



FIRST CORPORATE SHIPPING

MARINE MANAGEMENT POLICY

This document lays down the marine management policy of First Corporate Shipping Limited, trading as The Bristol Port Company. The policy meets the standards required by the Port Marine Safety Code and Det Norske Veritas (DNV) Management System (BS EN ISO 9001:2000). The Bristol Port Company will periodically publish reports of formal reviews, performance plans and standards as required.

Simon Bird
Chief Executive

3rd January 2006

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1 AUTHORITY

First Corporate Shipping (FCS) is a Competent Harbour Authority (CHA) under the Pilotage Act 1987 and a Statutory Harbour Authority (SHA) under the Harbours Docks and Piers Clauses Act 1847 and subsequent acts.

FCS, trading as the Bristol Port Company (BPC), became the harbour authority for the Port of Bristol by The Port of Bristol Harbour Revision Order 1993. At that time FCS assumed all the duties and powers imposed or conferred on the Bristol City Council by any provision of the Bristol Dock Acts and Orders 1848 to 1986 for the designated harbour.

The principal duties of FCS as the Harbour Authority are *inter alia* to:

- a. Provide and maintain harbour facilities.
- b. Provide a 'safe harbour'.
- c. Regulate the activities of persons and vessels using the harbour.

In discharging these duties FCS aims to safeguard the harbour, its users, the public and the environment.

2 POLICY

FCS Board Policy is as follows:

- a. Marine operational policies and plans will be in accordance with both the Port Marine Safety Code (the Code) and with relevant elements of the Guide to Good Practice on Port Marine Operations (the Guide).
- b. Such policies and plans will be directed by a continuous risk assessment process. A review of all policies and plans will take place at intervals not exceeding five years.
- c. FCS will discharge efficiently and safely its general and specific statutory duties noted above, through:
 - i) The provision and/or maintenance of facilities, craft, equipment and trained personnel that meet the standards in the Code.
 - ii) The survey, marking and lighting of the harbour to the relevant national or international standards.
 - iii) The monitoring of vessels and activities in the harbour by means of a Vessel Traffic Service operating to international standards.

- iv) The provision of pilotage services that are integrated fully with other port safety services under FCS control.
 - v) Exercising all of the above functions with regard to environmental considerations, including the prevention of pollution and nature conservation.
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- d. FCS will take steps to eliminate where possible or to control any marine operational risks identified through the risk assessment process as being 'intolerable'.
 - e. FCS will provide adequate resources to permit the proper discharge of its duties through the possession of sound operational policies, plans, procedures, equipment and personnel.
 - f. FCS will seek where appropriate to consult with harbour users and other interests when considering relevant marine operational matters.
 - g. FCS will keep under review its powers and, in that context, the limits of the harbour, in order to ensure that marine operations are underpinned appropriately.
 - h. Through the monitoring of marine operations FCS will actively seek to ensure compliance with its harbour byelaws.

