welcome to the Port of Kirkcaldy

You are about to arrive at the Port of Kirkcaldy. The port is home to one berth which is a NAABSA berth. It's a port with a long, illustrious history.... and an exciting future!

For further information regarding the Port and its capabilities, please follow this link:

<https://www.forthports.co.uk/our-ports/fife-ports/>

Forth Ports Limited is the Statutory Harbour Authority for the Port of Kirkcaldy and the River Forth. This pre-arrival information is to inform you of important safety and environmental information that you will require whilst berthed in the Port of Kirkcaldy.

Please use this pack in conjunction with the marine section of the Forth Ports Limited website <https://www.forthports.co.uk/marine/ftns/> where you will be able to find all the forms, publications and guidance relevant to your call.

You must make yourself aware of the following publications and forms that you may require prior to arriving at the Port of Kirkcaldy:

- Forth Byelaws and General Directions for Navigation
- River Forth Marine Procedures, Guidelines & Information
- Forth Pilotage Direction
- Notice to Mariners
- Marine Safety Alerts
- Port of Kirkcaldy Waste Management Plan

Prior to arriving at the Port of Kirkcaldy, you will require a Port Agent or representative of the vessel to make an application for a berth and book various marine services (such as pilotage and line-handling etc.) for your vessel.



Forth & Tay Navigation Service can assist with details of local agents and any further information required. Please contact FTNS@Forthports.co.uk.


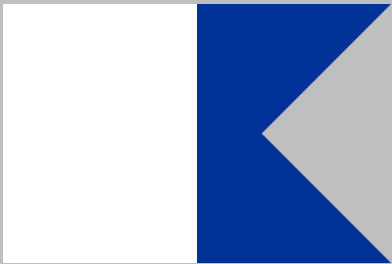


Forth Ports Limited expect all vessels operating within the Statutory Harbour Authority area to comply with the Code of Safe Working Practices for Merchant Seafarers which can be found here <https://www.gov.uk/government/publications/code-of-safe-working-practices-for-merchant-seafarers-2020>

We ask that whilst in the Port of Kirkcaldy, all crew adhere to the Life Saving Rules and all appropriate direction and signage within the port.

Ten Key Requirements for Port of Kirkcaldy

The safety and security of all users of the Port of Kirkcaldy is paramount, so we expect all users of the Port to follow the Port's requirements:

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| <p>1</p> | <h2>In Case of Emergency</h2> <p>In the event of an emergency raise the alarm as follows;</p> <p>Emergency Services (Police, Fire, Ambulance) – 999</p> <p>Forth & Tay Navigation Service (FTNS) via VHF CHANNEL 71 (Call sign “Forth Navigation”) or by telephone 01324 498584.</p> <p>Ensure you have the following information ready;</p> <p>Who - Name What – Details of Incident or event Where – Location / Berth within the Port When - Time of incident or event.</p> |  |
| <p>2</p> | <h2>Security</h2> <p>Security is of highest importance, no person is permitted within the Port of Kirkcaldy unless on lawful business.</p> <p>Whilst in Port, you and your crew must be extra diligent with security. You are advised to carry out the following:</p> <ul style="list-style-type: none"> • Ensure all ships personnel have available photographic identification • All visitors to the Port must be escorted from the gate to the vessel and should be carrying photographic Identification. • Visiting vehicles must be parked clear of the quayside and must not obstruct vessel operations. • Young Persons under the age of 16 are not permitted in the Port unless prior approval has been received by Port Manager or Deputy. Contact FTNS for further details or visit Forth Ports website. • Never leave visitors or strangers alone on your vessel; ensure you escort them ashore. • Maintain a gangway watch at all times. • Be suspicious and challenge any suspicious characters or activity and report to FTNS. |  |

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| <p>3</p> | <p>Smoking in Port</p> <p>Smoking can only take place in designated places onboard your vessel unless the berth operator specifies otherwise.</p> <p>The Port of Kirkcaldy has a strictly NO SMOKING policy.</p> |  |
| <p>4</p> | <p>Vessel Maintenance Whilst in Port</p> <p>Painting Painting or chipping over the side of your ship is not permitted whilst in the Port of Kirkcaldy.</p> <p>Hot Work Consent No hot work or any work that produces a spark, flame or radiated heat is permitted on board your vessel unless you have first received consent for such work to take place from FTNS. To request a hot work permit please completed the form found on the website and send in an e-mail to FTNS@Forthports.co.uk</p> <p>Diving Consent No diving is permitted unless you have first received consent from FTNS. If you require a diving Permit please email the completed form to FTNS@Forthports.co.uk</p> <p>Use of Ships Boats If you require to lower any boat into the water, for any reason such as emergency drills, permission must first be obtained from FTNS, see Contact List for further guidance. Whilst permission may be granted by the Duty Harbour Master, when lowered into the water a boat must always remain within close proximity to your vessel.</p> <p>Any works requiring the use of external contractors must be planned via the local agent to ensure the activities are co-ordinated through the relevant Port Departments.</p> |   |
| <p>5</p> | <p>Bunkering Operations</p> <p>Bunkering from shore to ship and barge to ship are the only ways you can take on fuel whilst in the Port of Kirkcaldy. Please arrange all bunkering through your local agent.</p> <p>Further guidance can be found within the Forth Ports Marine Procedures, Guidelines and Information Document which can be found on the Forth Ports Website</p> |  |

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Fresh Water Provision & Black/Grey Water Disposal

At present there is no potable water available at the Port of Kirkcaldy. Vessels should ensure they arrive with sufficient water onboard for the duration of their stay (including fire fighting). Your agent may be able to arrange delivery of fresh water by road tanker.

