

# MARINE REPORT PROCEDURES

## Overview

The marine reporting system provides the means by which all involved in marine operations in the port or harbour can raise any relevant matters in recognised formats. Such reports cover policies and procedures, incidents, accidents, acts or omissions and system failures in addition to the more routine reports of marine equipment failures and damage to vessels or port infrastructure.

The Port Marine Safety Code and ISO 9001 require an effective reporting and feedback system. The prime 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.

TBPC, as a Harbour Authority, is required to submit reports to the Marine Accident Investigation Branch (MAIB) as detailed in MGN 458 (M+F). Where an incident occurs that is MAIB reportable the Harbour Master, or his Deputy must be informed immediately. See Annex 1.

## Completion of reports

Reports should be completed as soon as possible after the incident or fault occurrence. In circumstances where damage is caused to a ship or property, or when operational capability is severely affected, then reports must be completed and returned to the Marine Department before the end of the relevant tide. No report should be submitted later than 24 hours after an event or fault occurring.

Reports should contain as much detail as possible, be factually accurate and non-emotive. The purpose of the reporting system is to monitor and improve and with this in mind it is vital that reports do not jump to conclusions or apportion blame. Reports that make personal attacks or that are considered unsuitable for wider distribution will be returned to the reporter for rewriting or they will be edited by the Marine Department management.

## Access to blank report forms

All forms listed in this Work Instruction are available to Marine Department employees of The Bristol Port Company via the computer network in 'MARSHARE/Quality/Qualityforms'.

External parties can access forms via [www.bristolport.co.uk](http://www.bristolport.co.uk) in the Marine Documentation Section.



## Report Process

Report forms state where the report should be sent to, this should be carefully followed. Internal mail users will be able to access email groups shown on reports (i.e #MS29 Marine, #MS70 Marine Report etc.). Use of these will ensure prompt action of the report by the appropriate person/department. External users should send a completed report to [marine.admin@bristolport.co.uk](mailto:marine.admin@bristolport.co.uk) who will forward this report to the appropriate person/department.

On receipt of a MS70 Marine Report the Deputy Haven Master (SMS) will raise the report at the 'Daily Marine Operational Management Meeting' where a decision on the 'Level of investigation' required and the 'Immediate Corrective' will be made.

The 'Root Cause' will be decided upon following the appropriate level of investigation and a 'Preventative Action Plan' put in place. The report will also state, where appropriate, what the 'Monitoring Action Plan' will be. The Quality Manager and Safety Manager are consulted where appropriate.

MS70 Reports will, where appropriate, be fed into the Port Skills and Safety UK Maritime Accident Statistics panel for inclusion in an Annual Report that looks for developing trends within the industry.

A 'Reports Database' is maintained where MS29 and MS70 reports are logged. This database is maintained by Marine Admin and can be accessed by Marine Department employees of TBPC via the computer network in 'MARSHARE/6. Quality and Planning/6.2 Reports Database

## Feedback to reporters

Once suitable information has been gathered and/or action has been taken then the form will be returned to the reporter at the earliest opportunity. The reporter may be copied in on emails to keep them abreast of developments, particularly in the case of MS29 reports.

In the case of MS70 reports the reporter should receive initial action feedback within 7 days and the final action feedback within 30 days. In some circumstances the report is left open for situation monitoring.

## Closure of reports

Once a final action has been completed or satisfactory conclusions have been reached then the Deputy Haven Master (SMS) will close the report. In certain circumstances reports will be left open to prompt monitoring. If the reporter believes that the conclusions reached or actions taken are incorrect the reporter should liaise with the Deputy Haven Master (SMS) to take this action further. Where an MS29 Report is said to be completed by the appropriate department the report is not closed until confirmation has been received by the reporter unless positive confirmation can be obtained by Marine Admin.



## TBPC Marine Reports

The below is a summary of each report form and when it should be used.