3 PRINCIPAL OBJECTIVES

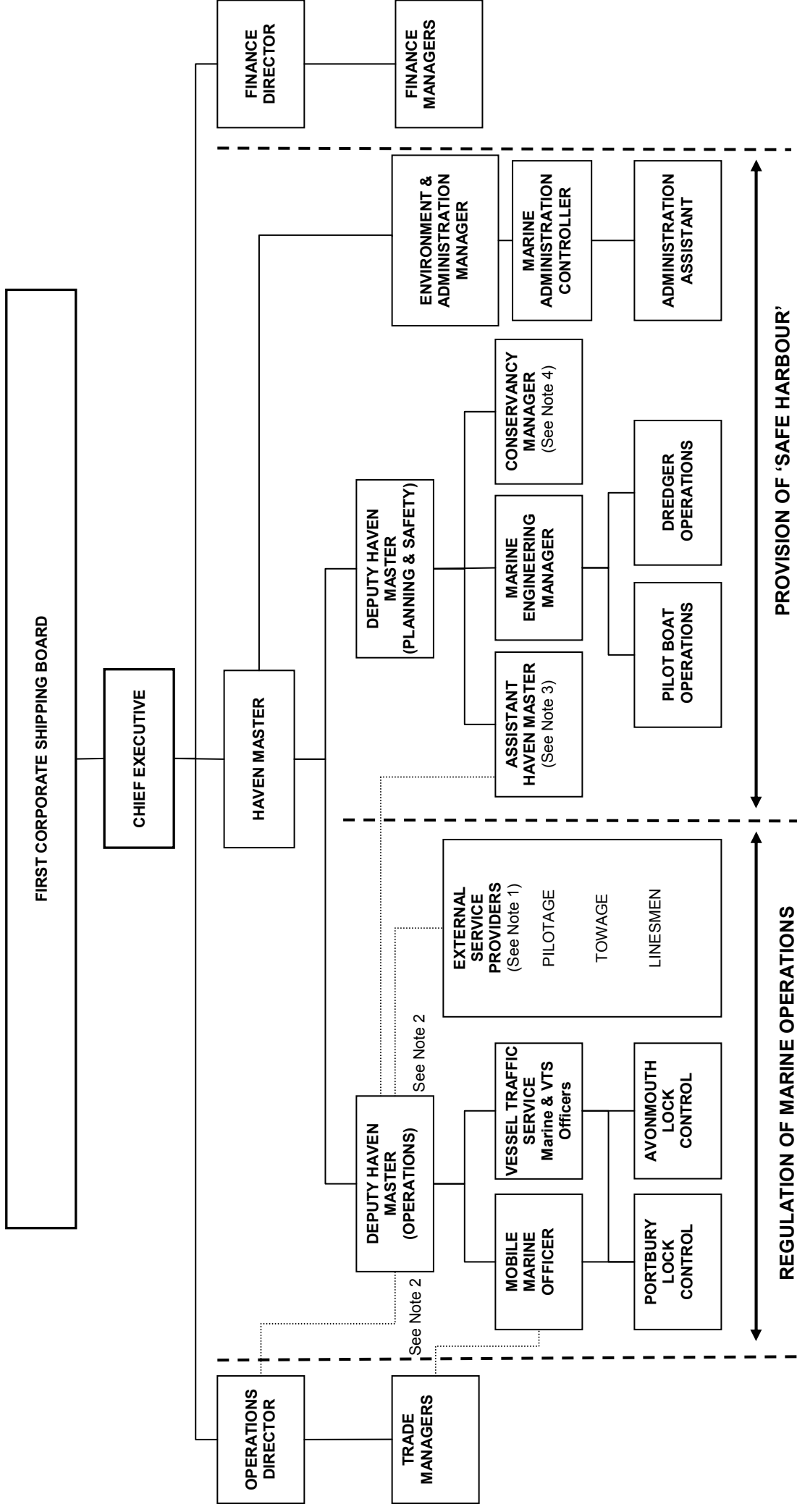
The principal objectives of FCS are to:

- a. Establish FCS' operational policies and supporting performance standards to meet the relevant requirements of the Code and the Guide (See Section 6).
- b. Establish annual performance criteria.

4 ORGANISATIONAL STRUCTURE AND RESPONSIBILITIES

The organisational structure supporting the marine management system is shown overleaf:

MARINE MANAGEMENT SYSTEM ORGANISATIONAL STRUCTURE



Note 1: Haven Master is responsible for the management of the functions provided by external service providers (pilotage, towage and line handling).

Note 2: Deputy Haven Master (Operations) has functional responsibility to the Operations Director and is responsible for the operational management of external service providers.

Note 3: Assistant Haven Master has functional responsibility to Deputy Haven Master (Operations) for the provision of assistance in marine operations.

Note 4: Local Lighthouse Authority and hydrographic survey.

First Corporate Shipping Board:

- As the duty holder the Board has responsibility for ensuring that the harbour authority discharges its duties to the standard laid down in the Port Marine Safety Code.

Chief Executive:

- is accountable to the authority for the operational control of the harbour;
- oversees the implementation of the Harbour Authority's policies and decisions; has executive responsibility for the efficiency and safety of operations and staff.

Haven Master:

- has responsibility for the provision of buoys, markers, beacons, moorings and navigational aids in order to provide a safe harbour;
- regulates all traffic and the safety of navigation within harbour limits;
- is responsible for the management of pilotage;
- regulates the transit of dangerous goods and corresponding contingency plans and procedures;
- is responsible for the formulation and implementation of marine emergency plans and procedures;
- advises the FCS Board on appropriate marine and navigation issues including training;
- instigates incident investigations and introduces measures to prevent recurrence;
- is responsible for ensuring compliance with marine environmental legislation and for exercising above functions with regard to nature conservation and other environmental considerations.

