

ORKNEY ISLANDS COUNCIL
Harbour Authority

**MARINE SAFETY MANAGEMENT
SYSTEM**

MANUAL

REVISION 7.4

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Statement of Commitment

OIC Marine Services, in its capacity as Statutory Harbour Authority, is committed to undertaking and regulating marine operations to safeguard all its harbour areas, its users, the public and the environment.

OIC Marine Services (Harbour Authority) aims to run a safe, efficient, cost-effective, sustainable harbour operation for the benefit of all users and the wider community.

OIC Marine Services (Harbour Authority) is committed to full compliance with all legal requirements and to meet these requirements in all its operations, while seeking to meet the changing needs of all harbour users.

OIC Marine Services (Harbour Authority) is committed to ensuring that all its employees, contractors and port users are well informed, well trained, engaged and committed to the HSE improvement process. OIC Marine Services (Harbour Authority) recognises that safe operations depend not only on technically sound vessels and equipment but on competent people and an active HSE culture and that no activity is so important that it cannot be done safely.

OIC Marine Services (Harbour Authority) is fully committed to undertaking hazard identification and risk assessments and the reporting of HSE results.

OIC Marine Services (Harbour Authority) expect that all port users recognise that they can affect its operations and reputation, and must operate to its standards. OIC Marine Services (Harbour Authority) will assure itself that its contractors' and others' management systems fully support its commitment to HSE performance.

OIC Marine Services, in its capacity as Statutory Harbour Authority, aims to meet the national requirements in the Port Marine Safety Code.



Councillor Kristopher Leask
Chairman of the Harbour Authority Sub Committee

Date 8th November 2024

Revision Record

Date	Description	Issued by	Checked by	Approved by
30 October 2017	Statement of Commitment Chairman's Signature updated	DM	DS	BA
1 March 2018	Pilotage Briefing Document SF-06-001 updated to new version	DM	AW	BA
1 April 2018	Re-issue 7 to incorporate structural changes and a number of small changes	DM	DS	BA
31 November 2018	Small amendments, SOP-08-002 updated SOP-07-005 Reviewed and updated SOP-08-001 Updated	DM	AW	BA
14 February 2019	SOP-02-005 MGN 458 (M+F) withdrawn replaced with MGN 564 (M+F)	DM	AW	BA
15 February 2019	SOP 06-002 SECTION 3 Additional statement	DM	AW	BA
24 September 2019	SF-05-003 Non AIS Log updated	DM	DS	BA
10 December 2019	SOP-07-005 3.2 Updated to include 350m NOFFI boom deployment plus spill kit SOP – 10-004 Update Personnel on call out lists	DM	DS	BA
23 June 2020	Review and update to 7.1	DM	DS	JB
23 June 2020	SOP-10-004 page 6 of 11 Harbour Master name change. Enforcement policy Chairman's signature updated	DM	DS	JB
06 Jul. 2020	SF-07-007 Ships Waste Notification Form updated to match CERS form	DM	DS	JB
15/12/20 20	8.2 Updated PRD to ERD	DM	DS	JB
09 May 2022	SF-06-001 Pilotage briefing document - delete 'Einar' & add 'Thor and 'Odin'.	GR	DM	RW
10 May 2022	SOP-04-006 Appendix 1 Change HM/Brian Archibald to James Buck	GR	DM	RW
10 May 2022	SOP-04-006 Appendix 2 Notice to Mariners Distribution list updated.	GR	DM	RW
10 May 2022	SOP-07-001Towage guidelines – remove 'Einar' add 'Thor' & 'Odin'	GR	DM	RW
24 May 2022	Statement of Commitment Chairman's Signature updated	GR	DM	RW
25 May 2022	Reviews and Update to 7.1	GR	DM	RW
29 Sept 2022	SOP-07-001Towage guidelines – remove 'Erland and add 'Freyja'	GR	DM	RW
10 Nov 2022	SOP-07-017 Wind Limited Operations – Scapa Flow	GR	DM	DS
16 Nov 2022	Organogram for Port Marine Safety Responsibilities update	GR	DM	DS
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23 Nov 2022	Addition of Assistant Harbour Master (Ops)	GR	DM	DS
23 Nov 2022	Review and updated 7.1 re-issued as 7.2	GR	DM	DS
02 Feb 2023	Risk Assessment for self-mooring added.	GR	DM	DS
07 Feb 2023	Added pilots training syllabus – Appendix 4	GR	DM	DS
21 Feb 2023	SF-02-002 to SF-02-005 various Permits added	GR	DM	DS
27 Feb 2023	1.6.2/5.2.2 & 6.1 Bylaws and Directions - Pilotage Directions 2023 replaces 2018	GR	DM	DS
09 March 2023	SF-06-001 Pilot Briefing Document updated	GR	DM	DS
10 March 2023	SF-02-001 Updated Risk Assessment Sheet	GR	DM	DS
19 May 2023	SOP 00-001 Paragraph 3.1 change 'standing' to 'running'	GR	DM	DS
17 July 2023	SF-03-003 Internal Audit Sections 1-9 added	GR	DM	DS
15 Nov 2023	Updated Organogram for Port Marine Safety Responsibilities	GR	AW	DS
15 Nov 2023	Review & update 7.2 Re-issued as 7.3	GR	AW	DS
06 Dec 2023	Updated Organogram Figure 1.1	GR	AW	DS
22 Feb 2024	Introduction – Roles and Responsibilities	GR	DM	DS
17 June 2024	Update statement of commitment signature	DM	DS	JB
29 July 2024	Update Roles and new structure	DM	DS	JB
10 Sept 2024	6.5.2 Addition to Maintenance of pilot knowledge and training 6.5.3	DM	DS	JB
31 Oct 2024	Updated Organogram and SOP's. Review & update 7.3 Re-issued as 7.4	RS	DM	JB

Distribution List-

The main CONTROLLED copy of this document is available on the Marine Services website at www.orkneyharbours.com under the Port Services – Port Safety tab.

It is UNCONTROLLED when printed.

Designated Person

In accordance with the Port Marine Safety Code this Marine Safety Management System has in place a Designated Person as described in section 1.3.4 of this document.

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Glossary

Abbr	Abbreviation
ATON	Aids to Navigation
CHA	Competent Harbour Authority
DHM O	Deputy Harbour Master – Operations
DHM S&S	Deputy Harbour Master – Strategy and Support
DHM PI&VTS	Deputy Harbour Master – Piers Infrastructure and VTS
DP	Designated Person
DPFSO	Deputy Port Facility Security Officer
LLA	Local Lighthouse Authority
MSMS	Marine Safety Management System
NLB	Northern Lighthouse Board
OIC	Orkney Islands Council
Ops	Operations
PFSO	Port Facility Security Officer
PFSP	Port Facility Security Plan
PMSC	Port Marine Safety Code
PMS	Port Marine Safety Manager
SF	Standard Form
SHA	Statutory Harbour Authority
SMS	Safety Management System
SOP	Standard Operating Procedure
STS	Ship to Ship Transfer

1. Introduction

1.1. Scope and Purpose of Plan

Orkney Islands Council (OIC) recognises it has a duty as the Statutory Harbour Authority (SHA) to take reasonable care, so long as the harbour is open for public use, that all who choose to navigate within its harbour limits may do so without danger to their lives or property. This includes an obligation to conserve and facilitate the safe use of the harbour and a duty of care against loss caused by the authority's negligence.

OIC recognises its duties to serve this public interest through the powers conferred on it as a Statutory Harbour Authority. OIC recognises the need for it to ensure that it has the systems and procedures in place to ensure the safe and efficient use of the harbour, by those who have a right to use its facilities. In line with this responsibility, OIC Marine Services has in place a Marine Safety Management System for the Statutory Harbour Authority, which gives guidance to its personnel and enables a transparent and auditable system of safe operations.

This document lays out OIC Marine Services (Harbour Authority) Marine Safety Management System, which is in line with the principles of the Port Marine Safety Code. The document lays out the general philosophy and approach to managing marine operations in all of the SHA's areas in a safe manner.

This document is supported by a number of other documents and records, which make up the Marine Safety Management System, in particular: -

- Policy Documents;
- Standard Operating Procedures and associated Standard Forms;
- Job Descriptions and Training Records;
- Documented Targets and Objectives;
- Safety Records and Incident Reports; and
- Risk Assessment Records.

This document interfaces with various related documents in particular: -

- Orkney Ferries Safety Management System;
- OIC Towage Services Safety Management System;
- OIC Towage Services Standard Operating Procedures;
- Orkney Islands Health and Safety Policies.

