



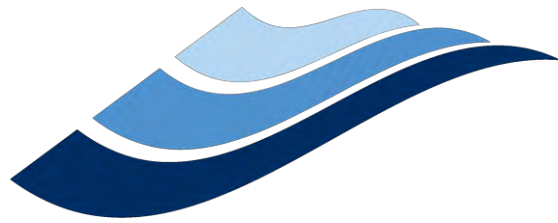
ORKNEY ISLANDS COUNCIL
Harbour Authority

SAFETY MANAGEMENT SYSTEM

Standard Forms

**Controlled Document
(Uncontrolled when printed)**

Revision 7.2



ORKNEY ISLANDS COUNCIL
Marine Services
HARBOUR AUTHORITY • TOWAGE SERVICES • FERRY SERVICES

Standard Forms

- SF-02-001 Risk Assessment Work Sheet
- SF-02-002 Commercial Diving Operations Permit
- SF-02-003 Recreational/Leisure Dive Permit
- SF-02-004 Vessel Hot Work Permit
- SF-02-005 Permit to Work
- SF-02-006 SMS Reporting Form
- SF-02-007 Action Identification Form
- SF-03-003 Audit Recording Form
- SF-05-001 Prior Arrival Notification Report
- SF-05-002 VTS Operators Log
- SF-05-003 Non AIS Log
- SF-05-004 Oil Pollution Report (Polrep-OPRC Plan)
- SF-05-005 PEC Log
- SF-05-008 Launch Inspection Report Form
- SF-06-001 Port Pilotage Briefing Document
- SF-06-005 Assessment & Re-Assessment of PEC's
- SF-07-004 STS Information Card
- SF -07-001 Bunkering Check List
- SF-07-005 Pre STS Meeting Form
- SF-07-006 Change of Vessel Berthing Arrangements
- SF-07-007 Pre-Arrival Ship's Waste Notification Report
- SF-07-008 Ships' Ballast Water Discharge Request Form
- SF-07-009 Ballast Water Reporting Form
- SF-11-001 Pre-Arrival Security Information Request

[illegible]

Harbour Authority Building • Scapa • Orkney • KW15 1SD

Email: harbours@orkney.gov.uk • Tel: 01856 873636 • Website: www.orkneyharbours.com

COMMERCIAL DIVING OPERATIONS PERMIT TO WORK AT OR ADJACENT TO ANY ORKNEY HARBOUR AUTHORITY PIER OR FACILITY

PART 1 – REQUEST TO DIVE

This form must be completed for all commercial diving operations, such as maintenance, ship repair, inspection, survey and commercial fishing related diving, which are planned to take place at any Orkney Harbour Authority pier or facility or within the Orkney Harbour Area.

To: Harbour Master, Orkney Islands Council Harbour Authority

From:

Address:

HSE Registration No:

Copy to local Pier Master.....

PART 2 – SCOPE OF WORKS

Location: Lat/Long or berth or shore Facility.....

Client:

Description of Work including any vessels involved:

.....

PART 3 – PERSONNEL

Position	Name	HSE Diving Certification Number	Medical Certificate Number	Medical Certificate expiry Date
Supervisor				
Diver 1				
Diver 2				
Diver 3				
Diver 4				
Diver 5				
Other				
Other				

PART 4 – HEALTH & SAFETY

1. Has a risk Assessment been carried out to identify Risks and Hazards related to project? Yes/No
2. Is there a Diving Operations Scope of Works available/attached Yes/No
3. Communications – Marine VHF Channel..... Yes/No
4. Signals – Display Notices and “A” Flag Yes/No
5. Safety Vessel in attendance if working on the Quay edge Yes/No
6. Has the local Pier Master been informed/contacted.....? Yes/No
7. Where diving work includes working within 10 metres of vessel propulsion or ship’s side suction, then the Master or Operator must sign this Certificate to ensure that no inadvertent operation of machinery takes place whilst diving operation in progress. This applies to vessels being dived on and to vessels adjacent to the dive location.

Vessel: Master:
Adjacent Vessel..... Master.....
Adjacent Vessel..... Master.....