### **MS28 – Aids to Navigation Casualty Report**

This report must be completed whenever a defect is discovered with an aid to navigation within The Bristol Port Company limits and close proximity to these limits. The specific detail and procedure for this report is contained in Annex 2

### **MS29 – General Equipment Fault Reports**

This may be completed by all port employees and should detail any faults with equipment, plant, structures and fittings. The MS29 report should be sent to the Marine Department and to the relevant department '#MS29 email group'. If this is not known then the Marine Department (#MS29 Marine) will ascertain responsibility and forward accordingly.

When serious operational or safety faults have been dealt with by means other than this reporting system, a report should be completed after the fact to ensure that all concerned are fully informed of the fault and circumstances.

Faults concerning the Oil Basin or BAFT should be detailed on an OF30 form.

### **MS55 – Ship's Waste Reception Facilities Complaint Report**

Whenever there is cause for complaint regarding waste reception facilities for ships then the details should be completed on form MS55 and forwarded to the Marine Department.

### **MS70 – Marine Report**

This is the primary Marine Report and should be completed for any occurrence involving marine matters or where the Marine Department may have an interest. This should include the following;

- i) An incident or accident of any description that affects, or may affect, operational safety, security or efficiency,
- ii) Whenever a near miss occurs,
- iii) To report vessel defects of any description that are not pre reported by the ships agent/master prior to arrival/departure,
- iv) Whenever there is a berth issue i.e. faults, fendering, mooring difficulties,
- v) General observations that affect operational safety or efficiency,
- vi) If a procedural system failure occurs,
- vii) Complaints may be detailed on this form, however they must be significant,
- viii) To be completed whenever a vessel causes, or is suspected of causing, any damage to port property,



- ix) When a vessel is damaged in any way,
- x) Whenever oil pollution is caused or observed,
- xi) For any other reason where it is felt that the Marine Management should be aware or may need to take action.

MS70 report should be completed in as much detail as possible and forwarded to the appropriate email group or Marine Admin (see Section 4 – Report Handling Process) .

The report form (MS70) should be completed by the person observing the incident, occurrence or damage, or by the person who receives a verbal report from a third party. It should also be completed by any person from the Marine Department instigating a claim when a vessel is suspected of causing damage.

If the damage is witnessed then Bristol VTS should be informed immediately and advised that a form has been completed. Bristol VTS and/or the DHM should ensure that at the earliest opportunity, that the agent and vessel are advised that damage has occurred and that a claim may be made against them.

The form contains a caveat for external users such that the report will only be released outside TBPC's Safety Management System (i.e. to lawyers, P&I Clubs, MCA) with the reporter's permission. The full intent is as follows;

*"This report and any attachments are intended solely for the use of First Corporate Shipping (trading as The Bristol Port Company) acting as the Competent Harbour Authority (CHA). It is acknowledged that the CHA may be required to disclose this form or its contents to their legal advisors or insurers. It is acknowledged that the CHA may be required to disclose this report and its contents to relevant statutory authorities. Notwithstanding the above, it is to be noted that this report contains information which is privileged and confidential and that any distribution or copying of this document or its contents to any third parties is not permitted without the prior written consent of the person signing the report. Such consent will not be unreasonably withheld. The report is confidential and must only be forwarded to those addresses or persons listed on the form. "*

#### **MS71 – Port Craft Incident Report**

This report should be completed when a near miss or incident occurs on one of TBPC's craft. These reports provide the opportunity for afloat employees to learn from near misses or incidents on-board craft and are important to the ongoing development of their skills afloat.



# Annex 1

MGN458



## Annex 2

### AIDS TO NAVIGATION CASUALTY REPORTING

#### Overview

This report relates to all Aids to Navigation (AtN) within The Bristol Port Company port limits and close proximity to these limits. The purpose is to inform the relevant personnel of the defect and ensure a timely return to normal status.

#### Procedure

The following information identifies the actions to be taken by Bristol VTS upon notification of a navigation aid defect or failure. If a report is sent directly to the Marine Department from an external source then the DHM[C] will immediately send the report to VTS. Marine Officers are asked to encourage all estuary users to report defective lights and where applicable to record on an MS 28 form (with the initial reporter's contact details if possible).