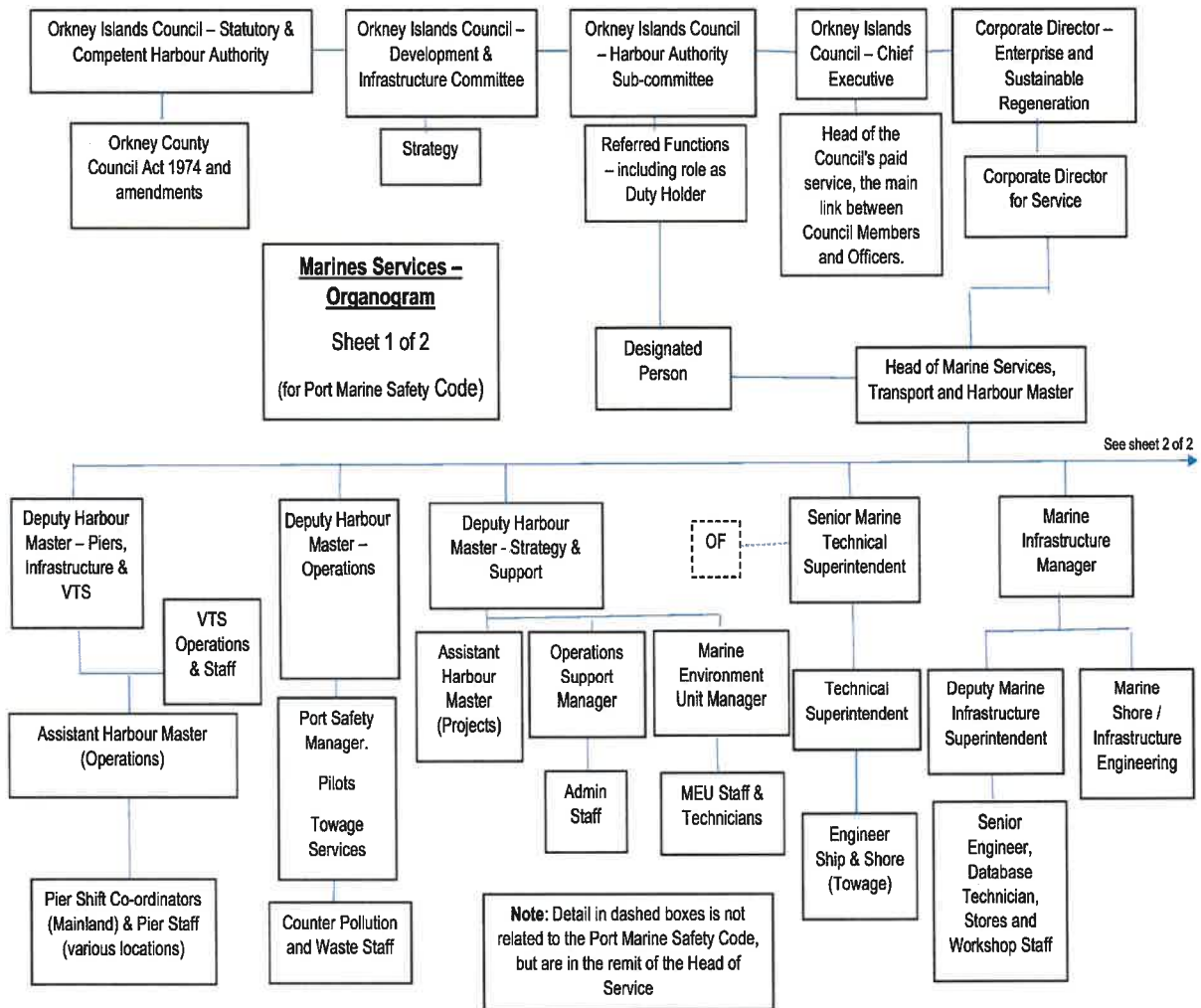
1.2. Designation of Harbour Authority

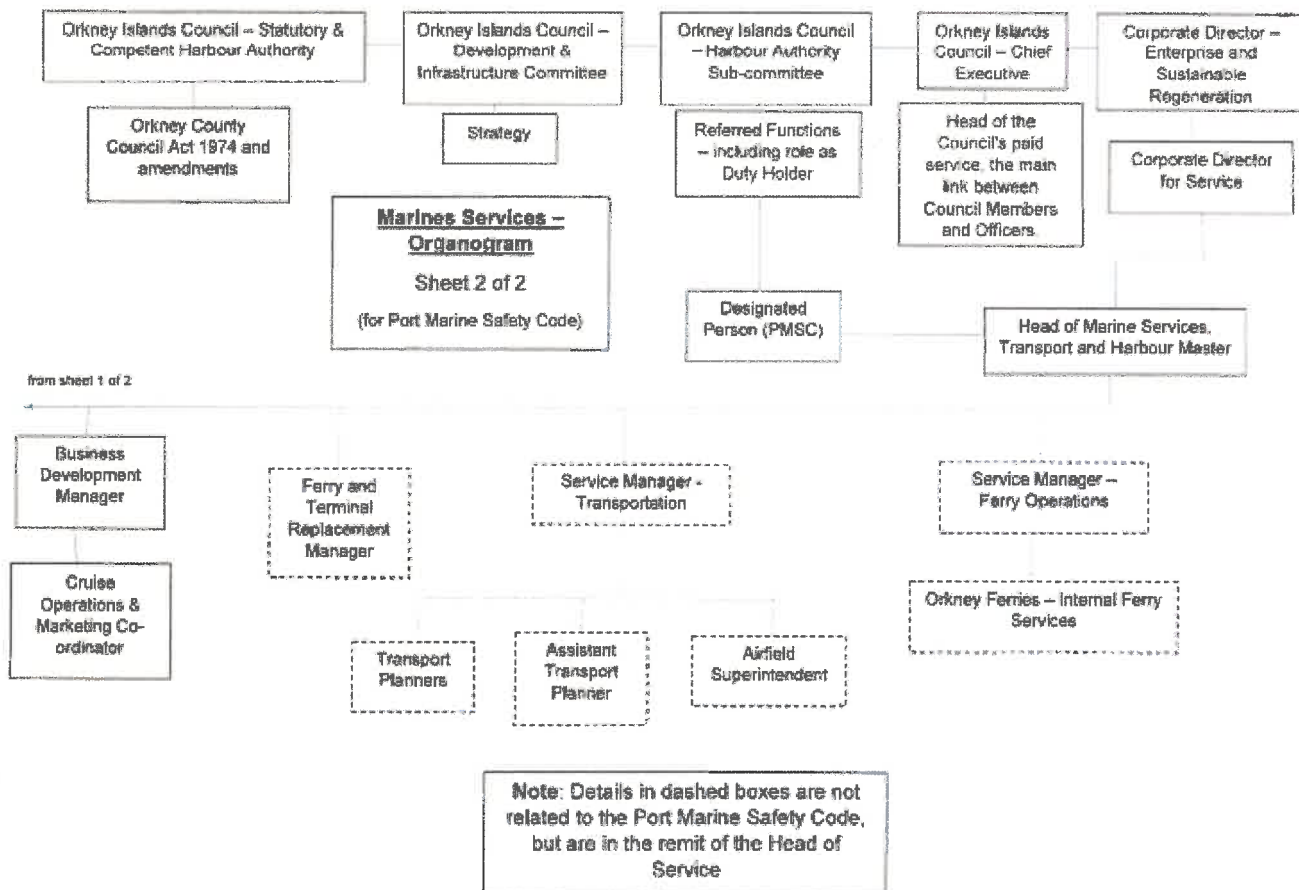
OIC is authorised under the Orkney County Council Act 1974 as amended, to exercise harbour jurisdiction and powers in relation to the harbour areas defined under Schedule 1 of the Orkney County Council Act 1974 as amended and extended. These areas are summarised in Section 1.3 below.

1.3. Duties and Responsibilities

The duties and responsibilities as they relate to the management of port marine safety and the Port Marine Safety Code are described below and shown in an organogram below:

Figure 1.1 Organogram for Port Marine Safety Responsibilities





1.3.1 Orkney Islands Council (Statutory Harbour Authority)

OIC recognises that under the requirements of the Port Marine Safety Code, it is accountable for the discharge of its duties and powers as the SHA. Full Council has the responsibility for ensuring that OIC's duties and powers as SHA are met. Full Council members are collectively and individually responsible for the proper exercise of its legal duties as a SHA and as such will have an appropriate understanding of OIC's marine safety responsibilities.

OIC as designated Statutory Harbour Authority (see Section 1.2) has assigned the Duty Holder as defined by the Port Marine Safety Code to the Harbour Authority Sub Committee.

OIC as SHA has powers to appoint personnel, including the Harbour Master, to manage the operation of its harbour areas. OIC also exercises a number of its functions as SHA through the Harbour Authority Sub Committee (see Section 1.3.2). However, OIC and Full Council Members retain ultimate accountability as SHA with Harbour Authority Sub Committee as Duty Holder.

OIC as Harbour Authority and Duty Holder has a number of powers, duties and responsibilities: -

- Duty to ensure an effective Marine Safety Management System is in place as defined by the Port Marine Safety Code. This duty embraces: -
 - - Development and maintenance of its harbour areas to meet the requirements of port users and safe operation of its harbour areas;
 - Development and implementation of appropriate policies, plans and procedures;
 - Ensuring that risk assessments and reviews of the Marine Safety Management System are undertaken as required;
- Duty to adopt appropriate powers as required for effective enforcement of its statutory duties (Harbour Byelaws & directions);
- Responsibility for setting harbour dues at a level which adequately funds the discharge of their duties;
- Powers to appoint a Harbour Master (see Section 1.3.4);
- Duty to provide marine services and facilities to meet their obligations as Harbour Authority and Local Lighthouse Authority.

OIC is also designated as Competent Harbour Authority (CHA) under the Pilotage Act 1987 (see Section 6). As such, OIC has a number of duties and responsibilities pertaining to the provision of a pilotage service: -

- Provision of pilotage services to meet their obligations under the Pilotage Act 1987.
- Authorisation and discipline of pilots and issue of pilotage exemption certificates. This function is discharged through the Examining Body (see Section 6.1).

1.3.2 Harbour Authority Sub Committee (Duty Holder)

OIC exercises a number of its functions as a Harbour Authority through the Harbour Authority Sub Committee.

Functions assigned to the Harbour Authority Sub Committee include: -

- The maintenance and improvement of harbour areas, piers, slips and jetties;
- The arrangements for the management and regulation of harbour areas; and
- The provision of berthing facilities and all arrangements to ensure and promote the safety of navigation within harbour areas.

1.3.3 Orkney Islands Council

The function of OIC as defined by the Port Marine Safety Code is vested in the Harbour Authority Sub Committee as the Duty Holder.

1.3.4 Harbour Master

The Harbour Master is appointed (in writing from the Chief Executive of OIC) as defined by the Orkney County Council Act 1974.

The Harbour Master has a number of functions and responsibilities and these include: -

- Principal operational responsibility for the safety of navigation in OIC Marine Services (Harbour Authority) areas;
- Responsibility for the financial control and efficient operation of OIC Marine Services;
- Overall responsibility for conducting OIC Marine Services business with an awareness of the environmental sensitivities of the harbour areas and meeting its statutory environmental responsibilities;
- Advising OIC on all matters relating to its duties and powers as SHA and CHA, including contributing to the strategic management of the OIC Marine Services areas.
- Overseeing the implementation of OIC policies and decisions;
- Responsibility for the safety, training and recruitment of OIC Marine Services personnel;
- Responsible for development and implementation of emergency plans and procedures for the SHA, including regulation of dangerous goods in transit on ships;
- Management of the pilotage service on behalf of OIC and accountable for discharging OIC's function as CHA under the Pilotage Act 1987.
- Management of the pilotage service for the CHA areas (see Section 6.1).
- The successful operation of the harbour (including business success).

The Harbour Master is a designated Deputy Port Facilities Security Officer (DPFSO) and is responsible to the PFSO for carrying out all security duties and associated matters with this position.

1.3.5 Designated Person

The Port Marine Safety Code requires that each Harbour Authority appoint a Designated Person to oversee the Harbour Authority's obligations in respect of the provision of an effective Marine Safety Management System. The function of the Designated Person is to provide independent assurance directly to the duty holder that the Marine Safety Management System is working effectively.

The person or persons to whom this function is entrusted must have direct access to the highest level of the Authority.

The Designated Person or Organisation may also act as external auditor (see Section 3.2).

The contact details of the present appointed 'Designated Person' are issued in the preamble of this document on page vii.

1.3.6 Deputy Harbour Master – Strategy and Support (DHM S&S)

The DHM S&S is responsible to the Harbour Master for infrastructure and shore-based assets, ensuring that they are safe, resilient, suitable and available for effective, efficient, successful and compliant operation for harbour and marine operations. These responsibilities include the strategic planning and management of assets for future activity.

The DHM S&S is the designated Oil Pollution Officer and as such is responsible, on behalf of OIC, for the control of oil pollution with OIC Marine Services areas. Responsibilities of OIC and the Oil Pollution Officer are detailed in the OIC Marine Services Oil Spill Contingency Plan and include ensuring adequate contingency plans and resources are in place for dealing with an oil spill.

The DHM S&S is the designated Port Facilities Security Officer (PFSO) and is responsible for carrying out all security duties and associated matters with this position.

The DHM S&S is responsible for the line management of Admin staff, and the Environmental Services staff.

1.3.7 Deputy Harbour Master – Operations

The Deputy Harbour Master – Operations is responsible to the Harbour Master for the effective management and safe operation of all ports and harbours under the jurisdiction of OIC. He is also responsible for processes, plans, procedures, training, shore exercises and assessments/exercises to ensure that the business of the SHA operates to a high standard and that all regulatory and legislative requirements are complied with.

The DHM can deputise for the Harbour Master and act on his behalf in all matters pertaining to OIC's function as Harbour Authority. The DHM (Ops) also acts as Deputy Oil Pollution Officer.

The DHM is responsible for marine safety and will act as DPA for towage services, line manage Launches, & Pilots, to ensure suitable resources are available to ensure Pilotage Operations, harbour towage, un-berthing and berthing and other operations within the Harbour Authority area take place efficiently and safely in accordance with Orkney Harbours Standard Operating Procedures.

The DHM Operations is a designated Deputy Port Facilities Security Officer (DPFSO) and is responsible to the PFSO for carrying out all security duties and associated matters with this position.

DHM Operations is responsible for the development, review and implementation of all Towage SMS, SOPs, harbour towage requirements, notice arrangements and towage exercises. He will ordinarily manage the day-to-day operations and tasking of tugs and launches and their crews. He acts as line manager for tug and launch crews.

1.3.8 Deputy Harbour Master – Piers Infrastructure and VTS

The Deputy Harbour Master – Piers Infrastructure and VTS is responsible for VTS Operations, VTS Officers and Pier-masters, and to ensure suitable resources are available to enable VTS Operations to proceed efficiently and safely.

The Deputy Harbour Master - is responsible for infrastructure and staffing for all Isles.

1.3.9 Assistant Harbour Master (Operations)

The Assistant Harbour Master (Ops) is responsible to the Deputy Harbour Master (P I & VTS) for the safe and efficient operation of the 29 Harbours. To operate the port with the requirements of the Port Marine Safety Code, to follow all security requirements of the port, to ensure the proper management and training of some 80 staff, and to respond to and assist in emergency situations within the port.

1.3.10 Assistant Harbour Master - Projects

Assistant Harbour Master – Projects, assists Deputy Harbour master(Projects) as required.

1.3.11 Duty Harbourmaster

The Duty Harbour Master is responsible for the out-of-hours operation and safety of all activities within the SHA and to act on behalf of the Harbour Master out with normal business hours

1.3.12 Port Safety Manager

The Port Safety Manager is responsible to the DHM Operations for the development and maintenance of QA/Safety Management Systems. This duty encompasses the responsibility for ensuring document control, risk assessments, internal and external reviews of the Marine Safety Management System are undertaken.

The Port Safety Manager is also responsible to the Harbour Master and the DHM Operations in acting as the designated Safety Officer for Marine Services, carrying out investigations into breaches of Health and Safety including accidents and dangerous occurrences, and risk assessments.

The Port Safety Manager acts as Assistant Pollution Officer and in this role has the responsibility for the review and update of the OPRC plan, general management of the counter-pollution equipment and contingencies, including the planning of emergency exercises and personnel training in oil spill and emergency responses amongst others.

1.3.13 Environmental Officer - Marine Biologist

The Marine Biologist advises the Harbour Master and DHM S&S on all marine environmental issues relevant to OIC Marine Services' operations.