PART 5 – EXECUTION & AUTHORISATION

DIVING SUPERVISOR

1. I hereby request authorisation to carry out the operations detailed in Part 2 above.
2. I confirm that work will be carried out in accordance with the Diving Operations Scope of Works attached/available, and in compliance with HSE Diving at Work Regulations 1997, the HSE Commercial Diving Projects Inland/Inshore Approved Code of Practice, and Orkney Islands Council Orkney Harbour Areas Byelaws 1977. Particular note is given to Bylaw: 33 - *Diving within harbour area, and any others that may be applicable noting 47 – Responsibility for compliance with byelaws.*
3. I acknowledge that the responsibility for safe execution of this diving operation lies solely with me, and no responsibility devolves to the Harbour Master or his designates of Orkney Islands Council Harbour authority.

Signed: Name:

Position: Date/Time:

HARBOUR MASTER OR DELEGATE

4. I hereby grant authorisation to carry out the operations detailed in Part 2 above subject to the Diving Contractors compliance with Part 3, 4 & 5.
5. This authorisation neither accepts nor implies acceptance of any responsibility for any accident, damage or loss resulting from the use of this permit, however all reasonable precautions will be taken to control and limit the risks to the divers, including:
 - a. The VTS will always be manned by a competent person while the Permit is operational and contact between the Diving Supervisor and the Harbour Office will be established and maintained at all times
 - b. The pier Master will control movements of vessels in the vicinity and advise all arriving and departing vessels regarding the diving operations. All movements are to be reported to the Diving Supervisor prior to such movements commencing
 - c. While a Permit is operational, the Pier Master will issue instructions to all vessels in the immediate area to:
 - i. Seek the permission of the Pier Master, who in turn will consult with the dive supervisor, before re-starting their engines.

Any special caveats or conditions:

[Type here]

Signed: Name:

Position: Date/Time:

VALIDITY

6. This Permit is valid until the date & Time stipulated, or until completion of the Scope of Works as detailed in Part 2 above, whichever comes first. (max 24 Hours)

7. Validity

From:

Date Time:

To:

Date Time:

8. Completion: Diving operations now completed, and the Permit is now cancelled.

- i. Seek the permission of the Pier Master, who will consult with the dive supervisor before re-starting their engines.

Signed: Name:

Position: Diving Supervisor..... Date/Time:

[Type here]



ORKNEY ISLANDS COUNCIL

Marine Services

HARBOUR AUTHORITY • TOWAGE SERVICES • FERRY SERVICES



ORKNEY
ISLANDS COUNCIL

Harbour Authority Building • Scapa • Orkney • KW15 1SD

Email: harbours@orkney.gov.uk • Tel: 01856 873636 • Website: www.orkneyharbours.com

Recreational/Leisure Diving Permit

Request for permission to carry out recreational/leisure diving within Orkney Harbour Areas

Reason for Diving (recreational, sport, training etc.)

.....

Name of Dive Boat

Boat owner/skipper and qualification.....

Dive supervisor (if any)

.....

Dive body (club; dive company etc)

.....

Location of Dive

Start Position (if carried out from land)

Date of First Dive (please notify Marine Services of any changes)

Date of Last Dive (please notify Marine Services of any changes)

**NOTE: NO DIVING OF ANY SORT TO TAKE PLACE WITHOUT WRITTEN PERMISSION
BEING GRANTED**

**NOTE: ALL DIVING UNDER THIS PERMIT IS AT THE OWN RISK OF THOSE UNDERTAKING
THE DIVE SUPERVISORS AND DIVE BOAT COXNS/MATERS**

[Type here]