Deputy Haven Master (Operations):

- is responsible for the planning and execution of shipping operations and for the regulation of the harbour;
- is responsible for the operation of the VTS Centre;
- assumes the role of Incident controller (as rostered) during a port emergency.

Deputy Haven Master (Planning and Safety):

- is responsible for the provision of a 'safe harbour', with respect to:
 - Survey
 - Dredging
 - Local Light House Authority (LLA) duties;
- is responsible for the day to day maintenance and planning of the pilot launches, dredgers and support craft;
- is responsible for the review and update of the Quality System, Procedures, Oil Spill Contingency Plan, and the Emergency Plan;
- provides oversight of the operation of the Oil Basin and safety issues;
- assumes the role of Incident controller (as rostered) during a port emergency.

Environment Manager:

- is responsible for promoting compliance with environmental legislation and supporting the harbour authority's duty to take environmental considerations into account when managing marine operations;
- is responsible for meeting commitments for the management of ship-generated waste and the protection of environmentally sensitive areas;
- implements the Severn Estuary European Marine Site Management Scheme, reporting on annual progress in implementing the Port Sector Group Action Plan;
- provides oversight of the Marine Admin Controller and Marine Administration in the management of marine information and the maintenance of the operations database.

Conservancy Manager:

- is responsible for planning surveys within the harbour limits, the calibration of equipment and the production of survey data to relevant IHO standards;
- is responsible for the promulgation of Notice to Mariners and Survey Information (to Pilots, PEC Holders and Masters and other port users);
- liaises with Deputy Haven Master (Planning and Safety) for planning dredging operations subsequent to survey;
- maintains the markers and lights supporting the authority's duties as Local Lighthouse Authority in accordance with the standards laid down by the GLA.

Assistant Haven Master:

- is responsible for the Port Marine Safety Code and Quality system with regard to administration, statistical analysis and the implementation of resulting systems.

Marine Officers:

- are responsible for planning the movement of vessels in the harbour and its approaches;
- supervise the day to day operation of the VTS Centre to monitor the movement of all vessels and provide information and advice to ensure a safe passage;
- exercise the powers of a Harbour Master within the Dangerous Substances in Harbour Areas Regulations;
- exercise the delegated powers/duties of the Harbour Master in the issuing of Directions conferred under the provision of the Bristol Dock Acts and Orders 1848 to 1993;
- assume the role of Silver or Bronze Controller, as appropriate, during a port emergency until/unless relieved by a senior officer.

Marine Engineering Manager:

- is responsible to the Deputy Haven Master (Planning and Safety) for;
 - operational efficiency of all department craft;
 - dredging;
 - pilot boat, ensuring that the pilot launch and equipment on board is certified to agreed national standards;
 - operational safety of the Oil Basin;
- interfaces with the Engineering Department with regard to oil terminal operations and maintenance, and is the customers' first point of contact regarding operations.

Senior Pilot Boat Coxswain:

- is responsible for the day to day maintenance and safe operation of the pilot launch.

All Categories of Supervision: (i.e. Hydrographic Surveyor, Dredge Officers, VTS Assistants, Lock Controllers, Pilot Boat Crew)

- will be responsible for the effective implementation of the marine management system within their sections and area of control;
- will react to all incidents/accidents in the areas under their control and report to their line manager any action taken or required to be taken to make safe and/or prevent recurrence of any incident.

Service Providers: (including Bristol Pilots' Partnership, Pill Hobbler Ltd, Svitzer Marine (UK) Ltd)

- The companies above are required to comply with the FCS marine management policy in the areas under their control.

5 THE MARINE MANAGEMENT SYSTEM

5.1 RISK ASSESSMENT

Current hazards are monitored and analysed continuously using, where appropriate, information resident in a hazard management database. Linked risk control measures that are identified take into account relevant legislation, minimum standards, human factors and cost-benefit analysis where appropriate. A complete review of hazard and risk occurs at least every three years.

Any significant changes to trade and/or types of vessels using the port will trigger an individual risk assessment process.