Disposal of Black or Grey water must be arranged via local agent.



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Port Waste Reception Facilities

The Port of Kirkcaldy provides one International Catering Waste (ICW) skip that should be used for all general and ICW landed waste.

This facility is provided to ensure that all vessel generated waste is disposed of in an environmentally sustainable and legally correct manner.

International Food Waste – all food stuffs or items that have been produced whilst travelling outside the EU. This waste requires Category 1 disposal and must be placed in a designated ICW receptacle only.

General waste - (e.g. office waste, paper etc.) including recycling such as plastics and cans – these will be separated out at the waste contractor depot.

All other wastes must be removed via a port approved licensed waste contractor and organised by the ships agent.

- Such wastes could include: pallets, oils and oily contaminated materials, paints/paint pots, chemicals, cargo residues (e.g. dunnage), scrap, clinical/medical waste, batteries, sewage.
- **This waste must not be placed on the quayside until waste provider is onsite and must be collected prior to vessels departure.**

Charges are made for the waste reception facilities for all vessels – these can be found in the Port Tariff via your local agent.

A copy of the approved Port Waste Plan can be found on the [Forth ports Website](#).

Annex V of MARPOL has been put into place to minimise the pollution of garbage from ships.

The Port of Kirkcaldy does not tolerate pollution from any hazardous or non-hazardous garbage, whether it is in the water or on the quayside.



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| | Persons throwing or emptying garbage into the water or onto the quayside may be liable for prosecution. | |
| 8 | <p>Crew on the quayside</p> <p>In the interests of safety, crew must not walk across any operational area.</p> <p>The operational area of the port is an area of high activity when vessel operations are underway. When proceeding ashore all crew must wear high visibility clothing, hard hat and safety boots.</p> <p>All persons within 1 metres of any quayside should wear a suitable buoyancy aid or lifejacket (unless directly embarking or disembarking to or from the gangway).</p> <p>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).</p> <p>Please note that the taking of pictures, making of sketches and filming of any part of the Port of Kirkcaldy is prohibited under the Port of Kirkcaldy Bye-Laws.</p> |   |
| 9 | <p>Safe Means of Access</p> <p>The Merchant Shipping (Means of Access) Regulations are strictly enforced. Failure to comply with these regulations may result in delays to cargo operations until an approved safe means of access has been supplied.</p> |  |
| 10 | <p>Not Always Afloat But Safely Aground (NAABSA) Berth</p> <p>All vessels must comply with the Forth Ports NAABSA Berth Procedure published on the Forth ports Website.</p> <p>FTNS <u>must</u> be advised immediately by telephone of any items, however small, that have entered the water. This is necessary to prevent any berth obstruction or vessel damage.</p> |  |

| NAME | TELEPHONE NUMBER / EMAIL | VHF CHANNEL |
|--|--|----------------|
| Forth and Tay Navigation | +44 (0) 1324 49 8586 | 71 |
| Duty Harbour Master | +44 (0) 1324 49 8584 / FTNS@Forthports.co.uk | |
| Port Health Authority – Fife Council | food.safety@fife.gov.uk | |
| NHS Public Health (Health Protection Team) | +44 1786 45 7283 | |
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LIFE SAVING RULES

Our vision is clear: we are all **one team**, with **one goal** – to make injury **unacceptable in our business**



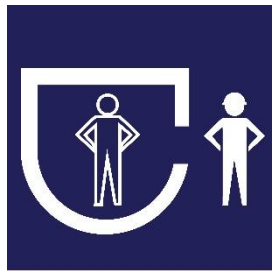
ENERGY ISOLATION

Check isolations before starting work; and use lock out/tag out.



CONTROL OF WORK

Hazards must be identified, communicated and controlled prior to starting work.



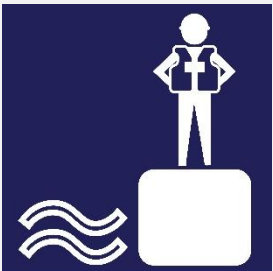
CONFINED SPACE

Only enter a confined space if you are competent and authorised to do so; always check the atmosphere.



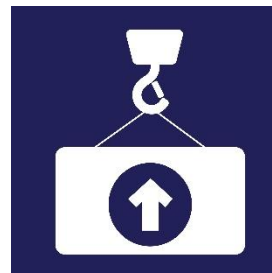
VEHICLE OPERATION

Obey the speed limit, wear a seat belt and don't use a phone when driving or operating machinery



WORKING NEAR WATER

Be aware of how close you are to the water's edge and wear a lifejacket when required



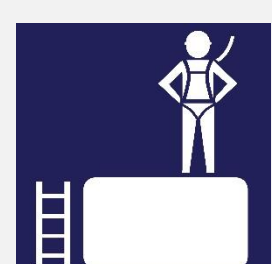
LIFTING OPERATIONS

Lifting operations must be planned, supervised and carried out by competent people



PPE

Wear your Personal Protective Equipment, and take care to store and maintain it properly.



WORKING AT HEIGHT

Protect yourself and others against a fall when working at height.