GENERAL CONDITIONS AND PRECAUTIONS TO BE OBSERVED

- This Permit is for recreational/sport/tourism/training/leisure diving only. All engineering and maintenance diving (on ships and structures) is authorised separately.
- The purpose of this Permit is to ensure water space management and to ensure that divers and their support boats are aware of all conditions associated with this permission.
- Responsibility for the safety of diving rests solely with those undertaking the dive, those supervising the dive and the dive boat skipper/owner. The Harbour Authority bears no responsibility for the safety of the dive or the competence and fitness of those engaged in diving.
- The applicant for this permit will be accountable for the conduct and behaviour of all divers on their vessel/diving under the permissions of the permit and it will be for them to ensure compliance with all laws and bye-laws, designations and protections and Historic Marine Protection Area requirements. Failure of anyone involved in the dive to so comply will result in the refusal of all subsequent permissions to dive from that vessel and/or from that applicant.
- During busy periods the Harbour authority will introduce allocated periods for dive activity on the German wrecks in order to manage the water space and to avoid excessive numbers in any area. The allocated slots are detailed overleaf and MUST be complied with when in force via VTS either before hand or on VHF Ch11. VTS may further segregate activity by wreck name.
- Any vessel or vessels directed to cease diving by Orkney VTS must do so immediately and bring all divers to the surface in a safe manner commensurate with stops after which vessels should clear the area until permitted to return.
- At all times during the operations an 'A' Flag shall be PROMINENTLY displayed.
- From time to time, dive boats will be required to display a number or letter board to assist in identification during busy periods or periods of allocated diving areas.
- Upon leaving port, the Dive Boat Skipper will notify Orkney VTS on VHF Channel 11 of dive location.
- The person or persons to whom the permit is granted and the person in charge of the craft used for the purposes of the permit shall comply with all instructions or directions given to them by Marine Services and shall keep Orkney VTS fully advised of the movements of craft used by divers. Upon leaving dive location, a Dive Boat shall report this along with destination to Orkney VTS.
- The Harbour Authority insists that all leisure divers should confirm to the dive boat skipper that they are suitably experienced/qualified/medically fit to carry out each dive.
- The Dive Boat Skipper or Dive Master/Supervisor will comply with all instructions issued by the Harbour Master.
- Dive Boats are to be suitably insured for diving activities and should carry Third Party liability insurance of at least £5 million.
- Permits will normally be issued to more than 1 month in advance.
- Local vessels may be permitted to hold permits 'general areas' for 1 month blocks. Visiting boats will only be issued with site specific permits for limited periods.
- All incidents should be reported to Orkney VTS even where a report has been made to Shetland Coastguard.

I declare that all the requirements on this permit have been satisfied and/or will be complied with, that precautions have been taken and that safety arrangements will be maintained for the duration of the diving operations, and that I/my vessel will not operate outside the stated area(s) and time(s).

Signed by the Dive Boat Skipper or Dive Master/Supervisor

Name.....

[Type here]

NOTE: FAILURE TO COMPLY WITH THE ABOVE CONDITIONS AND PRECAUTIONS WILL RESULT IN THE PERMISSION TO DIVE BEING REVOKED AND SUBSEQUENT REQUEST BEING REFUSED. THE HARBOUR MASTERS DECISION WILL BE FINAL.

Please forward this request to:

Harbour Master, OIC Marine Services, Harbour Authority Building, Scapa, Orkney, KW15 1SD.

VHF Ch 11 Telephone: 01856 873636

E-Mail: harbours@orkney.gov.uk

	Date / Time Request Received:	
Subject to the information in this request being and remaining complete and accurate and to strict adherence to the precautions specified above, <u>Permission Granted.</u>	<u>Permission Refused</u> Reason	
Authorised Person	Authorised Person	
Date	Date	

Further conditions for are provided overleaf.

FURTHER DIRECTION

- Orkney Harbour Areas General Bye-Laws 1977, subsequent Bye-Laws and any other Legislation, Rules, Notices, or Orders as shall apply should be complied with at all times.
- In the case of recreational/leisure/sport diving requests for diving on the German Wrecks, the person or persons to whom this permit is granted has 'owners' permission to dive upon the wrecks of the 'BRUMMER', 'DRESDEN' and 'COLN' only, being wrecks in the ownership of Orkney Islands Council. The owner's permission must be obtained before any other individual wrecks are dived upon. They must also bring to the attention of all divers the following information regarding the protected status of the wrecks.
- The wrecks of the 'BRUMMER', 'DRESDEN' and 'COLN' (together with the wrecks of the 'KARLSRUHE', 'MARKGRAF', 'KÖNIG' and 'KRONPRINZ WILHELM') are Scheduled Ancient Monuments, protected under the terms of the Ancient Monuments and Archaeological Areas Act 1979 and are within a proposed Historic Marine Protected Area (HMPA).