5.2 REPORTING SYSTEM

The reporting system provides the means by which all involved in marine operations in the port or harbour can raise any relevant matters, including safety, in recognised formats. Such reports cover policies and procedures,

incidents, acts or omissions and system failures in addition to the more routine reports of equipment failures, damage to vessels or infrastructure.

The reports cover all areas of operation including:

- 1) Accident/incident/near miss
- 2) Vessel defects
- 3) Damage to vessels and port infrastructure
- 4) Non-conformance/observation (including management system failures)
- 5) Aids to Navigation (lights, buoys) casualties
- 6) Equipment defects
- 7) Pollution
- 8) Training

The objective of the reports is to provide data that will permit trend analysis and performance measurement in addition to the more immediate rectification of system or equipment failures.

The reporting system incorporates a feedback loop that provides both an action and checking process and also an audit trail.

The reporting system itself is audited in order to monitor its effectiveness at both capturing and recording operational and safety information and taking effective action on these reports.

5.3 ACCIDENT AND INCIDENT INVESTIGATION

Subject to the categorisation of any incident a decision will be made whether the facts need to be reported to the MAIB/HSE and/or whether further investigation is required by FCS.

Incidents may be categorised as:

- a) Incidents which require reporting to the MAIB/HSE
Such incidents will be subject to an investigation.
- b) Incidents not reported to MAIB meriting investigation
Based on the facts FCS will decide whether or not the incident merits further investigation.
- c) Incidents not requiring investigation
The facts of these will be recorded for analysis.

The Board will nominate an officer to lead any investigation. In most cases this is likely to be a Deputy or Assistant Haven Master. If upon further investigation it becomes clear that the incident is more serious than first appeared the Haven Master is likely to conduct the investigation.

The object of any investigation will be to prevent further accidents through the identification of its causes and circumstance, by establishing the facts. At any point throughout the investigation it may be decided to enlist expert advice.

5.4 MARINE AUDIT SYSTEM

Audit of the marine management system is carried out as part of the ISO 9001:2000 process. The purpose of the audit process includes both a check of compliance with the Code and the provision of a means to report deficiencies, thereby providing to the Board an independent view of the effectiveness of the management system. The nominated designated person, the Haven Master, is a member of the FCS Board.

The audit process follows a 5 year review and reporting cycle that includes both internal audits and external verification. Co-ordination of this will be achieved through the port's Quality Manager and initially, during the period of the port's conversion to ISO 9001:2000 standard, with advice from the port's quality system adviser.

5.4.1 Internal Audits

Internal audits are carried out every six months. These cover the whole of the marine management system (including Code specific elements) at least once in the five-year cycle. Each relevant clause of the Code is audited at a specific minimum frequency, which is adjusted at the end of each cycle in the light of experience gained.

A five year audit programme determines the scope of the audit. The Guide, National occupational standards for port marine personnel and other related documents are used as audit criteria in conjunction with the Code.

5.4.2 External Verification

Every five years an external organisation (with recognised expertise in the audit of the Port against the Code and port marine risk management) will audit and issue a certificate of compliance, following corrective action if required.

Brief summaries of internal audits and verification will be reported to the Board.

5.5 REVIEW

In addition to continuous review a formal review of the system and procedures will take place annually.

6 OPERATIONAL POLICIES

The operational policy areas covered by the Marine Management Policy are:

- Contingency Planning and Emergency Response
- Conservancy
- Management of Navigation
- Pilotage
- Marine Services

6.1 CONTINGENCY PLANNING AND EMERGENCY RESPONSE POLICY

FCS maintains a number of plans to satisfy statutory requirements. These cover:

- Dangerous Substances in Harbour Areas
- Dangerous Vessels
- Oil Pollution Preparedness

These plans are periodically reviewed to ensure that they continue to meet the needs of the port, in addition to the statutory requirements.

A regular schedule of exercises is maintained to ensure personnel are conversant with plans content. Plans are tested regularly with the emergency services and other authorities.

6.2 CONSERVANCY POLICY

- FCS will use the most appropriate means to find, mark and monitor navigable channels as appropriate.
- Hydrographic surveys are conducted to conform to relevant International Hydrographic Office (IHO) Standards for Hydrographic Surveys, IHO, Special Publication No. 44.
- Regular surveys are carried out to monitor the changing circumstances and conditions of the navigable channels. The period of survey of different areas is kept under constant review.
- FCS will promulgate as appropriate, relevant hydrographic information to the United Kingdom Hydrographic Office (UKHO), Trinity House and port users.
- As a Local Lighthouse Authority under the Merchant Shipping Act 1995, FCS's harbour is marked with lights, buoys and daymarks to ensure a safe harbour is maintained. The harbour meets the criteria laid out in the

Provision of Lights and Navigational Aids (Trinity House Guide to Good Practice).