Overview of Harbour Areas

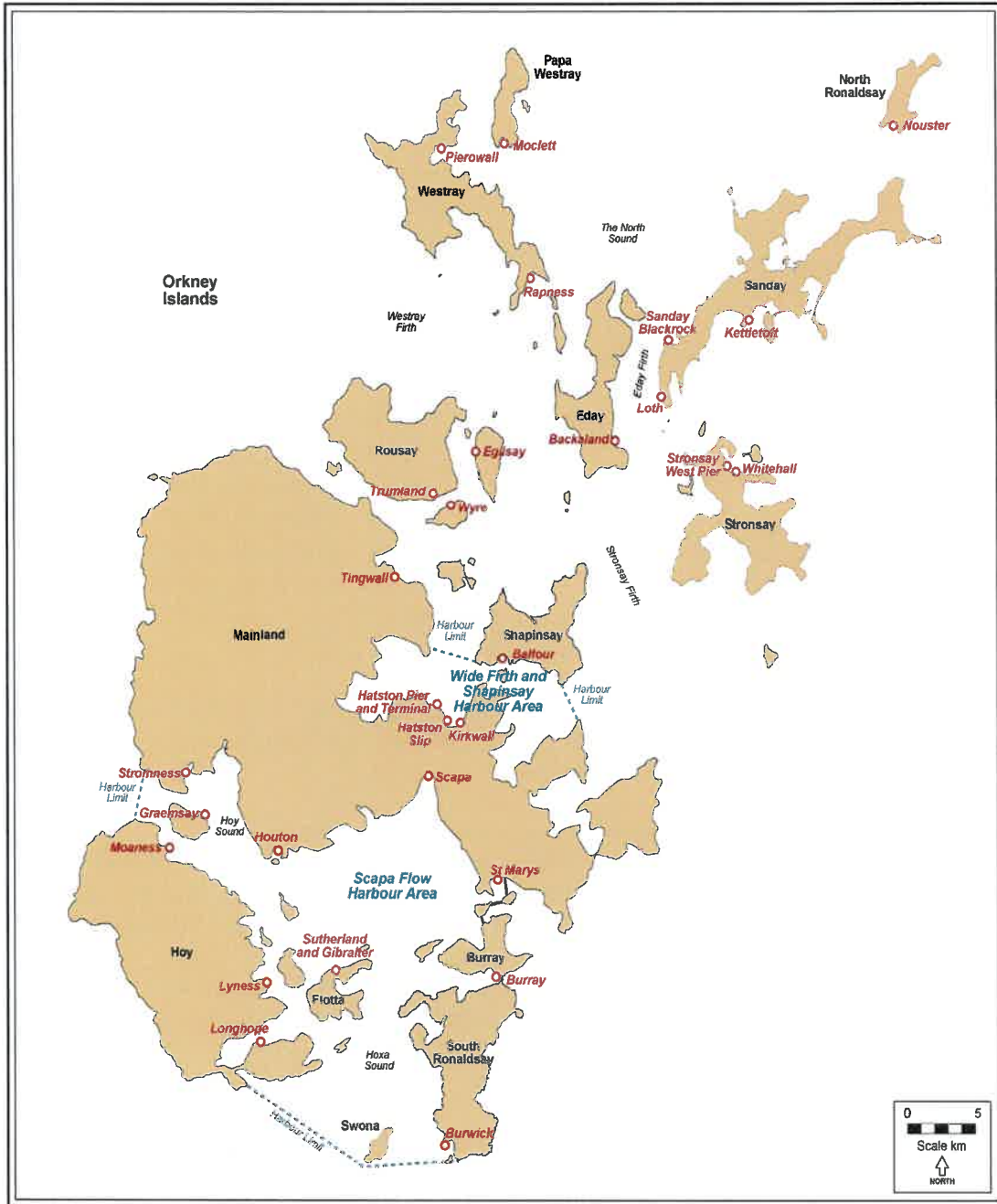


Figure 1.2 OIC Marine Services Harbour Areas

OIC Marine Services (Harbour Authority) has jurisdiction over the harbour areas of Scapa Flow to the south and Wide Firth and Shapinsay Sound to the north of Orkney Mainland (see Figure 1.2) as defined in the Orkney County Council Act 1974. This jurisdiction extends to those piers and minor harbours falling within these areas (see Sections 1.4.1 and 1.4.2). In addition, OIC Marine Services (Harbour Authority) exercises jurisdiction over a number of small piers and harbours in the North Isles as defined by the Orkney Islands Council Order Confirmation Act 1978 and the Orkney Islands Council Harbour Revision Order 1989 (see Section 1.4.3) (see Figure 1.2).

Port marine operations within the OIC Marine Services harbour limits are diverse, ranging from oil and gas tankers involved in cargo import/export or ship-to-ship transfer operations within Scapa Flow, to local passenger ferry traffic and cargo vessels throughout its area with significant cruise liners visiting during spring/summer months, oil support and supply vessels, complex anchoring and mooring operations; as well as small-scale fishing and pleasure craft activities at the smaller piers. Port marine operations within these areas, to which this Marine Safety Management System applies, are summarised below.

1.4.1 Scapa Flow Harbour Area

The Scapa Flow Harbour Area is defined in the Orkney County Council Act 1974 as the area bounded in the west by a line from Out Taings, Hoy to Breckness, Mainland and in the south by a line from Brough Ness, South Ronaldsay to the southernmost tip of Swona and thence to Brims Ness, Hoy (see Figure 1.2).

This area also encompasses the following piers and harbours: -

<ul style="list-style-type: none"> • Stromness Harbour including Coplands Dock; • Stromness Marina; • Scapa Pier; • Houton Ro-Ro Terminal; • Flotta Gibraltar Pier and Ro-Ro Terminal; • Hoy, Lyness Piers and Terminal; • Burray Pier; 	<ul style="list-style-type: none"> • Hoy Moaness Pier; • Flotta Sutherland Pier; • Graemsay Pier; • St Marys, Holm Pier; • Longhope Pier; • South Ronaldsay, Burwick Pier.
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For the avoidance of doubt, St Margaret's Hope is a separate Trust Port within the Scapa Flow area, but falls under the jurisdiction of the St Margaret's Hope Harbour Trust with its own DP and Port Marine Safety Code (TBC). (See par 1.4.4)

Shipping activities in the Scapa Flow Harbour Area include oil tanker traffic to and from the Flotta Oil Terminal, Crude, LPG or LNG Ship-to-Ship transfers at anchor and bunkering operations at anchor. Other traffic includes regular ferry services inter island and to the Scottish mainland, coastal fuel tankers, cruise liners and marine support vessels for marine renewables activities.

There is also small commercial craft, including salmon farm workboats, dive charter vessels and fishing vessels, with recreational vessels also making use of the area.

1.4.2 Wide Firth and Shapinsay Sound

The Wide Firth and Shapinsay Sound Harbour Area is defined in the Orkney County Council Act 1974 as the area bounded to the south by a straight line between Harpy Taing on Mainland and Strombery on Shapinsay and to the east by a straight line between Hackness on Shapinsay to Rerwick Head on Mainland (see Figure 1.2).

This area also encompasses the following harbours, slipways and piers: -

<ul style="list-style-type: none"> • Kirkwall Harbour and Marina; • Kirkwall Hatston Pier and Terminal; • Finstown slipway 	<ul style="list-style-type: none"> • Shapinsay Balfour Pier and Terminal; • Kirkwall Hatston Slip.
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The shipping activities in the Wide Firth and Shapinsay Sound harbour area include passenger cruise liners during spring/summer months, coastal fuel tankers, cargo vessels, container freight services, regular ferry services both to the North Isles and Scottish mainland, platform supply vessels and specialist support vessels. Small commercial craft, including fish farm workboats, fishing vessels, recreational and marine support vessels for marine renewables activities also make use of the area.

1.4.3 Minor Harbours in the North Isles

In addition to the two major harbour areas under the jurisdiction of OIC Marine Services (Harbour Authority), there are also a number of smaller piers and harbours. These are listed below (see Figure 1.2). Harbour areas for these piers extend to 1 km from the end of the pier, with the exceptions of Westray Rapness Terminal and Sanday Loth Terminal, where the harbour limit is 500m from the end of the pier.

<ul style="list-style-type: none"> • Rousay Trumland Pier and Terminal; • Westray Pierowall Harbour & Marina; • Westray Rapness Terminal (500m); • Egilsay Pier and Terminal; • Evie Tingwall Terminal; • Wyre Pier and Terminal; • Stronsay Whitehall Pier and Terminal; 	<ul style="list-style-type: none"> • Stronsay West Pier; • North Ronaldsay Nouster Pier; • Eday Backaland Pier and Terminal; • Sanday Loth Terminal (500m); • Papa Westray Moclett Pier; • Sanday Kettletoft Pier.
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Activities at these smaller piers are largely associated with regular inter-island ferry traffic and small commercial vessels, including salmon farm workboats and fishing vessels. Small coastal cargo vessels may occasionally visit the larger piers.

1.4.4 St Margaret's Hope Pier

A Trust Port also exists at St Margaret's Hope (see Figure 1.2).

The St Margaret's Hope Pier Trustees have authority of the marine area lying within nine hundred yards of any part of the pier. As such, the Trustees have responsibility for any required dredging works and the installation and maintenance of Aids to Navigation to ensure safe local navigation in the approaches to the St Margaret's Hope pier. The requirements for Aids to Navigation are as directed by the Northern Lighthouse Board (see Section 4.3). Consent for marine works is however required from OIC as the SHA prior to any undertaking.

1.5 Safety Policy

1.5.1 OIC Health and Safety Policy

OIC has a Health and Safety Policy under the Health and Safety at Work Act 1974. This policy is supported by Service health and safety policies, which detail the organisation and arrangements in force within each Service to ensure that the aims of the OIC policy are met.

The OIC Health and Safety Policy details the responsibilities and organisation of health and safety management within the Chief Executive's division. It also sets out the responsibilities of the Heads of Service (including the Harbour Master). These responsibilities include: -

- Preparation and revision of a Service's Health and Safety Policy;
- Setting out of the organisation within their Service through which the policy will be implemented;
- Setting out the arrangements to meet the aims listed in their Service's Health and Safety Policy;
- Ensuring that adequate resources are made available to enable implementation of the Service's Health and Safety Policy;
- Visible demonstration of commitment to achieving a high standard of health and safety performance and development of a positive attitude to health and safety among employees;
- Implementation of health and safety management systems within their Service, which will ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary to eliminate or control the risks;
- Assisting the OIC's Safety Officer to prepare an annual report evaluating the health and safety of each Service;
- Developing Event Management and Event Safety Plans as appropriate.

The OIC Health and Safety Policy also sets out responsibilities for employees. All employees are expected to co-operate in the implementation of the OIC's Health and Safety Policy by: -

Acting in the course of their employment with due care for their own safety and that of others who may be affected by their acts or omissions at work;

Co-operating as far as is necessary, to enable the Council to perform any duty or to comply with any requirements, as a results of any health and safety legislation which may be in force; and

Using correctly all work items provided by the Council in accordance with the training and the instructions they receive to enable them to use the items safely.

1.5.2 OIC Marine Services (Harbour Authority) Health and Safety Policy

OIC Marine Services (Harbour Authority) as a Service within OIC has in place a number of policies relating to health and safety management (see Appendix 3), in line with the requirements of the OIC Health and Safety Policy. These are: -

- Health and Safety Policy;
- Alcohol and Drug Abuse Policy;
- Environmental Policy;
- Enforcement Policy
- Social Media Policy.

OIC Marine Services (Harbour Authority) policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose.

OIC Marine Services (Harbour Authority) recognises that accident prevention is the responsibility of every employee with high standards of behaviour and safety awareness being set and maintained.

OIC Marine Services (Harbour Authority) also accepts its responsibility for the health and safety of others that may be affected by its activities.

The allocation of duties for safety matters and the particular arrangements made to implement the policy are set out within the OIC Marine Services (Harbour Authority) Health and Safety Policy. The policy is kept up to date as changes in working practices evolve and is reviewed on an annual basis.

1.6 Legal Background

1.6.1 National and international legislation

There is a wide body of legislation applicable to the safe management of the OIC Marine Services operations. It is the responsibility of OIC Marine Services to ensure that it keeps up to date with both international and national legal requirements as appropriate. Appendix 2 lists the current legislation applicable to safety and environmental management for all harbour authority operations. The PMS Manager updates this list periodically as new or amended legislation is introduced in line with other document control procedures described in [SOP-01-001](#).

1.6.2 Byelaws and Directions

OIC has powers under the Local Government (Scotland) Act 1973 and Section 46 of the Orkney County Council Act 1974 to make Byelaws empowering them to regulate activities within the OIC Marine Services harbour areas. Powers conferred may include enforcement and penalties. Byelaws are the OIC Marine Services (Harbour Authority) principle statutory tool for the management of their harbour areas and the regulation of vessels operating within these areas. Byelaws fall between the basic powers given to the SHA by general harbour legislation and the executive powers of the Harbour Master and their deputies to give Directions (see below).

In addition to powers to make general byelaws, OIC also has powers under the Dangerous Substances in Harbour Areas Regulations 1987, to make byelaws with respect to the control of dangerous substances.

In addition to the power to make Byelaws, OIC has powers under Section 40 of the Orkney County Council Act 1974 to make General and Special Directions.

Byelaws and Directions are kept under regular review to ensure they remain fit for purpose in changing circumstances. Additional powers that may be required will be achieved through amendment of existing instruments or issue of new instruments as appropriate. By the same token, redundant or obsolete legal powers may be removed. A process of consultation is required for amendment and issue of new Byelaws and General Directions. Special Directions may be made at any time.

Requirements of these statutory instruments are defined by on-going risk assessments undertaken as part of the Marine Safety Management System (see Section 2).

