

ILFRACOMBE HARBOUR TRAINING POLICY

Version 1.0

Adopted by Harbour Board DRAFT

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1.0 DOCUMENT CONTROL

This plan is subject to a triannual (3 yearly) review and periodic amendment as required

Major changes will be issued as a new version with all minor amendments to that version annotated by a decimal point e.g. V2 will become V2.1, V2.2 etc.

Amendment proposals should be sent to the Harbour Master using the following means:

Email: harbourmaster@northdevon.gov.uk

Phone: 01271 862108

Post: Harbour Masters Office, The Quay, The Pier, Ilfracombe EX34 9EQ

1.1 RECORD OF REVIEW & AMENDMENTS

Review (R) Amendment (A)	Date	Description of changes

2.0 INTRODUCTION

North Devon Council (NDC) as the Statutory Harbour Authority for Ilfracombe Harbour, recognises the value and importance of providing opportunities to its duly appointed Harbour Officers & Staff, the Harbour Team, to develop their job-related knowledge and skills.

Appropriate and effective training and the associated competence of marine operations personnel are essential elements in the facilitation of navigational safety. To that end, and in compliance with the requirements of the Port Marine Safety Code (PMSC) and in accordance with Ilfracombe Harbours MSMS Part 2 Section 3.2. The Harbour Board have developed this training policy.

3.0 THE POLICY

The Harbour Authority shall:

- I. Ensure adequate resources will be made available so that all members of the Harbour Team are properly trained to undertake any duty they are likely to perform.
- II. Provide and support further development and training when required, to maintain and enhance the standards of performance over a period of time.
- III. Adopt the competence standards for marine personnel associated with the PMSC or demonstrate that any standards adopted as an alternative are fully equivalent;
- IV. Assess the suitability of all persons appointed to positions with responsibility for safety of navigation to ensure the required competence standards are met;
- V. Establish and maintain an appropriate and effective ongoing schedule of marine operational training for all members of the Harbour team;
- VI. Establish and maintain an effective ongoing schedule of emergency management and response training and exercises;
- VII. Establish a regular review and assessment programme for all of the Harbour team training to ensure that standards are maintained. In particular that training is appropriate, relevant, cost effective and meets operational staffing requirements;
- VIII. Ensure that appropriate training records are maintained.