



# Port of Dover Marine Safety Code – Section 03

## Marine Safety Plan 2016 - 2018

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Version No: 3                      Version Date: 1<sup>st</sup> February 2017

Status: Published



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## 1. Scope and Impact

The Port of Dover (PoD), place responsible safety and security management at the core of our activities ensuring a safe environment for all those who work in or visit the Port of Dover. In compliance with the Port Marine Safety Code (PMSC), as the Competent Harbour Authority (CHA) for the Port, we publish the following Marine Safety Plan for marine operations in the Port of Dover for the period of 2016 – 2018.

The impact of the Marine Safety Plan is to ensure safe and effective management and regulation of marine operations within the PoD and to continuously develop and improve our safety and environmental management culture and performance.

This Marine Safety Plan commits PoD to undertake the management and regulation of marine operations and in particular safe navigation. It is within the scope of its powers and authorities to ensure that it safeguards the Port infrastructure, users of the Port including members of the public and the marine environment.

PoD will undertake its role and responsibilities to ensure that, whenever possible, it provides efficient and effective services for the regulation of both commercial and leisure vessel movements in the Harbour, to ensure the safe and prompt transit of all such vessels through the Port.

In ensuring the continued provision of services, especially during times of disruption, PoD will always regard the safety of its personnel, customers and vessels as a priority. At times this may mean that services and therefore vessel movements or activities are subject to delay in order to preserve safety of life and maintain overall marine safety of navigation standards.

## 2. Safety Plan Elements

The PoD has published a number of Marine Policies and Plans in support of the SMS as follows: -

- PoDMSC Policy Statement
- PoDMSC Compliance Plan
- Marine Enforcement and Prosecution Policy
- PoD Health & Safety Policy
- PoD Environmental Policy
- Pilotage Enforcement Policy

The PoD provides the following services to ensure safety of navigation.

VTS	PoD provides a 24 hour, 7 day Vessel Traffic Service (VTS) from Dover Port Control. This is at the Traffic Organisation Service (TOS) and Information Service (INS) levels throughout the Port and extending to one mile seaward of the breakwaters and entrances.
Pilotage	PoD provides a pilotage service with fully authorised pilots and a Pilotage Exemption Certification programme.
Conservancy	PoD ensures its approaches and Harbour have an adequate depth for safe navigation of Port users, through a schedule of dredging which is determined by hydrographic surveys, that are undertaken in line with a defined schedule .

Towage PoD provides towage services through its tugs, which are operated under a robust Vessel Safety Management System in full compliance with the ISM Code.

Other Marine Services are provided as required to ensure the safe navigation, enforcement and good practice for all vessels who use the Port of Dover. All marine staff are qualified in compliance with applicable legislative requirements and undertake continuous professional development (CPD).

Communication, consultation and feedback is a fundamental requirement in ensuring the safety and navigational requirements are understood and continually reviewed. The following processes are undertaken to ensure the maintenance of an effective safety management system in support of compliance with the requirements of the PMSC:-

- Daily liaison between Duty Port Managers (DPMs) and Dover Port Control VTS Officers in relation to the safe and efficient regulation of vessel movements in the Harbour and its immediate approaches.
- Bi-Monthly reports to the Board by the Harbour Master regarding PoDMSC related matters.
- Annual Designated Person report and presentation to the Board (undertaken each January).
- Annual PoDMSC audit carried out by the Designated Person.
- Quarterly meetings (with a minimum of 3 per year) of Duty Port Manager (Pilots)/Head of Marine Operations/Marine Services Manager/VTS Manager and General Manager Operations & Harbour Master.
- Quarterly Vessel Safety Management Review meetings (all Port Vessel Units are operated under the ISM Code).
- Safety of Navigation Review Group meetings every 6 months.
- DPA/Tug Master meetings every 6 months.
- Ferry Port USER Group (FPUG) meetings.
- Ferry Port User Group Technical Sub Group meetings.
- Port User Group quarterly meetings.
- Annual PEC Holders Conference Conference.
- Annual Consultative Report.
- Quarterly Marina Berth Holders Representatives meetings.
- Dedicated Risk Assessments of new and existing marine operations and services including liaison with PoD Engineering Services on marine related projects.
- Weekly DICES summary, highlighting any potential issues with regards to safety of navigation.