Byelaws and Directions currently in force include: -

- OIC Orkney Harbour Areas General Byelaws 1977;
- The Orkney Harbours (Liquefied Gases) Byelaws 1978;
- The Orkney Harbours (Petroleum) Byelaws 1980;
- OIC Harbour Areas (Vehicles) Byelaws 1984;
- Orkney Pilotage Directions 2023

1.6.3 Enforcement

The Orkney County Council Act 1974 and the OIC Marine Services Harbour Areas General Byelaws 1977 provide OIC with a number of enforcement powers.

Failure to comply with any General Direction or Special Direction is an offence under the Orkney County Council Act 1974 and may be liable to a fine. Contravention of the OIC Marine Services Harbour Areas General Byelaws 1977 is also an offence and liable to a fine on summary conviction.

Where a vessel fails to comply with a General Direction or Special Direction, Section 44 of the Orkney County Act 1974 gives OIC Marine Services (Harbour Authority) powers to put persons aboard the vessel to carry out the Direction or to cause the vessel to be handled in accordance with the Direction.

OIC Marine Services undertakes regular harbour patrols in order to maintain a presence within the harbour areas and to undertake pollution and shipping surveys (see Section 5.9). A presence is also maintained in the Stromness and Kirkwall Harbour areas by shore staff.

Compliance monitoring is included in performance monitoring, objectives and targets (see Section 3.1).

1.7 Consultation Process

An Enforcement Policy for the SHA was agreed and signed by the Duty Holder on 3 March 2015 (see Appendix 3).

The OIC Marine Services (Harbour Authority) Marine Safety Management System has been developed through a process of risk assessment and consultation. Consultation is an ongoing process and the following groups and organisations were involved in the development of the Marine Safety Management System: -

- OIC Marine Services personnel;
- Flotta Oil Terminal;
- Shipping companies (including tankers);
- Cruise companies;
- Shipping agents;
- Stevedoring services;
- Other commercial workboats and service providers;
- Ferry operators;
- Towage companies;
- STS operators;
- Fishing industry;
- Salmon farm industry;
- Dive charter vessels;
- Recreational users;
- Marinas.

In order to facilitate ongoing consultation, a number of user groups have been established; these groups meet on a six or four monthly basis, and include: -

- User Groups (As required from the list above)
- Health and Safety Committee;
- Orkney Marine & Environmental Protection Committee;
- Port Security Committee;

A list of all harbour users for consultation purposes is provided in Appendix 1, and this is periodically up dated by the PMS Manager.

1.8 Interface with other Documents

The OIC Marine Services (Harbour Authority) Marine Safety Management System interfaces with a number of other documents, in particular with safety management systems maintained by other operators (e.g. Towage and Ferries) and commercial marine operations within the OIC Marine Services areas (e.g. Flotta Oil Terminal). These plans will dovetail to the OIC Marine Services (Harbour Authority) Marine Safety Management System where their operations overlap with port marine operations, in which OIC as duty holder has overall responsibility.

OIC Marine Services (Harbour Authority) Marine Safety Management System also interfaces with a number of other Plans (see Section 10.2), in particular: -

- OIC Marine Services Oil Spill Contingency Plan;
- OIC Marine Services Harbours Emergency Plan;
- OIC Marine Services requirements under the ISPS Code.

- Vessel Safety Management Systems produced under the ISM Code.
- OIC Emergency plans
- OIC Marine Services Business Continuity Plan

1.9 Document Review and Control Procedures

This Marine Safety Management System, the associated Standard Operating Procedures (SOPs) and Standard Forms (SF) are controlled documents ensuring that the contents are accurate, current and valid and that the most recent information is available to the relevant personnel.

The reference documents are held on the Marine Services computer server under the control of the Port Marine Safety and Counter Pollution Manager. The latest version of the documents are published on the Marine Services website www.orkneyharbours.com under the Port Services – General tab.

The Marine Safety Management System and its supporting policies and documentation will be reviewed annually by Senior Management, every three years by the Duty Holder and every 5 years or when there is a major change in operations, whichever is the soonest.

The document control procedure is described in [SOP-01-001](#).

2 Risk Management

2.1 Definitions

This section provides definitions for some commonly used terms in safety management.

Hazard	Something that has the potential to cause harm including: <ul style="list-style-type: none">• Ill health and injury;• Damage to property, plant, products or the environment;• Interruption to operations or increased liabilities.
Risk	Is a combination of frequency of occurrence of a hazard and its consequences. For example, an occurrence could have little consequence but occur frequently. This therefore has a high risk. Likewise another type of incident could occur infrequently, but as the consequence is major, the risk is also high.
Risk Assessment	Assessing the risks, which may arise from hazards?
Risk Control	Deciding on suitable mitigation measures to eliminate or control risks.
ALARP	As Low as Reasonably Practical. A risk that has been reduced to ALARP corresponds to the concept of tolerable risk.

2.2 Risk Assessment Process

OIC Marine Services (Harbour Authority) has in place a formal system of risk assessment that enables the safe management of all its operations through identification of potential risks and implementation of appropriate risk control measures. The risk assessment, their logging and monitoring procedures are described in Standard Operating Procedure [SOP-02-001](#).

The process of risk assessment involves consultation with appropriate harbour personnel, marine services and port users as described in the risk assessment procedure.

A list of operations and locations for which risk assessments have been undertaken is provided in the SMS Monitor register.

2.3 Risk Control and Reduction Measures

Risk control measures identified by the risk assessment process are logged and prioritised for action as described in [SOP-02-001](#) and [SOP-02-003](#). Priority levels given to an item reflect the urgency of action required. Progress on implementing identified risk control measures will be kept under review by the PMS Manager through the SMS Monitor Register.

2.4 Accident, Incident and Defect reporting

OIC Marine Services (Harbour Authority) has in place an Accident and Incident reporting system. All accidents, incidents, hazardous occurrences, ship defects or notable events must be reported as described in [SOP-02-004](#) and [SOP-02-006](#).

These reports are logged and thereafter investigated in conjunction with appropriate personnel as described in [SOP-02-004](#) and [SOP-02-006](#). Following an investigation, all remedial actions identified or recommended, including any requirements for additional training or amendments of the Marine Safety Management System's policy or procedures, will be kept under review and monitored as described in [SOP-02-004](#) by the Port Safety Manager. Once all corrective actions are achieved the incident report may be closed out.

Reporting of incidents is actively encouraged in order to meet OIC Marine Services (Harbour Authority) objective of continuous safety improvement. Failure to report a safety related matter (eg, an incident or near-miss) could be a disciplinary offence.

Any incident involving a pilot or person holding a pilotage exemption certificate will have a specific investigation undertaken by the Examining Body (Section 6.9) as described in [SOP-06-006](#).

A 'Safety Circular Memo' will be produced and circulated to appropriate personnel as described in [SOP-02-004](#) following any significant incident where the follow up investigation recommends specific new safety recommendations or advise.

Accident analysis and effectiveness of any control measures will form part of the performance monitoring of the SMS as described in [SOP-03-001](#).

Some accidents due to the nature or circumstances will require further statutory reporting to external bodies or Government agencies as described in [SOP-02-005](#).

2.5 Informal / Formal Briefings

In order to encourage a culture of individual participation in safety issues, the custom of undertaking informal briefings (Tool box talks) before engaging in any operation is promoted. Depending on the frequency of operations, these talks may be daily, weekly or ad-hoc.

All STS operations will be preceded by a risk assessment or risk assessment review and a planning meeting or series of planning meetings.

Formal discussions on the Marine Safety Management System and safety issues are maintained in the agenda of an 'Annual Management Review of the Marine Safety Management System' meeting by the PMS Manager and 'Health & Safety Committee Meetings' as described in section 1.7. Safety issues are standing agenda items at the weekly operations meeting and monthly Senior Management Team meeting.

Formal tool box talks are to take place prior to commencement of Ship to Ship operations as per [SOP-07-005](#).

3 Performance Monitoring

3.1 Objectives and Targets

In order to measure its performance in safe management for all its harbour operations, OIC Marine Services (Harbour Authority) sets itself objectives and performance targets as described in [SOP-03-001](#). These objectives and targets are published along with the achievements as part of the 'Marine Services (Harbour Authority) – Annual Performance Report'.

Specific safety issues arising from the reporting system, reviews or other monitoring can be circulated to all or relevant personnel through the Safety Circular Memo system as described in [SOP-03-001](#) and discussed at 'Harbour Operations Committee Meetings' and 'Health & Safety Committee Meetings'.

3.2 Reviews and Audits

A Marine Safety Management System depends upon systematic review of performance using information from self-monitoring and from independent audits of the whole system. OIC Marine Services (Harbour Authority) has a commitment to continuous improvement and as part of this. Regular reviews and audits are undertaken of the Marine Safety Management System.

3.2.1 Reviews and Reporting

Review of the performance of the Marine Safety Management System against set standards and targets is made on an annual basis.

3.2.2 Audits

Internal audits are undertaken annually as detailed in [SOP-03-002](#). Any non-conformances are reported and acted upon as detailed in [SOP-03-003](#).

External audits are undertaken every 2-3 years as detailed in [SOP-03-002](#). External audits may be undertaken by the Designated Person (see Section 1.3.4) or another external contractor as required.

Audits may also be undertaken by those wishing to conduct operations in the OIC Harbour Areas.

3.2.3 Safety Policy

A Navigational Safety Policy and a Marine Safety Plan (see Appendix 3) have been approved by the SHA and contain details of objectives and targets to be assessed and reported on.

4 Conservancy

4.1 Introduction

OIC Marine Services (Harbour Authority) has a duty under the Port Marine Safety Code to: -

- Conserve the harbour so that it is fit to use as a port and a duty of reasonable care to see that the harbour is in a fit condition for a vessel to use it; and to
- Provide users with adequate information about conditions in the harbour.

In order to meet these duties and responsibilities, OIC Marine Services (Harbour Authority) has the following in place: -

- Survey and maintenance dredging programme;
- Inspection and maintenance programme for Aids to Navigation;
- Programme of review for navigational aid requirements;
- Maintenance of proper hydrographic and hydrological records;
- Publication of information through Admiralty Charts and Notices to Mariners;
- Pilotage service for vessels requiring compulsory pilotage (see Section 6.4).

4.2 Hydrographic Surveys and Dredging

4.2.1 Survey and maintenance dredging programme

OIC Marine Services (Harbour Authority) has in place a survey and maintenance dredging programme, the frequency of which is based on risk assessment and on-going consultation. This programme is reviewed on a 5-yearly basis.

4.2.2 Controls on dredging

OIC Marine Services (Harbour Authority) has a statutory power under the Orkney County Council Act 1974 to undertake maintenance and capital dredging within the OIC Marine Services (Harbour Authority) harbour area. A number of other statutory controls are also in place, which OIC Marine Services (Harbour Authority) complies with through OIC planning and legal departments. Consent requirements are described in [SOP-04-002](#).

4.3 Aids to Navigation

4.3.1 Northern Lighthouse Board

As a General Lighthouse Authority under the Merchant Shipping Act 1995, the Northern Lighthouse Board (NLB) has the responsibility for general superintendence and management of all lighthouses, buoys or beacons within Scottish waters. They have a duty to inspect all lighthouses, buoys, beacons and other Aids to Navigation belonging to or under the management of a Local Lighthouse Authority (LLA) and may give directions to a LLA.

Maintenance of a number of navigational marks and lights within OIC Marine Services (Harbour Authority) waters remain the responsibility of the Northern Lighthouse Board and these are listed in the Aids to Navigation (ATON) database accessed by the OIC Marine Services Technical Superintendents.

4.3.2 Local Lighthouse Authority

Under the Merchant Shipping Act 1995, OIC Marine Services (Harbour Authority) is the Local Lighthouse Authority (LLA) for the OIC Marine Services harbour areas. OIC Marine Services (Harbour Authority) has the power and responsibility to install and maintain navigational marks and lights within its harbour authority area or on harbour land.

OIC Marine Services (Harbour Authority) as the LLA may not erect, remove or change any navigational mark or light without the consent of the Northern Lighthouse Board. All approved installations or changes are notified to users and the UK Hydrographic Office through issue of a Notice to Mariners prior to any installation or change being made.

Navigational marks and lights used for general navigation remain the responsibility of the Northern Lighthouse Board (see Section 4.6.2).

4.3.3 Inspection and maintenance

All navigational marks and lights owned and maintained by OIC Marine Services (Harbour Authority) are listed in the ATON database accessed by the OIC Marine Services Technical Superintendents. These Aids to Navigation are established and maintained in accordance with the availability criteria laid down by the Northern Lighthouse Board. In order to meet these criteria, a rolling-programme of inspection and maintenance is undertaken as described in [SOP-04-003](#).

Procedures are also in place for emergency repair ([SOP-04-003](#)) and reporting of navigational aid malfunction and appropriate issue of a navigational warning ([SOP-04-004](#)).

4.3.4 Review of Aids to Navigation

Risk assessment and ongoing consultation have determined the requirement for Aids to Aids to Navigation is reviewed on a 5-yearly basis and sooner if required.

4.4 Wrecks and Salvage

OIC Marine Services (Harbour Authority) has powers under Section 252 of the Merchant Shipping Act 1995 to mark or remove wrecks or abandoned vessels, which in their opinion are, or are likely to become, an obstruction or danger to navigation. This power is exercised by use of the established risk assessment procedure ([SOP-02-001](#)) with the aim of reducing the risk to ALARP.