For the purposes of this Permission, it should be assumed that the HMPA is in place. This means that they can be visited without a special licence, but they must not be tampered with or touched in any way and nothing may be removed from the site. This includes any part or artefacts on the sea bed within the HMPA which extends well beyond the wrecks and down into Gutter Sound. It is a criminal offence to tamper with the wrecks in any way or remove any artefacts or other material from the wreck sites. Further advice on the scheduled wrecks can be obtained from Historic Scotland.

- The Protection of Military Remains Act 1986 (Designation of Vessels and Controlled Sites) Order 2002 (see Statutory Instrument 2002 No. 1761). This Order designates the vessels known as HMS 'ROYAL OAK', HMS 'VANGUARD' and HMS 'HAMPSHIRE' as vessels to which the Protection of Military Remains Act 1986 applies. In addition, this Order designates the places containing the remains of these vessels as Controlled Sites within the meaning of the Act. The Controlled Sites are areas within a distance of 500 metres from the HMS 'ROYAL OAK' and HMS 'VANGUARD' and 500 metres from the HMS 'HAMPSHIRE'. No diving will be permitted within these sites other than by Royal Navy/Ministry of defence divers. Any other person who interferes with the remains of the vessels in a place which is part of a Controlled Site commits an offence.
- No person or persons shall dive within 500 metres of the Flotta Terminal, the Single Point Moorings and all submarine pipelines associated with the developments on the island of Flotta or the Single Point Moorings (details of which are available from OIC Marine Services).
- Diving on the Prudentia will not be permitted.
- This permission is granted on condition that neither the Orkney Islands Council nor any of its servants or agents shall be liable to any person for any loss or damage of any kind howsoever caused or arising from the use of this Diving Permit or arising by virtue of Orkney Islands Council's ownership of the wrecks of the "BRUMMER", "DRESDEN" and "COLN" and the person or persons to whom the permission is granted shall relieve and indemnify Orkney Islands Council from and against all loss, damage, responsibility, liability, claims and expenses which may be sustained or incurred by or made upon or against them on account of or by or through the said use or the failure to comply with the conditions of this permit.
- Orkney Islands Council reserves the right to grant diving permits to such other persons at such times as it considers appropriate.
- Where allocated diving times are allocated for diving on the German wrecks, they shall be allocated as below. On site co-ordination should be on VHF Ch 8.

▪ Midnight -0800	Soft boats/RIBS
▪ 0800-1100	Hard Boats/local dive boats
▪ 1100-1400	Soft boats/RIBS
▪ 1400-1700	Hard Boats/local dive boats
▪ 1700-2000	Soft boats/RIBS

[Type here]

- 2000-midnight Hard Boats/Local Dive boats

- Where time slots are not allocated, dive vessels are to co-ordinate with each other but on the basis that the first vessel on a dive site has the right to prevent other vessels from diving in its vicinity.

How information about you will be used:

Marine Services require the information on this form to enable us to process your Dive Permit Application. All the information will then form the basis of any agreement.

The Local Government etc. (Scotland) Act 1994 is the legal basis for the Council processing your personal information. The information may be shared within the local Authority to detect and prevent fraud. For more information about how we process information, how long we retain the information, or the right to complain please contact us, visit <http://www.orkney.gov.uk/Online-Services/privacy.htm> or scan the link below using your smart phone.

If you are unable to access the Council's website or scan the link you can request a paper copy from the Council.



Harbour Authority Building • Scapa • Orkney • KW15 1SD

Email: harbours@orkney.gov.uk • Tel: 01856 873636 • Website: www.orkneyharbours.com

Hot Work Permit

Vessel/Contractor			
Port		Berth	

Is Permitted to have welding / burning / cutting / grinding on board for the purpose of ship repairs subject to the following conditions, and also to the provisions of the Orkney Harbour Areas General BYE-LAWS 1977 Part VI. Paragraph 37: *Electric Welding Plant etc.*

1. Burning or welding in any way of fuel oil tanks, cargo tanks and any other oil tank or in the way of air pipes, sounding pipes and any common bulkhead or floor leading to an oil tank, which is not gas free, or rendered inert, is prohibited.
2. Burning or welding on the outer superstructure or hull in high winds, where the carriage of sparks could endanger adjacent premises, is prohibited.
3. Vessels should ensure that a suitable fire extinguisher or other means to extinguish fire be close at hand and available at all times throughout the operation
4. It is recommended that a fire inspection of areas under repair be made one hour after cessation of any hotwork.
5. In the event of uncontrollable fire alert the fire services by dialling 999, Local Piermaster or Orkney VTS.