#### VTS actions

- Communication of the fault details to those persons or organisations detailed in the 'Notification' section of this procedure.
- Issue a navigation warning VHF radio on Channel 12 (estuary) and 14 (in dock)
- The details of the defect are recorded on an MS 28 and a copy forwarded to the Marine Department.
- The defect noted on the 'Operations Database' under 'Marine Information'.
- The defect is noted on the 'Status Board'.

The Marine Department or appropriate organisation will instigate a repair as promptly as possible. Once work has been finished and operation restored, the repairer should notify VTS and/or the Marine Department. For prolonged defects a Notice to Mariners will be issued from the Marine Department. Normal conditions will be verified before the report is signed off by DHM[C] or HS.

#### Notification

If a navigational aid is observed or reported defective one of the following personnel shall be notified (if first choice is not available then 2 then 3):

**Primary lights and buoys as detailed Table A:** Notify Immediately (1) DHM[C] (2) HS. Issue navigation aid warning by VHF. Complete and send MS28.

**Buoy Adrift:** Notify Immediately (1) DHM[C] (2) HS. Assess plans to recover buoy in consultation with DHM[C]/HS and Duty Shipping Manager. Issue navigation aid warning by VHF. Complete and send MS28.



**Other lights and buoys, not included in Table A or B:** Complete and send MS28.  
Issue navigation aid warning by VHF

**Trinity House buoys and lights as Table B:** Notify Immediately (1) DHM[C] (2) HS & Trinity House Lighthouse Service on 01255 245000. Issue navigation aid warning by VHF. Complete and send MS28.

**Gloucester Harbour Trustees navigation aids:** Notify Immediately GHT Harbour Master 01453 811913. Inform DHM[C] next working day by MS28

Table A		
Cockburn	Denny Shoal	Firefly
Fog Horn/Signals	Hoveringham	Inogon (Berth 7 Approach)
King Road Front*	King Road Rear*	North Pier Light
Oil Jetty (Both lights)	PB1	Portbury Inner
Portbury Knuckle *	Portbury Middle	Portbury Outer
Portbury Pier Corner	Portbury Pier End	Portbury Wharf Front*
Portbury Wharf Rear*	Seabank Front*	Seabank Rear*
South Pier Light	St George Front	St George Rear
Swash Channel Front*	Swash Channel Rear*	

\* indicates a light that is lit 24 hours all others are on light intensity sensors

Table B		
Avon Buoy	Clevedon Buoy	English and Welsh Grounds Light Float
Flat Holm Light	Hope Buoy	Newcome Buoy
North Elbow Buoy	North West Elbow Buoy	South Middle Grounds Buoy
Tail Patch Buoy	Welsh Hook Buoy	Weston Buoy



# Annex 3

## Critical Electronic Equipment

Electronic critical equipment is that which is vital to the immediate safe operation of the VTS centre and port owned vessels. This will include radar and VHF radio equipment.

### **VTS Radar faults**

SML Technologies are the first contact and they will normally 'dial in' to investigate and advise of their response and/or actions. If they ascertain that the raw radar itself is at fault then maintenance may be delegated to Neyland Marine.

SML should immediately be contacted on: 01253501267

A fault report MS29 should be completed and sent to the Marine Department at the earliest opportunity.

### **Cyfas VHF radio system faults**

Initial fault finding should be carried out by the operator as the system is PC based i.e. turn off/on and check all cables. Thereafter MS29 should be completed and sent to the Marine Department at the earliest opportunity. A Back up VHF is located at the VTSO's desk and should be used until the Cyfas system fault has been rectified.

### **Skyview Weather Station system faults**

Initial fault finding should be carried out by the operator as the system is PC based i.e. turn off/on and check all cables. Thereafter MS29 should be completed and sent to the Marine Department at the earliest opportunity.