Procedures for marking or removal of wrecks or abandoned vessels are described in [SOP-04-005](#). Information on new wrecks is passed to the UK Hydrographic Office for marking on navigational charts for the area.

A number of known and charted wrecks exist in OIC Marine Services (Harbour Authority) harbour waters and some of these are of historic importance: -

- The remains of the German WW I High Seas Fleet lie to the north and east of Cava in Scapa Flow. These wrecks are protected under the Ancient Monuments and Archaeological Areas Act 1979. Damage to these wrecks (including anchoring) is a criminal offence.
- HMS Royal Oak and HMS Vanguard, which lie in Scapa Flow, are both recognised war graves. These wrecks are protected under the Protection of Military Remains Act 1986. The OIC Marine Services Orkney Harbour Areas General Byelaws 1977 also prohibits diving on these wrecks.

The wreck of the oil tanker 'Prudentia' lies to the north of Flotta. Diving is forbidden on this wreck under the OIC Marine Services Orkney Harbour Areas General Byelaws 1977 due to dangers these activities may impose on navigation at the Flotta Oil Terminal.

4.5 Regulation of Harbour Works

Orkney Islands Council under the Orkney County Council Act 1974, has powers to license works or dredging undertaken within OIC Marine Services (Harbour Authority) areas. This power is exercised through the Harbour Sub Committee (see Section 1.3.2). Under the Coastal Protection Act 1949, OIC Marine Services (Harbour Authority) is also a statutory consultee for any harbour works and foreshore planning applications. These considerations will not only include tidal works, but also extend to the impact of shore development height and lighting and any potential interference with navigational lights or marks.

As part of this process, full consultation will take place with Marine Scotland, directorate for the Scottish Government for marine and fisheries issues in Scotland.

The Port Marine Safety Code requires that in the exercising of these responsibilities, OIC Marine Services (Harbour Authority) should give full consideration to the safety of navigation.

Conditions may be placed on tidal works licences, including the requirement to place navigational marks as required by the Northern Lighthouse Board. Planning consents for onshore developments may also include conditions to safeguard navigational safety.

4.6 Promulgation of Information

4.6.1 Publication of navigational information

Navigational information including (but not limited to) water depth, navigational hazards, harbour works (including marine fish farming developments), navigational lights and marks are published in a range of publications including Admiralty charts, relevant sailing and in Notices to Mariners.

The UK Hydrographic Office is notified of any permanent or temporary change in navigational marks and hazards for appropriate publication.

4.6.2 Navigational warnings

If OIC Marine Services (Harbour Authority) becomes aware of any navigational hazard that is not presented on marine charts or other published navigational information, it will, having verified any reports received, publish a suitable warning through issue of a Local Notice to Mariners ([SOP-04-006](#)) and during Traffic Information Broadcasts (see Section 5.5). The Notice to Mariners is distributed as per [SOP-04-006](#) and [SOP-04-007](#). Such navigational warnings may include (but not be limited to): -

- Adverse weather conditions;
- Shipping movements including STS Operations;
- Changes in charted water depths;
- Damaged or malfunctioning Aids to Navigation;
- New or amended Aids to Navigation;
- Wrecks or abandoned vessels;
- New or temporary exclusion areas;
- Works in harbour areas; and
- Miscellaneous safety warnings.

If the navigational hazard is not of a temporary nature, changes to nautical charts and published information will be made if considered necessary by the UK Hydrographic Office.

5 Management of Navigation

5.1 Introduction

The requirement for regulation of navigation has been identified through a process of ongoing risk assessment ([SOP-02-001](#)) and consultation. Navigational control measures identified are implemented through a variety of mechanisms including Byelaws, directions and Admiralty publications. Specific navigational management measures in place include: -

- Published navigation lights and marks (see Section 4);
- General directions and Byelaws;
- Recommended navigation channels;
- Port control and Vessel Traffic System (VTS);
- Traffic warnings;
- Pre-arrival notices of vessels that trade to sea;
- Special directions;
- Port Passage Planning;
- Requirement for compulsory pilotage of certain vessels.
- Tug Escort and Towage.
- Pilotage requirements.

These are described in more detail in the following sections.

5.2 General Directions and Byelaws

5.2.1 General directions

General directions, following appropriate consultation (see Section 1.7) may be issued to give general instructions to vessels navigating in OIC Marine Services (Harbour Authority) areas, in particular for the following purposes: -

- For designating areas, routes or channels within the harbour area which vessels are to use or refrain from using;
- For designating certain times or certain periods within which movement is permitted or restricted;
- For requiring Ship masters to provide reasonable information concerning their vessels to OIC Marine Services (Harbour Authority).
- For requiring vessels to maintain minimum equipment onboard.

General recommendations on navigation for vessels requiring pilotage when entering Scapa Flow are issued with the OIC Marine Services Tide Tables. These are published annually. Details on vessels subject to compulsory pilotage are described in the Orkney Pilotage Directions 2023.

5.2.2 Byelaws

A number of Byelaws are in place (see Section 1.6.2), which provide instructions to vessels arriving/departing and navigating through OIC Marine Services (Harbour Authority) waters.

OIC Marine Services (Harbour Authority) regularly reviews the Byelaws in order to ensure they meet the requirements for current commercial and recreational activities. Action will be undertaken to amend Byelaws to include current operating practices and to extend them to incorporate control measures identified during risk assessments and the development of this Marine Safety Management System.

5.3 Recommended Navigation Channels

Recommended navigation channels are identified for entry and departure of Scapa Flow for deep-draught vessels including tankers under pilotage and are detailed in [SOP-05-002](#). These are published on Admiralty Charts 35 and 2581, with text contained in the Admiralty Sailing Directions.

Recommendations for navigation channels are also published in the OIC Marine Services Tide Tables, which are published annually (see Section 5.2.1).

5.4 Port Control and VTS

OIC Marine Services (Harbour Authority) has a duty to regulate navigation within its harbour areas using available powers and means. This function depends on communication with port marine traffic and is known as “port control” primarily due to its typical location in a port control room or communication centre. There are a number of levels of port control operated within the OIC Marine Services (Harbour Authority) harbour areas and these are described below.

Procedures for general Marine Officer duties and recording of information are given in [SOP-05-003](#).

5.4.1 VTS information service (Orkney VTS)

The Vessel Traffic System (VTS) is installed at the Harbour Authority Building and managed from the Marine Operations Room. This enables efficient two-way communication and monitoring of traffic within the Scapa Flow and approaches, Kirkwall Bay, Wide Firth and Shapinsay Sound areas. The VTS system in use incorporates automatic vessel detection and tracking as well as the use of electronic navigation charts in addition to radar coverage. This service is manned 24 hours a day by Marine Officers qualified to V103/1 standard.

Procedures for VTS monitoring of traffic are provided in [SOP-05-001](#).

5.4.2 Secondary Harbours including Kirkwall and Stromness

The respective Pier Masters manage port control of secondary harbours within the OIC Marine Services (Harbour Authority) area (including Stromness and Kirkwall). Pier Masters issue directions for approach and mooring/unmooring within their harbour areas. Procedures for port control in these secondary harbours are described in the following procedures: -

- Kirkwall Harbour ([SOP-05-004](#));
- Stromness Harbour ([SOP-05-005](#)).

5.5 Traffic Information Broadcasts

Traffic information broadcasts are made by OIC Marine Services Orkney VTS on the pending arrival, departure or special operations or circumstances applicable to any vessel as described in [SOP-05-006](#).

Navigational information in the form of Notices to Mariners in force are included with the local weather forecast at each routine broadcast as described in [SOP-05-003](#) or at other times if circumstances require (See Section 4.6.2).

5.6 Special Directions

When communicating with vessels, OIC Marine Services Orkney VTS will in general issue navigational information to vessels within OIC Marine Services (Harbour Authority) waters. However, the Harbour Master (and his authorised representatives, which include Pier Masters, Marine Officers, Pilots and launch crews) has powers to issue Special Directions under the Orkney County Council Act 1974 if required.

Special directions may be given in any manner considered appropriate by the Harbour Master and his authorised deputies.

5.7 Pre-arrival Notices

Pre-arrival notifications are required to be submitted by vessels that trade to sea prior to arriving in any OIC Marine Services (Harbour Authority) harbour area: -

Pre- arrival security declaration and arrival info.....	SOP-11-001	SF-11-001
Prior notification arrival info.....	SOP-05-011 ...	SF-05-001
Pre - arrival waste declaration.	SOP-07-010 ...	SF-07-007

These notices should be issued by the ship's master or the appropriate shipping agent and should include as a minimum the information prescribed in the relevant SOP's and SF's.

5.8 Port Passage Planning and Guidance

The Port Marine Safety Code requires that the harbour authority's powers of direction should be used to require the use of port passage plans in appropriate cases, whether vessels are piloted or not. The procedure for port passage planning is described in [SOP-05-007](#).

The object of port passage planning and guidance is to ensure that: -

- All parties know relevant details of any particular port passage in advance;
- There is a clear, shared understanding of potential hazards, margins of safety and the ship's characteristics;
- Intention and required actions are agreed for the conduct of the port passage, including use of tugs and their availability, and any significant deviation should it become necessary.

The requirements for port passage plans has been identified by a process of risk assessment and consultation, and the following vessel types are considered to require port passage plans: -

- Vessels over 50m loa;
- All ferry traffic (internal and external) and cruise vessels;
- All bunker and coastal tankers carrying oil/gas;
- All tugs;
- All vessels engaged in towage operations.

Notwithstanding the above requirements, it is recommended that all vessels moving within the harbour areas carry out passage planning.

5.9 Harbour Patrols

OIC Marine Services pilot launches undertake periodic patrols of the Scapa Flow and Wide Firth areas for the purpose of pollution and shipping surveys. These patrols may occasionally include other remote harbour areas in the outer isles; the procedure is described in [SOP-05-008](#).

The patrol serves to ensure a visible presence of OIC Marine Services (Harbour Authority) in the Scapa Flow / Kirkwall port areas. A 24-hour harbour presence is also implemented by Pier Masters in Kirkwall and a presence between 07h00 and 19h00 by the Pier Masters in Stromness. Prior arrangement is required to facilitate a presence in Stromness outside these hours.

5.10 Recreational Users

5.10.1 General navigation

Navigation by recreational users is largely governed by the General Byelaws 1977.

OIC Marine Services (Harbour Authority) is also committed to ongoing consultation with recreational users through the establishment of a Port Users Group (see Section 1.7).

5.10.2 Event planning

Requirements for marine event planning including regattas are detailed under the General Byelaws 1977.

5.10.3 Facilities for recreational users

There are specific marina facilities for recreational boat users in OIC Marine Services (Harbour Authority) harbour areas at the following locations: -

- Kirkwall Harbour
- Stromness Harbours,
- Pierowall Harbour (Westray).

A number of seasonal yacht mooring buoys are also available in both North and South Isle locations as documented in the Ports Handbook.

5.10.4 Shore side lifesaving equipment

OIC Marine Services (Harbour Authority) owns and maintains shore side lifesaving equipment at all its piers. Shore side lifesaving equipment owned and maintained by OIC Marine Services (Harbour Authority) is listed in [SF-05-002](#).

A procedure is in place for the inspection, maintenance and replacement of shore side lifesaving equipment and this is detailed in [SOP-05-009](#).

5.10.5 Recreational diving.

A high level of recreational diving is undertaken in Scapa Flow as well as other OIC Marine Services (Harbour Authority) harbour areas including Wide Firth/Shapinsay Sound. The majority of recreational diving is undertaken through commercial dive charter vessels operating within OIC Marine Services (Harbour Authority) harbour waters.

As a general position, diving will not be permitted unless it is undertaken via a dive charter vessel. The issuing of a permit is for the purpose of controlling the location and volume of dive activity and it in no way removes the responsibility for safe diving activity from those undertaking the dive. The Harbour Authority has no competence to assess the safety, training or competence of divers and their supervisors.

OIC Marine Services Orkney Harbour Areas General Byelaws 1977 requires all diving operations in the harbour areas to have the written permission from the Harbour Master. This is in the form of a Dive Permit which is used for a maximum period of one calendar month.

Diving on wrecks is likely to be subject to other regulations that prohibit disturbance or the removal of artefacts. Further guidance is provided in [SOP-07-009](#).

The 'Diving at Work' Regulations 1997 apply to any diving operation, diver instruction or training when a financial arrangement exists, even if some of the service is provided by volunteering individuals (see Section 7.6 and [SOP-07-009](#)).

6 Pilotage

6.1 OIC Harbour Responsibilities

OIC is designated as a Competent Harbour Authority under the Pilotage Act 1987. This function is discharged through the Harbour Authority Sub Committee (see Section 1.3.1 and 1.3.2).

