

REPORT TO: THE HARBOUR BOARD

Date: 17th November 2020

TOPIC:ILFRACOMBE HARBOUR STANDARD OPERATING PROCEDURES

REPORT BY: HARBOUR MASTER

1 INTRODUCTION

- 1.1 Under the Port Marine Safety Code (PMSC) it is a requirement for compliance that this code as implemented by Ilfracombe Harbour undergoes a 3 yearly External Audit.
- 1.2 This external audit was undertaken this year and the audit findings were published this July.
- 1.3 Observations were raised within the audit report to the lack of concise Standard Operating Procedures (SOP) in certain areas of the Harbours operations these being an Dangerous Substances/goods, Vessel Traffic Management, Drink & Drugs, Diving Operations and Hot Work.
- 1.4 It has been recommended that SOPs be developed to collate the practices already in place into a clear and practical operating procedure and that these be adopted to show best practice

2 RECOMMENDATIONS

- 2.1 That the board adopts the SOPs presented.

3 REASONS FOR RECOMMENDATIONS

- 3.1 To show that Ilfracombe Harbour is following industry best practice.

4 REPORT

- 4.1 Since the implementation of the PMSC in 2000 following the lessons learnt form the grounding of the Sea Empress in 1996 Statutory Harbour Authorities who comply with the code are required to undertake a 3 yearly external audit to show how the PMSC is being implemented within their own jurisdictions.

- 4.2 The recent external audit showed that Ilfracombe Harbour was in compliance with the PMSC with no non-conformities and 82 'Satisfactory' findings this being a system component that meets or exceeds the requirement of the Code. However the audit also found 35 Observations with recommendation suggestions on how best to rectify these control weaknesses.
- 4.3 As Harbour Master I have approved that these observations are valid and as such SOPs are being developed on the subjects above to demonstrate the Harbours commitment to comply with the PMSC and maintain industries best practice.
- 4.4 Since then a further SOP has been developed that being for Dangerous Goods that now requires a final review at board level before being adopted.
- 4.5 There are no other options to be considered.
- 4.6 There are no risks in adopting the recommendation.
- 4.7 I have concluded that the above documents have been developed in line with industries best practice and have collated all respective current operating procedures into one SOP and are in line with current accepted guidance and uphold the current legislative regulations.
- 4.8 There is no impact on the community in adopting the recommendation.

5 RESOURCE IMPLICATIONS

- 5.1 There are no financial or manpower implications contained within the documents.

6 EQUALITIES ASSESSMENT

- 6.1 There are not any equalities implications anticipated as a result of this report.

7 CONSTITUTIONAL CONTEXT

Article or Appendix and paragraph	Referred or delegated power?
Appendix 5 6(a)	Delegated

8 STATEMENT OF CONFIDENTIALITY

- 8.1 This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

9 BACKGROUND PAPERS

- 9.1 The following background papers were used in the preparation of this report:
- Port Marine Safety Code and accompanying Guide to Good Practice

- Ilfracombe Harbour external PMSC audit report

The background papers are available for inspection and kept by the author of the report.

10 STATEMENT OF INTERNAL ADVICE

10.1 The author (below) confirms that advice has been taken from all appropriate Councillors and Officers.

Author: Capt. Georgina Carlo-Paat Date: 2nd November 2020
Reference: Document5