Description of the work:	
Location on board:	
Confirm suitable precautions have been taken to prevent fire?	
Is there safe access to the vessel?	
Area Free from Combustible Materials (Including opposite side, underneath etc.)	
All Equipment to be in good order	
Proper PPE to be worn	
Standby man to provide Fire Watch/Assistance	
Name of responsible person:	

The vessel confirms that at all times during the period of validity of the permit, the area to which the permit applies is confirmed to be in a safe condition and that regular safety checks will be carried out.

Permit Commences:		Permit Expires:	
Piermaster :		Date:	



PTW /

Project and Contract Details

Project:

Project No.

Contractor Details

Contractor Name:

Name of Supervisor:

Contact No.

Handover of Works Area from Marine Services to Contractor

Description of Works Area: (include any restrictions)

Permit Valid

Date:

Time:

Permit Valid

Date:

Time:

For Marine Services

Signature:

Name:

Position:

For Contractor

Signature

Name:

Position:

Handback of Works Area from Contractor to Marine Services

Date:

Time:

For Marine Services

Signature:

Name:

Position:

For Contractor

Signature:

Name:

Position:

Marine Services SMS Reporting Form

Form No (Office issued)	Date	MR No If applicable	SMS Reference No(s) If applicable
<div>Accident / Incident / Ship Defect / Non-Conformity / Change Request</div> <div>Section 1: Details</div> <div>Signed: Position: Date:</div> <div>Section 2: Details of Investigation / Corrective action taken or suggested.</div> <div>Signed: Date:</div> <div>Section 3: Harbour Office Investigation/Final action taken/Close out.(Action Priority Rating: 1, 2, 3, 4, 5)</div> <div>Signed: Position: Date:</div>			

OIC Marine Services SMS Reporting Form

Additional details:

Signed: _____ Position: _____ Date: _____

OIC Marine Services Action Identification Form

Action:			
Action Reference Number:			
Action Arising From:			
To be Actioned by:			
Priority Action Rating:		Deadline Date:	

Action Completion Notes

--	--	--	--

Date Complete:		Signed:	
Closed Out:		Deputy Harbour Master (Operations)	

OIC Marine Services – Internal Audit

Part 1 – Summary Sheet

Internal Audit No 01-18

Area/Task:	Section 7 – Marine Services
Location:	
Date:	
Personnel Audited:	
Summary of Audit:	
Auditor Name:	
Signature:	

Part 2 – Audit Working Sheet

Task	Procedure No	Item	Notes

OIC Marine Services Prior Notification Form

The owner, agent or master of any vessel required to comply with the Merchant Shipping (Vessel Traffic Monitoring and Reporting Requirements) Regulations 2004 (as amended) must complete this report.

The completed report must be forwarded to the Marine Operations Room at the Harbour Authority Building by one of the following methods:

E-Mail: marine.ops@orkney.gov.uk
Fax: +44 (0) 1856 873012

This report must be received at least 24 hours prior to arrival and departure* of the vessel where possible.
(* Vessels carrying dangerous or polluting goods DPG)

PRIOR ARRIVAL		<input type="checkbox"/>	PRIOR DEPARTURE*		<input type="checkbox"/>
1	Ship Name				
2	IMO Number				
3	MMSI Number				
4	Call Sign				
5	Last Port of Call			UNLOCODE	
6	Next Port of Call			UNLOCODE	
7	ETA	yyyy mm dd		hh : mm	
8	ETD	yyyy mm dd		hh : mm	
9	Persons on board	Passengers		Crew	

The following to be completed by vessels carrying dangerous or polluting goods (DPG)

10	INF Class				
11	Cargo Manifest Details (Options 1–4 define)				
Additional details as required					

Additional Information for Port Requirements

12	Arrival draught (metres)	Fwd		Aft	
13	Cargo type				
14	Cargo onboard (tonnes)				
15	Ballast onboard (tonnes)				
16	Deficiencies	NO <input type="checkbox"/>		YES <input type="checkbox"/>	
Additional details as required					
17	Contagious Illnesses	NO <input type="checkbox"/>		YES <input type="checkbox"/>	
Additional details as required					
18	Agent				
19	Date				

Orkney Islands Council
Marine Services

VTIS Operators Log

Date/...../.....