3. Performance Objectives

No.	Objective	Action	By when	Completion Measure	Achievement
1	To review PoDMSC Policies and Compliance Plan on an annual basis.	PoDMSC Policy Statement PoDMSC Compliance Plan Marine Enforcement and Prosecution Policy	2016	All documents fully reviewed ahead of upload to new Marine SMS within IFS.	<b>Met</b>
		PoDMSC Policy Statement PoDMSC Compliance Plan Marine Enforcement and Prosecution Policy	2017		
		PoDMSC Policy Statement PoDMSC Compliance Plan Marine Enforcement and Prosecution Policy	2018		
2	To ensure the current Policies and Marine Safety Plan are published on the PoD Website.	Document Control	2016	Full review carried out in October 2016.	<b>Met</b>
			2017		
			2018		
3	To review PoDMSC procedures on an annual basis or after accident/incident.	Marine Investigations & Responsibilities	2016	All PoDMSC procedures reviewed during 2016 as part of new Marine SMS publication to IFS.	<b>Met</b>
			2017		
			2018		
4	To complete review and re-issue General Directions.	To incorporate relevant information from the Navigation and Pilotage Book 2008, Marine Incidents and Navigational changes & feedback from the various meeting identified above. To keep a rolling review of changes required to General Directions identified through accident/incident/audit/ operations changes	2016	General Directions 2016 - issued Jan 2016.	<b>Met</b>
			2017		
			2018		
5	Proactive and reactive review of existing and any new identified hazards to navigation.	To identify navigational hazards and risk assess. To identify & document controls to mitigate risks to an acceptable level (ALARP)	2016	Navigational Risk Assessment (NRA) completed. Published 01/02/16 CRR register reviewed.	<b>Met</b>
			2017		
			2018		

No.	Objective	Action	By when	Completion Measure	Achievement
6	To investigate and complete all navigational incidents within one month.	Identify opportunities for improvement and ensure policies and procedures reviewed where applicable. Ensure information is promulgated as required, eg. Marine Directives, PECAN etc.	2016	All navigational incidents investigated and reported within one calendar month. Full information held within DICES.	<b>Met</b>
			2017		
			2018		
7	Regular Internal and External audits and reviews of the navigational SMS, its functions and procedures.	An annual internal review, annual DP review and three year peer review to ensure effectiveness of the Safety Management System and compliance to the PMSC.	2016	Annual DP internal audit carried out 24 <sup>th</sup> -25 <sup>th</sup> October 2016.	<b>Met</b>
			2017		
			2018		
8	The maintenance, exercising and regular review of Emergency Plans and procedures including the Marine Pollution Response Plan and Business Continuity Plans.	PoDEX (Port of Dover Exercises) Annual Review of Marine Emergency Plans and Procedures. Complete Critical Incident actions within agreed timescales and ensure lessons learned promulgated to all relevant parties.	2016	Annual Oil Spill drill with Adler & Alan and the MCA on 28 <sup>th</sup> Septmeber 2016.	<b>Met</b>
			2017		
			2018		
9	To ensure required qualifications are current for all PoD staff with Marine responsibilities and any on going professional development and training needs are identified, to ensure they are competent to undertake their duties.	Undertake annual appraisals with all staff, to ensure training needs are met.	2016	All annual appraisals carried and appropriate training & development needs indentified.	<b>Met</b>
			2017		
			2018		
10	Publish Performance to the Marine Safety Plan annually.	Publish to the PoD Website how we have performed in relation to this plan, in line with the Port of Dover Annual Report.	2016	Published 11/10/16.	<b>Met</b>
			2017		
			2018		
11	Ensure PANAR database is maintained and fully up to date. Followed by the annual compliance check by Trinity House.	Ensure navigational aids are incorporated in the inspection and maintenance regime.	2016	Latest Trinity House inspection undertaken on 09/11/16.	<b>Met</b>
			2017		
			2018		

No.	Objective	Action	By when	Measure of success	Achievement
12	To provide a monthly updated Port sounding chart for internal use and an annual chart externally.	Provision of vessel once a month to enable Hydrographic Student to complete sounding surveys throughout the Port.	2016	Latest hydrographic charts produced monthly.	<b>Met</b>
			2017		
			2018		
13	To ensure all PEC Holders are competent to navigate & operate within the confines of the Port of Dover.	PEC Regime A rolling 5 year re-assessment programme	2016	5 yearly reassessments carried out as per planned schedule.	<b>Met</b>
			2017		
			2018		
14	The Harbour Master to attend EMG meeting on a bi-monthly basis to ensure projects, plans and development compliment, improve or have no negative impact on marine operations.	To attend EMG bi-monthly meetings. To communicate effectively with all other operations within the Port. To provide relevant and timely information to the CEO and Duty Holder as required.	2016	All EMG meetings attended, appropriate information communicated and CEO/Duty Holder provided with relevant information in a timely manner.	<b>Met</b>
			2017		
			2018		