OIC has also appointed an Examining Body (see section 6.5.1) as described in the Orkney Pilotage Directions 2023. The Examining Body reports to OIC as the Competent Harbour Authority. This group has the responsibility for : -

- Authorisation of pilots and pilotage exemption certificates;
- Consideration of all matters relating to pilotage within the OIC Marine Services (Harbour Authority) areas and advise on their views;
- Conduct of preliminary investigations into any accidents or incidents involving vessels that at the time of the incident had an authorised pilot or a person holding a pilotage exemption certificate.

Pilotage requirements for OIC Marine Services (Harbour Authority) harbour areas have been based on operating experience and by formal risk assessment. Pilotage requirements are reviewed by risk assessment on a 5-yearly basis or sooner if there is a major operational change in vessel traffic entering and leaving the OIC Marine Services (Harbour Authority) harbour area as described in Section 2.2 or as a result of an incident involving pilotage service. Particular attention is given to any hazardous cargoes that may be carried.

6.2 Pilotage Services

Pilots are available on a 24-hour basis for all vessels entering or leaving OIC Marine Services (Harbour Authority) areas if requested and subject to payment of the published fees. Some vessel movements have compulsory requirements for pilotage (see Section 6.4).

OIC Marine Services (Harbour Authority) publishes a generic port passage plan for both Scapa Flow and Wide Firth/Shapinsay Sound. This includes information on pilotage requirements and the pilotage services available within OIC Marine Services (Harbour Authority) areas.

General procedures on pilotage are provided in [SOP-06-001](#) and port pilotage planning in [SOP - 06-004](#).

In periods of adverse weather conditions, pilotage may be suspended if authorised by the Harbour Master. The procedures undertaken in this event are described in [SOP-06-002](#). Wind Limited Operations Criteria for Scapa Flow are in [SOP-07-017](#)

6.3 Pilotage Directions and Regulations

Pilotage is a form of risk control. OIC Marine Services (Harbour Authority), through a process of risk assessment and consultation, has considered requirements for compulsory pilotage. Compulsory pilotage areas, pilot stations and requirements for compulsory pilotage are described in the Orkney Pilotage Directions 2023. Pilotage Directions cannot be waived.

OIC Marine Services (Harbour Authority) regularly reviews the Pilotage Directions in a similar way to the Byelaws, in order to ensure they meet the current requirements. Action will be undertaken to amend them to include changes in operating practices or to extend them to incorporate control measures identified during risk assessments and the continued development of this Marine Safety Management System.

6.4 Compulsory Pilotage

Requirements for compulsory pilotage are described in the Orkney Pilotage Directions 2023. These requirements have been based on operating experience and reviewed by risk assessment as part of the development of the Marine Safety Management System.

6.5 Pilot Training, Assessment and Authorisation

6.5.1 Pilot Training Syllabus

Class 1 Authorised Pilot is a career progression position, starting as Trainee Pilot and rising to Class 2 and then Class 1 Pilot, subject to completing the necessary study, training courses, supervised training runs, time-based experience and qualifying examination.

This syllabus shall provide guidance on the practical experience and training required for the Trainee Pilot to progress to class 1 Authorised Pilot in accordance with the Orkney Pilotage Direction.

Pilotage training will progress candidates from trainee status to Class 2 and then, Class 1. Such training shall be for a period of not less than six months and not more than twelve months to Class 2 and a further period of not less than six months and not more than twelve months to Class 1 unless prevented from doing so by extenuating operational circumstances.

Further information is found at Appendix 4.

6.5.3 Examining Body

OIC Marine Services (Harbour Authority) has in place an Examining Body as described in the Orkney Pilotage Directions 2023. This body has the responsibility for: -

- Setting qualifications required for pilots;
- Conducting the examination of applicants for pilot authorisations or pilotage exemption certificates under the Pilotage Act 1987;
- Peer review;
- Examining body meetings and incident investigation.

The Pilotage Directions 2023 set out a number of minimum requirements for pilots including qualifications and medical examinations. Two classes of pilot are recognised: -

- Class 1 Pilot – Unrestricted, may pilot vessels of any tonnage or size; and
- Class 2 Pilot – Limited to piloting vessels with a draught not exceeding 6.5 metres or maximum LOA 125 metres.

Pilot authorisations may also be suspended or revoked as described in the Pilotage Directions 2023.

6.5.4 Maintenance of pilot knowledge and training

OIC Marine Services pilots are required to maintain a level of knowledge on all marine operations and harbour areas, which they may be required to apply while undertaking of pilot services on behalf of OIC Marine Services (Harbour Authority). Knowledge in these areas is maintained in a number of ways: -

- In-house training.

- Bespoke Simulator training undertaken at a recognised and accredited facility every 2 years.
- Complete a Check Pilot Assessment Voyage every year.
- Man model refresher training every 2 years.

6.6 Pilotage Exemption Certificates

The OIC Pilotage Directions 2023 set out requirements for issue of Pilotage Exemption Certificates (PECs).

PECs are issued as per the requirements of the Pilotage Act 1987, as amended by the Marine Navigation Act 2013 to suitably qualified deck officers.

PECs are issued following successful examination by an individual to demonstrate competency and sufficient local knowledge. The certificate is non transferable, valid only for a maximum one year and to specific stated vessels. Annual renewal is by confirmation that the holder has achieved the necessary predetermined minimum number of trips during the preceding year, in the last five years has completed at least one assessment trip with an authorised harbour pilot and continues to hold both a valid certificate of competency and Seafarers medical certificate.

All Certificates must be renewed on the 1st September each year. If there has been a lapse in the predetermined number and frequency of trips, the Examining Board may require a PEC holder to be re-examined before a certificate is re-issued.

The Examining Body, if dissatisfied with the conduct of a PEC holder, may revoke his certificate at any time or ask him to attend further examination. These procedures are outlined in [SOP-06-005](#) and [SF-06-005](#).

6.7 Pilot Boarding

All vessels requiring use of a pilot must comply with the SOLAS Chapter V - Regulation 23 - Pilot Transfer Arrangements; this gives the requirements for pilot boarding ladders.

All pilot boarding operations should be carried out in accordance with procedures adopted in the latest MCA Code of Practice for the Safety of Small Work Boats & Pilot Boats and the UKMPA Code of Safety Practices.

Pilots should board at the relevant embarkation points unless otherwise authorised by the Harbour Master.

6.8 Pilot-Master Communications

The Pilot/master exchange is an important aspect of pilotage services provided by OIC Marine Services (Harbour Authority) and the Pilotage Act 1987 requires a certain minimum exchange of information between the master of a ship and the pilot.

The OIC Pilotage Directions 2023 set out requirements for pilot behaviour and communication with the master of the vessel. These should be based around establishing agreement on the port pilotage plan ([SOP-06-004](#)) and ensuring a clear understanding with the bridge team on its execution and any difficulties should be reported as described in [SOP-06-001](#). The pilot should conduct the navigation of the vessel in a safe and professional manner.

General requirements of pilots are described in [SOP-06-001](#).

OIC Marine Services (Harbour Authority) ensures allocation of pilots in adequate time to enable production of Port Pilotage Plans and other documentation as required.

The procedures for reporting vessel deficiencies noted by the pilot are contained in [SOP-02-006](#).

6.9 Incidents involving pilots / PEC Holders

Any incident involving pilots or PEC Holders should immediately be reported by the pilot/PEC holder involved, to the Pilotage Superintendent as per [SOP-02-004](#).

OIC Marine Services (Harbour Authority) has in place a formal incident and disciplinary procedure in the event of a marine incident involving a pilot or person holding a pilotage exemption certificate. This procedure is detailed in [SOP-06-006](#).

The Examining Body undertakes preliminary investigations of an incident involving a pilot or person holding a pilotage exemption certificate.

As recommended by the Port Marine Safety Code, masters of ships using pilot services are able to make reports of unsatisfactory performance by an authorised pilot, whether or not there has been an incident. These incidents will be investigated and the outcome reported back to the report originator or their representative as per [SOP-06-006](#).

7 Marine Services

7.1 Towage Services

OIC Marine Services (Towage Services) provides towage services. Towage services available in OIC Marine Services (Harbour Authority) areas are described in [SOP-07-001](#).

OIC Marine Services (Harbour Authority) towage policies have been based on risk assessments and consultation undertaken. The following towage guidance is in place: -

- General Towage Guidance ([SOP-07-001](#));
- Tug Escort Guidelines ([SOP-07-002](#));
- Tug Availability Guidelines ([SOP-07-003](#)).

These guidelines are generally advisory; however minimum levels of tug escort as set are mandatory.

OIC Towage Services is operating under the OIC Towage Services Safety Management System under the ISM Code which came into force in September 2002. This dovetails with the OIC Marine Services (Harbour Authority) Marine Safety Management System and ensures that the industry's minimum standards and crew competency are maintained as per STCW 95 requirements. The OIC Towage Services SMS has procedures and practices in place for the operation of tugs in restricted visibility.

Where towage services are contracted in to operate within OIC Marine Services (Harbour Authority) harbour areas, such towage operators shall have been risk assessed by the Deputy Harbour Master Marine and Safety.

7.2 Mooring at Flotta Terminal

Flotta Terminal is owned and operated by Repsol Sinopec Resources Limited who is responsible for all operations within the Terminal area, including its piers and jetties and at the SPMs. Flotta Terminal is responsible for providing personnel for safe mooring and unmooring at the Flotta Terminal jetty and SPM. OIC Marine Services (Harbour Authority) retains responsibility for overseeing the safety of all port marine operations within the OIC Marine Services (Harbour Authority) area.

[SOP-07-004](#) provides berthing procedures for mooring and unmooring vessels at the Flotta Terminal jetty or SPM.

7.3 Ship to Ship Transfers and Bunkering

The definition of bunkering is contained in SOP- 07-005.

Bunkering operations are conducted in accordance with SF-07-001.

The STS Service provider approved by OIC Marine Services (Harbour Authority) that is undertaking the ship-to-ship transfer or bunkering operation is responsible for the supervision of the ship-to-ship transfer or bunkering operation. STS Service Providers operate in OIC Harbour Areas as per [SOP-07-005](#).

Procedures for ship to ship transfer (STS) and bunkering operations should follow those set out in the ICS/OCIMF Ship to Ship Transfer Guide for Petroleum, Chemicals and Liquefied Gases. Any STS Service Provider supervising ship-to-ship transfer or bunkering operations must have in place appropriate procedures and checklists approved for use by OIC Marine Services (Harbour Authority). OIC Marine Services (Harbour Authority) will review procedures and checklists on a 2-yearly basis. The DHM Operations keeps a record of reviews undertaken and subsequent review dates.

Prior to any STS Operation a planning meeting is held to discuss and clarify operational matters. New operations will require a separate risk assessment as per SOP-02-001

OIC Marine Services (Harbour Authority) operational procedures for STS operations are detailed in [SOP-07-005](#).

7.4 Mooring and Berthing Services at OIC Harbour Piers

OIC Marine Services (Harbour Authority) do not provide mooring services other than for vessels operated by or on behalf of the Orkney Islands Council. It is the responsibility of the ship owners to provide linesmen and mooring crews as necessary for the berthing and mooring/unmooring of their vessels. All linesmen must be in sufficient numbers, properly trained and wearing the correct Personal Protective Equipment. OIC Marine Services personnel will oversee the safety of the operation and provide advice on berths available where mooring is taking place at an OIC Marine Services (Harbour Authority) owned pier.

Additional procedures are in place for mooring and unloading of import fuel tankers at Scapa and Kirkwall Piers. These are described in [SOP-07-006](#) (Scapa) and [SOP-07-007](#) (Kirkwall).

7.5 Harbour Craft and Workboats

The Port Marine Safety Code requires that harbour authorities should ensure all harbour craft, workboats and pilot launches used in their harbour areas and proceeding to sea off harbour limits comply with the Small Commercial Vessel Codes and the associated Marine Guidance Notices.

All workboats and pilot launch activities are considered through a process of risk assessment and consultation as per [SOP-02-001](#).

All pilot launches and workboats owned and operated by OIC Marine Services meet the requirements of the above Code. An inspection and maintenance log is kept by OIC Marine Services Technical Superintendents for each vessel, along with all appropriate certificates.

Contractor vessels are required to provide evidence of meeting the requirements of the 2004 Regulations prior to contract award or on an annual basis if a long-term contract is in place.

Under the OIC Orkney Harbour Areas General Byelaws 1977, the Master of a vessel underway must ensure at all times that a responsible officer is on watch and a crew on board which is adequate to comply effectively with any Byelaws or Directions given and to deal with an emergency. The Master or any other person in charge of a vessel must also hold a suitable minimum qualification appropriate for the vessel operating area, type and size of vessel. A register of all workboats is to be maintained by OIC Harbours.

7.6 Commercial Diving Operations

The Diving at Work Regulations 1997 and the appropriate approved Codes of Practice regulate all commercial diving operations within OIC Marine Services (Harbour Authority) harbour areas.

Diving at Work Regulations 1997 will apply where there is some form of remuneration involved even if some individuals within the operation maybe volunteers. Recreational diving activities are covered under Section 5.10.5.