- The characteristics of these aids will comply with the recommendation laid down by the International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA).
- Under the Ports Act 1997 and the Harbours Act 1964 FCS ensures that notifications are promulgated in accordance with the provisions set out in the Provision of Hydrographic Information Code of Practice.
- FCS will act in accordance with the Merchant Shipping Act 1995, Section 252 as embodied in the Bristol Corporation Act 1951, Section 21 in the removal of stranded, sunk or abandoned vessels.
- FCS will assess the risk posed by all wrecks in the harbour area and its approaches and, as appropriate, promulgate the results.

6.3 MANAGEMENT OF NAVIGATION POLICY

- FCS will issue directions as appropriate to regulate all vessel movements. Such directions will include Pilotage Directions, the requirement for passage planning.
- FCS's harbour master and his assistants will use the powers of direction to regulate the movement of shipping.
- FCS will operate a Vessel Traffic Service system to assist in the safe movement of shipping.
- FCS will enforce adherence to safe operations by the use of its local byelaws.

6.4 PILOTAGE POLICY

In accordance with the Pilotage Act 1987, FCS will keep under review the provision of pilotage services that are required to support the safe navigation of vessels either in the port limits or in the approaches to them. In considering such a service due regard will be given to the area under which pilotage is carried out and the type and size of vessel for compulsory pilotage.

In order to meet the above requirement FCS will ensure that the appropriate level of pilotage service is provided.

Note: FCS as agents provide a pilotage service for Bristol City Council.

6.4.1 Pilotage Exemption Certificates (PEC)

FCS will ensure the provision of appropriate formal procedures for assessing the suitability of PEC applicants. The standards and procedures adopted by FCS will be published and available to applicants.

FCS will issue pilotage exemption certificates to appropriately qualified mariners.

6.5 MARINE SERVICES POLICY

6.5.1 Towage

FCS operates a licensing system to ensure that towage operators comply with published guidelines.

6.5.2 Harbour Craft

FCS will ensure that workboats used in the port comply with the Merchant Shipping (Small Workboats and Pilot Boats) Regulation 1998 and the associated Safety of Small Workboat and Pilot Boat Code of Practice.

6.5.3 Linesmen

FCS will operate a licensing system to ensure line handling is carried out in a safe and efficient manner, by appropriately trained personnel.

7 ENFORCEMENT AND PROSECUTION POLICY

The Bristol Port Company, is responsible for the effective enforcement of its byelaws and directions. The enforcement system comprises active monitoring of compliance combined with a variety of punitive measures that are applied in proportion to the severity of any breach of these byelaws and directions. The enforcement policy is to pursue prosecutions where the severity of any breach so warrants. However, it should be noted that FCS will only prosecute where there is a realistic prospect of conviction. Such prosecutions are generally presented to the court by the Crown Prosecution Service.

In the case of minor breaches, FCS will discuss the failure with offenders, providing the opportunity for the latter to take remedial action. Where a persistent offender is identified, FCS may issue a formal warning. Ultimately, FCS will resort to prosecution.

8 MARINE ENVIRONMENT POLICY

FCS, as a statutory harbour authority, will exercise its functions with regard to nature conservation and other related environmental considerations (Section 48A, Harbours Act 1964), including its role as a relevant authority under the Habitats Regulations 1994 and Countryside and Rights of Way Act 2000.

FCS will manage its marine operations and projects in a sustainable manner and in doing so will seek to maintain an appropriate balance between meeting its commercial need for economic growth and its environmental responsibilities.

In order to achieve this, FCS will:

- Meet commitments towards the prevention of pollution, the management of ship-generated waste, and the protection of environmentally sensitive areas and heritage interests.
- Implement the Severn Estuary European Marine Site Management Scheme and report on annual progress in implementing the Port Sector Group Action Plan.
- Monitor the physical and ecological environment in which the port operates in order to improve understanding of the estuary regime and to support effective and scientific decision making.