OIC Orkney Harbour Areas General Byelaws 1977 states that no diving is permitted in an OIC Marine Services (Harbour Authority) area “except with the written permission of the Harbour Master”. This is implemented through the services of the DHM (Ops) as described in [SOP-07-009](#).

Where OIC Marine Services hires in the services of a commercial diving contractor it is responsible for: -

- Ensuring that they appoint a diving contractor who is competent to undertake the duties.
- Ensuring that the site is safe to use;
- Identifying known hazards to the diving contractor, such as tides, currents, location of underwater hazards and contaminated waters;
- Supporting the diving supervisor and diving contractor in the event of an emergency;
- Informing adjacent operations.

OIC has in place an approved dive contractor list for diving work undertaken by diving contractors on behalf of OIC and OIC Marine Services. Diving contractors wishing to be placed on this list must submit full evidence of their compliance with the Health and Safety regulations and diver qualification.

OIC Marine Services (Harbour Authority) does not directly employ any divers and is therefore not a diving contractor under the terms of the Diving at Work Regulations 1997.

Diving on wrecks is likely to be subject to other regulations that prohibit disturbance or the removal of artefacts. Further guidance is provided in [SOP-07-009](#). See also Section 5.10.5

7.7 Port Waste Management

The Merchant Shipping and Fishing vessel (Port Waste Reception Facilities) Regulations 2003 and Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) (Amendment) Regulations 2009 requires harbour authorities and port terminal operators to ensure there is provision for adequate reception facilities for ship generated waste to meet the needs of those vessels normally using the harbour or terminal.

OIC Marine Services (Harbour Authority) is committed to protecting the marine environment and in addition to the requirements under the above regulations, further arrangements have been put in place to accept waste from all other vessels such as Recreational and Fishing vessels that are outside the scope of the regulation.

OIC Marine Services (Harbour Authority) has in place, as part of its statutory obligations, a ‘Port Waste Management Plan’. This details all the port waste facilities, together with reception and data recording procedures.

Some vessels are required to submit a declaration indicating types and quantities of garbage to the Harbour Authority prior to their arrival in port. Procedures for dealing with this requirement are provided in [SOP-07-010](#).

Where appropriate, OIC Marine Services (Harbour Authority) will support or participate in new developments or initiatives to minimise maritime pollution arising from waste disposal issues affecting its port users.

7.8 Ballast Water Management (Scapa Flow)

Since the creation of the Scapa Flow Oil Port, the OIC has recognised the special circumstances relating to the marine environment of Scapa Flow and has endeavoured to ensure developments that could give rise to the potential for marine pollution have been considered in a process of risk assessment and consultation. From this, OIC has ensured that proper safeguards are established to minimise such risks to an accepted and tolerable level.

Ballast water management has been one such aspect. OIC Marine Services (Harbour Authority) has maintained a policy prohibiting the discharge of ships ballast water within Scapa Flow; unless such vessels can either access the specially provided facilities at the Flotta terminal, or can conform to the approved Ballast Water Management Policy for Scapa Flow, details of which are provided in [SOP-07-012](#). The policy is supported by a comprehensive surveillance and sampling regime by OIC Marine Services environmental staff.

This policy may need to be reviewed periodically to remain flexible and ensure that it can evolve and react to the latest aspects of environmental awareness, be consistent with any new legislation requirements and allow the best practices in marine environmental protection to be exercised.

8 Personnel

8.1 Introduction

OIC Marine Services employs a range of personnel including: -

- Management positions (Harbour Master, DHM S&S, DHM Ops, Assistant Harbour Master, Marine Superintendent Towage and Launches, Technical Superintendent, PMS Manager, Pier Operations Co-ordinator, Business Development Manager);
- Environmental Officers;
- Marine Officers (VTS);
- Pilots;
- Launch crews and coxswains;
- Pier staff and local piermasters;
- Deputy and Assistant Technical and Maintenance Superintendents, engineers and supervisors;
- Workshop technical staff;
- Administration support;
- Tug crews (directly or indirectly).
- Ferry crews (indirectly).

The Harbour Master is responsible for ensuring that personnel employed by OIC Marine Services are competent and adequately trained in order to undertake all operations on its behalf safely. This responsibility also extends to ensuring adequate personnel numbers.

8.2 Training Policy

OIC Marine Services (Harbour Authority) maintains training records for all its personnel. Training is generally in line with the National Vocational Standards for Port Personnel being developed by Port Skills & Safety Ltd. A review of each individual's training requirements is carried out at the Employee Review and Development (ERD) meeting, or at other times if new training requirements or opportunities are identified.

8.3 Qualifications and Recruitment

Each post has minimum entry qualifications/experience and qualifications/experience required for progression and these are set out in the respective job descriptions. Marine crew positions are maintained to the competency requirements issue by the Maritime and Coastguard Agency applicable for the marine craft and areas of operations.

Specific qualification and training requirements for licensed Pilots are further detailed in the Pilotage Directions 1988 (as amended 2007, 2010 & 2016).

OIC Marine Services personnel are encouraged in career progression.

8.4 Appraisals

OIC has in place an ERD scheme for appraising its entire staff, this includes OIC Marine Services (Harbour Authority) staff. The scheme procedures are detailed in [SOP-08-001](#) and should enable staff achievements to be reviewed along with any additional training requirements. Job descriptions for each post holder, including duties and responsibilities, are also reviewed and updated as necessary.

9 Health and Safety at Work

9.1 Introduction

OIC has overall responsibility for the health, safety and welfare of its personnel, including OIC Marine Services (Harbour Authority) personnel, within the terms of the Health and Safety at Work Act 1974. Responsibilities include, inter-alia, the provision of a safe system of work, appropriate supervision, training and protective equipment.

OIC Marine Services (Harbour Authority) maintains regular Operations Meetings and Health & Safety Meetings. This ensures a formal outlet exists for matters of Health and Safety to be discussed in addition to tool box talks amongst all harbour staff representatives.

9.2 Fire Regulations

A fire risk assessment has been undertaken in line with the requirements of the Fire Precautions (Workplace) Regulations 1997 as amended and the Health and Safety at Work etc Act 1974. In addition, as required by the legislation, there is a written record of the implementation of the assessments findings as well as: -

- Provision and maintenance of fire precautions necessary to safeguard users of the workplace;
- Information, instruction and training for employees about fire precautions in the workplace;
- Nominated personnel have specific roles as identified under the provisions of the fire risk assessment and employees have been consulted regarding these roles;
- A reliable and tested means to contact the emergency services; and
- The workforce is aware of its legal responsibility to co-operate with the OIC Marine Services (Harbour Authority) to ensure the premises are safe from fire and its effects and to do nothing to place them or other people at risk.

Contractors and new personnel are required to undergo a safety induction including fire precautions in place conducted by the Port Marine Safety Manager.

OIC Marine Services (Harbour Authority) Health and Safety Policy is an appendix to this document under 'Policy Statement No 1'

10 Emergency Preparedness and Response

10.1 Emergency Response Contingency Plans

OIC Marine Services (Harbour Authority) recognises that accidents and incidents may occur within its harbour area. To this end a number of emergency and contingency plans are in place that detail the actions required. This pre-planning ensures an effective and co-ordinated response in the event of an emergency.

OIC Marine Services (Harbour Authority) has a Harbours Emergency Plan in place to meet its statutory responsibilities as a Harbour Authority.

10.1.1 Dangerous Substances in Harbour Areas Regulations 1987

OIC Marine Services (Harbour Authority) has in place a Harbours Emergency Plan to meet its obligations under the 1987 Regulations. This plan has been prepared after consultation with all interested parties. Emergencies covered include: -

- Fire;
- Explosion;
- Pollution incidents;
- Collision, sinking and grounding;
- Escape of toxic gases, liquids and hazardous chemicals;
- Radioactive material;
- Harbour Authority Building emergencies; and
- Bomb threats.
- Security incidents.
- Pandemic Contingency.

This plan is reviewed on a 2-yearly basis

10.1.2 Merchant Shipping (Oil Pollution Preparedness Response and Co-operation Convention) Regulations 1998

OIC Marine Services (Harbour Authority) has in place an oil spill contingency plan for oil handling facility offering berths alongside, on buoys or at anchor, to ships of over 400 gross tonnes (GT) or oil tankers of over 150 GT. The Oil Spill Contingency Plan covers all the major and minor harbours and piers under OIC Marine Services (Harbour Authority) control.

The OIC Marine Services Oil Spill Contingency Plan requires government approval to ensure it conforms to the three tier response strategy National Counter Pollution Contingency Plan. The plan is therefore reviewed on a 5-yearly basis by the MCA or sooner if required following any major modification to harbour operations or circumstances

OIC Marine Services (Harbour Authority) holds and maintains counter pollution equipment as per the International Convention on Oil Pollution Preparedness, Response and Co-operation (OPRC) regulation requirements at various harbour properties to respond to Oil pollution incidents in line with the National Contingency plan.

The overall responsibility for responding to oil pollution incidents within the OIC Marine Services (Harbour Authority) harbour area rests with Orkney Islands Council in its capacity as SHA. The authority to act on OIC's behalf has been given to the DHM S&S in his capacity as Oil Pollution Officer.

Training has been identified and put into place to ensure staff familiarisation in equipment and response procedures. Exercises are also undertaken on a regular basis.

10.2 Interface with other Emergency Plans

Section 84 of the Local Government (Scotland) Act 1973 gives Orkney Islands Council power to take immediate action where an emergency either threatens or has occurred. To this end, Orkney Islands Council complies with the Civil Contingencies Act 2004 and the Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005, and has in place Major Emergency Procedures, which describes the roles, responsibilities and resources available to deal with a major emergency, with which the OIC Marine Services (Harbour Authority) emergency plans should be consistent.

10.3 Training and Exercises

OIC Marine Services (Harbour Authority) training and exercise strategy has been designed to ensure effective implementation of its emergency plans as described above. Training has been identified and implemented as required for each post holder to ensure staff familiarisation with equipment and procedures in the event of an emergency.

Exercises are also undertaken on a regular basis. These are either paper exercises to verify communication procedures, table-top exercises to test procedures in a controlled manner or operational exercises involving deployment of personnel equipment and materials. On completion of each exercise, an evaluation is conducted to examine any deficiencies that may have been identified in the emergency plans. This allows revisions and amendments to be made to improve the effectiveness of these plans.

[SOP-10-001](#) details the procedures for responding to emergencies together with training and exercise programmes.

11 Port Security

11.1 Introduction

11.1.1 International Ship and Port Facility Security Code.

The ISPS code was developed through International co-operation to enhance maritime security as a result of increased international terrorism in recent times where transportation and its facilities have been targets. The Code based on a three tier level of security threat and corresponding counter measures. This code came into force on the 1st July 2004 and was incorporated in the Ship and Port Facility (Security) Regulations 2004, as amended.

These regulations apply to the following types of ships engaged on international voyages, and to ports and terminals that handle such vessels: -

- Passenger ships, including high-speed passenger craft.
- Cargo ships, including high-speed craft of 500 gross tonnage and upwards
- Mobile off-shore drilling units
- Ship-to-ship transfers
- Port facilities serving such ships engaged on international voyages.

The following Orkney port facilities are presently covered by the regulations: -

- Kirkwall Harbour,
- Hatston Pier,
- Stromness Harbour, including Coplands Dock
- Scapa Flow (including Scapa Pier and Lyness Pier)

OIC Marine Services (Harbour Authority) has in place a Port Facility Security Plan (PFSP) covering these ports and their associated security measures. This plan was developed based upon Port Facility Security Instructions and guidance as issued by Department for Transport, Maritime Security and Resilience Division (formerly TRANSEC).

The PFSP receives government approval by Department for Transport Maritime Security and Resilience Division prior to implementation. They also carry out inspections and intermediate verification during the plans five year rotation.

Flotta Oil Terminal within Scapa Flow is not covered by the OIC Marine Services (Harbour Authority) PFSP. Whilst the terminal still falls within the scope of the security regulations these apply to the terminal operators and therefore in this case is the duty of operators (Repsol Sinopec Resources Sinopec Energy UK Limited), with joint co-operation between the terminal operators and OIC Marine Services (Harbour Authority).

Further enhancement of these maritime security regulations through EU directive 725/2004 requires further specific security measure to be in place for the following.

- Class A passenger ships on domestic shipping routes / 1st July 2005.
(Applicable to the Ferry Route.....Lerwick/Hatston/Aberdeen)
- Class B, C, D passenger ships on domestic shipping routes / 1st July 2007.
(Applicable to the Pentland Firth Ferry Routes.)

The relevant security requirements for this are covered within the port's security plan.

11.2 Pre-arrival Security Notification

Vessels arriving from international destinations and to which these regulations apply are required to provide the Harbour Authority with a pre-arrival notification giving specific information on security and its recent trading movements. This allows the Harbour Authority to assess the security risk and requirements of each vessel including port access denial. This procedure is described in [SOP-11-001](#).

11.3 Operational Security

The regulations require the appointment of a 'Port Facility Security Officer' (PFSO). This position is assigned to the Deputy Harbour Master S&S or his deputy PFSO's who have responsibility to maintain the 'Port Facility Security Plan'; and to liaise with Ship Security Officers on board vessels and other harbour staff to establish clear understanding on security measures as necessary during a vessel's port visit.

Specific security measures and procedures applicable to the varying operational needs and requirements are described within the PFSP.

Security awareness is now part of daily routines of all OIC Marine Services (Harbour Authority) employees. Reporting suspicion on any security matter is covered by [SOP-11-002](#).

Where the control of individuals or vehicles within designated restricted areas is deemed necessary, OIC Marine Services (Harbour Authority) has procedures for the use of a pass system; this procedure is covered by [SOP-11-003](#). Where necessary, security personnel from accredited companies are contracted to provide security services for port / pier operations.

11.4 Training and Exercises

Security Exercises will be carried out at regular intervals to test procedures and responses. Training of personnel with security duties will be carried out as necessary in accordance with the regulations.

Internal reviews of the PFSP will take place every six months or sooner if changes are necessary following exercises. The plan will also be audited annually.

Appendix 1 List of Port Users (including but not limited to)

Fendercare Marine Ltd
Safe STS Ltd
John Jolly Shipping Agents
GAC
Global Energy
Graypen Ltd
Teekay Marine
Green Marine
Prosafe
Scot renewables
EMEC
Small boat operators
 MV John Jolly
 MV Charles Anne
 MV Reggie
Northern Lighthouse Board
Repsol Sinopec Resources Limited
Orkney Ferries Ltd
Orkney Island Council Towage Services
Streamline Shipping Group Ltd
Pentland Ferries Ltd
Serco NorthLink Ferries Ltd
RNLI Kirkwall, Longhope, Stromness
Orkney Fisheries Association
Orkney Fishermen's Society
Orkney Marina Group
Orkney Sailing Club
Orkney Rowing
Stromness Sailing Club
Orkney Sea Anglers Association
Individual dive charter vessel operators
Leask Marine Ltd
Scotmarine Ltd
Orkney College Department of Maritime Studies

Appendix 2 Register of Legislation

The following legislation, *inter alia*, have been utilised and/or consulted in the compilations of the Byelaws, Directions and Marine Safety Management System for the OIC Harbour Authority:

- Harbours, Docks and Piers Clauses Act 1847
- Harbours Act 1964
- Pilotage Act 1987
- Merchant Shipping Act 1995
- Conservation (Natural Habitats &c) Regulations 1994 (SI 1994 No 2716)
- Town and Country Planning Act 1990
- Marine Guidance Note MGN 458 [M+F] “Accident Reporting and Investigation”
- Natural Environment and Rural Communities Act 2006.
- Civil Contingency Act 2004 (Contingency Planning) Regulations 2005 (SI 2005/2042)
- Local Government Act 1972
- Marine Safety Act 2003
- Dangerous Vessels Act 1985
- The Dangerous Substances in Harbour Areas Regulations 1987 (SI 1987 No 37)
- The Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations (SI 1998/1056)
- The Merchant Shipping (Vessel Traffic Monitoring and Reporting Requirements) Regulations 2004 (SI 2004 No 2110)
- Railways and Transport Safety Act 2003
- Guidelines for voyage planning IMO Resolution A.893(21) adopted on 25 November 1999
- IMO International Convention for the Control and Management of Ships' Ballast Water and Sediments (BWM) – when in force.

Appendix 3 OIC Marine Services (Harbour Authority) Policy Statement List

- Health and Safety Policy
- Drug and Alcohol Abuse Policy
- Environmental Policy
- Social Media Policy
- Navigational Safety Policy
- Enforcement Policy
- Marine Safety Plan

Appendix 4 – Pilots Training Syllabus

PILOTS' TRAINING SYLLABUS

1.0 Introduction

Class 1 Authorised Pilot is a career progression position, starting as Trainee Pilot and rising to Class 2 and then Class 1 Pilot, subject to completing the necessary study, training courses, supervised training runs, time based experience and qualifying examination.

This syllabus shall provide guidance on the practical experience and training required for the Trainee Pilot to progress to class 1 Authorised Pilot in accordance with the Orkney Pilotage Direction;

Pilotage training will progress candidates from trainee status to Class 2 and then, Class 1. Such training shall be for a period of not less than six months and not more than twelve months to Class 2 and a further period of not less than six months and not more than twelve months to Class 1 unless prevented from doing so by extenuating operational circumstances.

2.0 Overview

Trainee Pilots will commence training on both Class 1 and Class 2 vessels from the outset. Trainees shall understudy the authorised class 1 pilots for the duration of the training period(s). All training trips shall be accompanied by an Authorised Pilot or PEC holder (where appropriate) until qualified on each class of vessel.

Trainee Pilots will be appraised through continual practical assessments by the Authorised Pilots, followed by formal oral examination for each pilotage class by the Pilotage Examination Body (PEB)

The Authorised Pilots will assess the Trainee Pilots' progress and competence and provide feedback on completion of each pilotage act. The Authorised Pilots will liaise monthly with the PEB or Deputy Harbour Master - Operations regarding progress and readiness for examination.

Training will be conducted on all parts of the Pilotage, including, but not limited to:

- Embarkation and disembarkation
- Sea survival skills
- Radio telephony
- Passage planning
- Hydrography of the CHA areas
- Hydrology and tidal flow of the CHA areas
- Harbour berths, including types and restrictions
- Predominant vessel types, including manoeuvrability, control and propulsion systems
- Ship handling with particular reference to the prevailing weather conditions
- STS operations
- Tug operations using OIC harbour tugs
- Towage operations other than OIC harbour tugs
- Berthing and mooring
- Charting
- Meteorology, including prevailing conditions
- Bridge team management
- Pilot / Master relationship
- Marine Services standard operating procedures (SOP)

- Incident Reporting
- VTS Operations

Due to the sporadic nature of shipping, a formal rota is incompatible with achieving the training goals in the timeframe. Therefore the Trainee Pilot is expected to manage their own workload and prioritise their training trips whilst ensuring that they are properly rested and working safely. To this end, it may not always be practicable to attend every vessel movement.

Trainee Pilots are advised to ensure they attend any pilotage operations that may not be listed in this syllabus that would be beneficial for their training and development, in particular those operations involving towage or vessels with unusual handling characteristics. This also applies to vessels not requiring a pilot but would still be of benefit to the trainee's development.

3.0 Familiarisation

Prior to commencing live pilotage training the Trainee Pilot shall be familiarised with OIC Marine Services pilotage operations. As a minimum, the familiarisation process shall include but not be limited to;

- Issue, donning and correct use of PPE
- Introduction to duty Authorised Pilot(s)
- Issue of pilotage equipment and documentation to be carried
- Introduction to duty VTS Operators and current vessel movement status
- Duty call roster system
- Introduction to duty pilot launch and crew
- Emergency recovery procedures and equipment on pilot launch
- Safe embarkation and disembarkation by pilot ladder by way of instruction and practical exercise

4.0 Class 2 Authorisation

Authorised to Pilot vessels not exceeding 125m LOA and 8.0m Draft – Not including STS operations involving the use of tugs

4.1 Class 2 Training Trips – Pilotage

Location	Vessel Type	Trips In	Trips Out
Flotta Jetty	Any	15	15
Hatston	Class 2	12	12
Kirkwall	Class 2	6	6
Stromness	Class 2	8	8
STS Operations	Any	6	6
Scapa Pier	Class 2	6	6
Other Berths / Anchorages	Class 2	10	10

The Trainee Pilot will observe the Authorised Pilot until sufficiently familiar with the operation(s) to pilot the vessel under supervision. They may routinely observe throughout the training period as their skills develop. A minimum of 70% of each of the above acts of pilotage must be carried out by the Trainee Pilot under the supervision of an Authorised Pilot

30% of the STS and Flotta tanker movements shall be carried out during the hours of darkness

The PEB may review and adjust the above tripping requirements based on the Trainee Pilot's previous experience, local knowledge, performance and competence demonstrated during the training period.

Any additional Class 1 activities undertaken during the Class 2 training period will be encouraged and taken into consideration when preparing for the Class 1 qualification but will not, in the first instance, reduce the tripping requirements for examination as a Class 1 Pilot.

4.2 Class 2 Training Trips – Other

Vessel / Location	Minimum Trip Requirement
Orkney Towage - Tugs	1 x trip with each Tug Crew 1 x Flotta Jetty moor and 1 x Flotta Jetty departure 2 x STS moor and 2 x STS split 2 x active escort 2 x passive escort
Northlink Ferries - Stromness	2 x return trips on each route (Hoy Sound and Gutter Sound)
Northlink Ferries - Kirkwall	2 x arrival and 2 x departure
Pentland Ferries - SMH	2 x Return Trips

Ferry trips may be carried out in conjunction with PEC check trips with an Authorised Pilot

4.3 Class 2 Training Trips – Optional

Vessel / Location	Trip Requirement
Orkney Ferries – Stromness	1 return trip on Graemsay / Hoy route
Orkney Ferries - Kirkwall	1 return trip on Shapinsay route

4.4 Class 2 Pilotage Exam

Once the PEB is satisfied the Trainee Pilot has met the all the required standards they will be required to pass a formal oral examination with the PEB covering all aspects of Class 2 pilotage within the Competent Harbour Authority areas

The Class 2 exam may include but not be limited to;

4.4.1 Ship Handling

- Pilotage and Passage Planning
- Safe Speed
- Berthing and Un-berthing
- Effects of Wind and Tide
- Embarking and Disembarking
- Master / Pilot Exchange
- Orkney Harbour Tugs – capabilities and limitations

4.4.2 Local Knowledge

- Tidal Streams
- Recommended Routes
- Passage Planning
- Aids to Navigation
- Berth details and limitations
- Anchorage details and limitations
- CHA Area and limits including Pilot Stations
- Hazards

4.4.3 Legislation and documentation

- Pilotage Act
- Orkney Pilotage Direction

- OIC Harbour Authority Marine Safety Management System
- Standard Operating Procedures
- Orkney Harbour Byelaws
- OIC and Marine Services Management Hierarchy
- Port Marine Safety Code
- The Embarkation and Disembarkation of Pilots – Code of Safe Practice
- M Notices, MAIB reports and Statutory Instruments relating to pilotage and navigation in confined waters
- Navigation Warnings
- Harbour Master’s Authority

4.5 Qualification as Class 2 Authorised Pilot

On successful completion of the formal oral exam the Trainee Pilot will be issued with formal authorisation as a Class 2 Pilot for the Orkney Harbour Area

Upon authorisation the Class 2 Pilot will commence duty periods on the pilots duty rota. To gain maximum unassisted pilotage experience; when “on duty” the Class 2 Pilot will be expected to be first call for any Class 2 movements. However, this shall not compromise their hours of rest, or any Class 1 training trips.

5.0 Class 1 Authorisation

Authorised to Pilot vessels of any tonnage, type, or size.

5.1 Class 1 Training Trips – Pilotage

Location	Vessel Type	Trips In	Trips Out
Flotta Jetty	Class 1	15	15
Hatston	Class 1	12	12
STS Operations	Class 1	12	12
Kirkwall Bay Anchorage	Class 1	10	10
Scapa Flow Anchorage	Class 1	10	10

The Class 2 Pilot will observe the authorised Class 1 Pilot until sufficiently familiar with the operation(s) to pilot the vessel under supervision. They may routinely observe throughout the training period as their skills develop. A minimum of 70% of each of the above acts of pilotage must be carried out by the Class 2 Pilot under the supervision of an authorised Class 1 Pilot.

30% of the STS and Flotta tanker movements shall be carried out during the hours of darkness

5.2 Manned Model Training

Advanced Manned Model Training – Southampton should be completed prior to sitting the Class 1 Pilotage exam

5.3 Class 1 Pilotage Exam

Once the PEB is satisfied the Trainee Pilot has met the all the required standards the Class 2 Pilot will be required to pass a formal oral examination with the PEB covering all aspects of Class 1 pilotage within the Competent Harbour Authority areas.

The Class 1 exam may include but not be limited to;

5.3.1 Ship Handling – Class 1 Vessels

- Pilotage and passage planning
- Berthing and un-berthing

- Wind loading and tidal effects
- Weather criteria and operational limits
- Anchoring
- STS operations
- Emergency response
- Deployment and use of tugs for manoeuvring, direct and indirect towing

5.3.2 Local Knowledge

- Tidal streams
- Recommended routes
- Class 1 vessel berth details and limitations
- Anchorages
- CHA area and limits including pilot stations and alternative boarding and disembarkation options
- Hazards and shoal ground

5.3.3 Legislation and Documentation

- Pilotage Act
- Orkney Pilotage Direction
- OIC Harbour Authority Marine Safety Management System
- Standard Operating Procedures
- Orkney Harbour Byelaws
- OIC and Marine Services Management Hierarchy
- Port Marine Safety Code
- M Notices, MAIB reports and Statutory Instruments relating to pilotage and navigation in confined waters.
- Navigation Warnings
- Harbour Master's Authority

5.4 Qualification as Class 1 Authorised Pilot

On successful completion of the formal oral exam the Trainee Pilot will be issued with formal authorisation as a Class 1 Pilot for the Orkney Harbour Area.