Sheet No.

[illegible]

Duty Marine Officer/s

Orkney VTS - Non AIS Vessel Movement Log

Date/...../..... Sheet No.

[illegible]

Duty Marine Officer/s

OIC Marine Services – Oil Pollution Report

OIC Marine Services - Oil Pollution Report (POLREP)

To MCA – MRCC Shetland
Copy to Agencies as required
Fax to 01595694810

INCIDENT:	
A. Classification	i) Doubtful
	ii) Probable
	iii) Confirmed
B. Date	
Time	
C. Location of the incident	
Extent of spill (m² / km²)	
D. Tide and Wind	
E. Weather	
F. Characteristics of Pollution	
G. Source and Cause of Pollution	
H. Details of vessel in the area	
J. Photographs taken?	Yes / No
Samples taken?	Yes / No
K. Remedial action taken.	
L. Forecast of likely effect	
M. Names of others informed	
N. Any other relevant information	
Name of person reporting incident	
Job title	
Details of company / organisation or address	
Call back number	

Orkney VTS – PEC Holder Movement Log

Date/...../..... Sheet No.

[illegible]

Duty Marine Officer/s

OIC Marine Services Launch Inspection Report Form

Launch Inspection Report of Vessels at Anchor in Scapa Flow

During pilot launch patrols in Scapa Flow a visual waterborne inspection of any anchored vessels may be made.

To carry out the inspection and be able to complete the report, at least one full circle of the anchored vessel will be required, this manoeuvre should be made conspicuous to the bridge of the anchored vessel.

The following items should be noted where possible:

Name of vessel?	Port of registry?
Date?	Time?
Wind speed and direction?	Sea state?
Is propeller immersed?	
Anchor, cable weight and direction? (ie port anchor/straight ahead/half weight)	
Signs of pollutants from deck scuppers or overboard discharges (streaks on hull)?	
Any pollutants/waste or debris in locality?	
Accommodation ladder or other means of access deployed?	
Personnel sighted: a) At accommodation ladder? b) On bridge? c) On deck?	
GPS Position?	Drafts?
Other Comments?	

**ON COMPLETION OF THE PATROL
REPORTS ARE TO BE DELIVERED TO THE VTS DUTY OFFICER AS SOON AS CONVENIENTLY POSSIBLE**

Marine Services - Pilotage Briefing Document

Vessel:		Date:		MR No	
From:		To:			

Passage plan discussed with Master		Pilot/Master control agreed	
Berthing or unberthing manoeuvre agreed		Pilot card sighted	
Current weather & forecast passed		Tidal information passed	

Draft Forward		Draft Aft	
---------------	--	-----------	--

Minimum expected UKC on route		Is squat a significant factor in maintaining a safe UKC ?	Y / N
-------------------------------	--	---	-------

HW at berth		LW at berth	

Minimum water depth at berth during the manoeuvre		Minimum UKC expected at berth during the manoeuvre	
Safe Working Load of bollards (SWL)			

Towage:

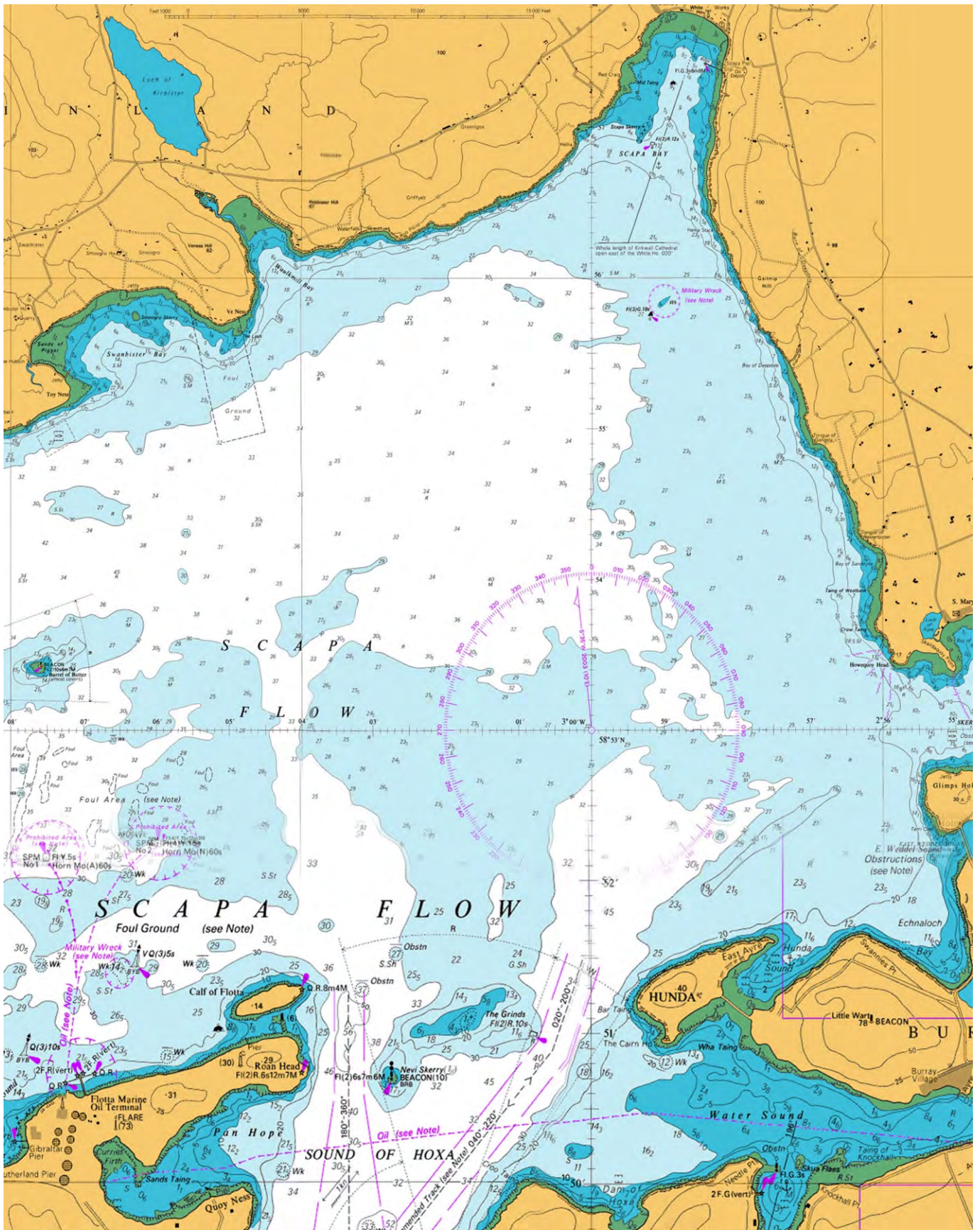
Escort Thor ☐ Odin ☐ Freyja ☐ Harald ☐

Manoeuvre Thor ☐ Odin ☐ Freyja ☐ Harald ☐

Towage is accepted in accordance with the terms and conditions available to be viewed at orkneyharbours.com

Remarks Incidents

Master Sign		Pilot Sign	
-------------	--	------------	--



Marine Services - Pilotage Briefing Document

Vessel:		Date:		MR No	
From:		To:			

Passage plan discussed with Master		Pilot/Master control agreed	
Berthing or unberthing manoeuvre agreed		Pilot card sighted	
Current weather & forecast passed		Tidal information passed	

Draft Forward		Draft Aft	
---------------	--	-----------	--

Minimum expected UKC on route		Is squat a significant factor in maintaining a safe UKC ?	Y / N
-------------------------------	--	---	-------

HW at berth		LW at berth	

Minimum water depth at berth during the manoeuvre		Minimum UKC expected at berth during the manoeuvre	
Safe Working Load of bollards (SWL)			

Towage:

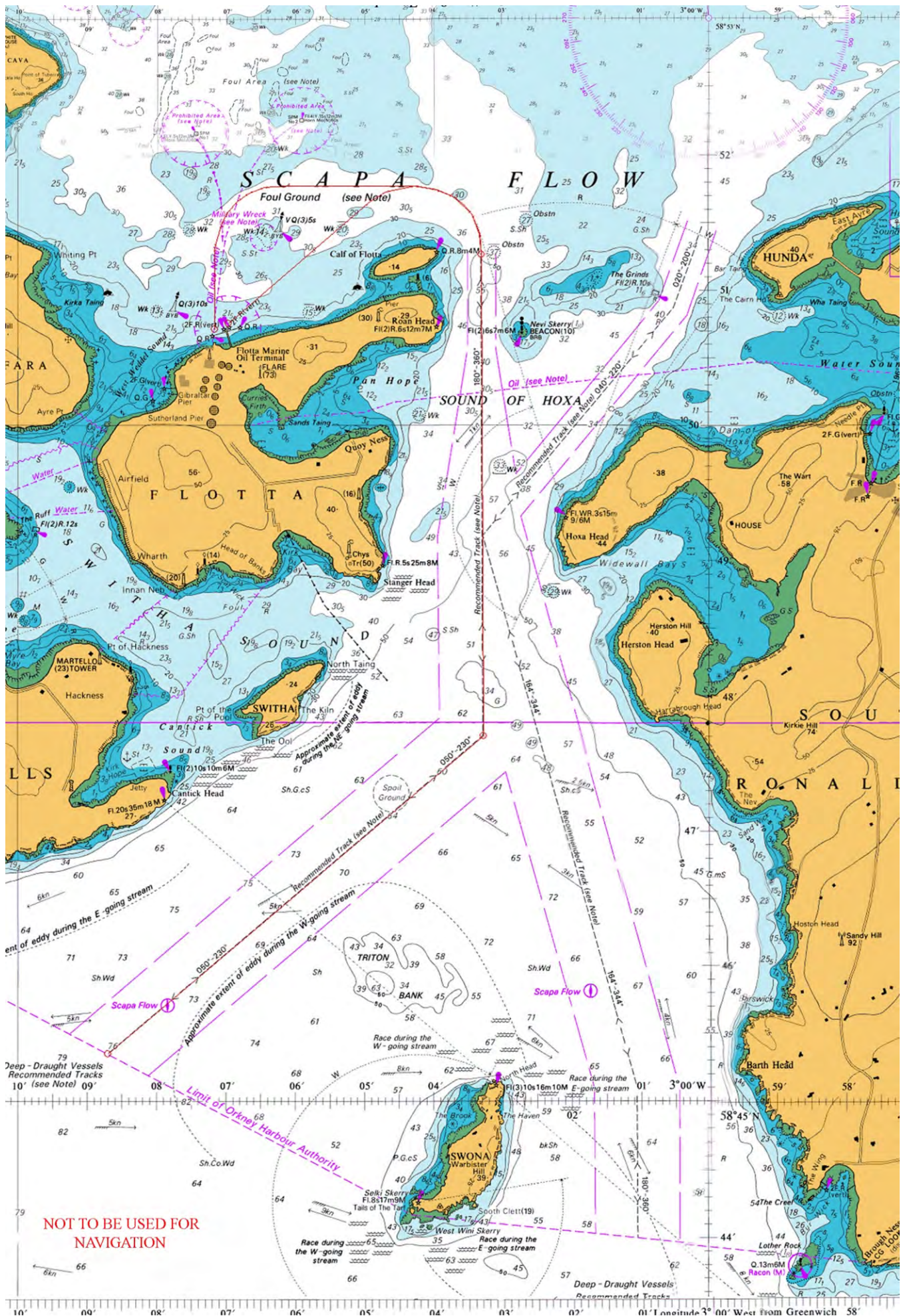
Escort THOR ☐ ODIN ☐ FREYJA ☐ HARALD ☐ ☐

Manoeuvre THOR ☐ ODIN ☐ FREYJA ☐ HARALD ☐ ☐

Towage is accepted in accordance with the terms and conditions available to be viewed at orkneyharbours.com

Remarks Incidents

Master Sign		Pilot Sign	
-------------	--	------------	--



Orkney Marine Services - Pilotage Briefing Document

Vessel:		Date:		MR No	
From:		To:			

Passage plan discussed with Master		Pilot/Master control agreed	
Berthing or unberthing manoeuvre agreed		Pilot card sighted	
Current weather & forecast passed		Tidal information passed	

Draft Forward		Draft Aft	
---------------	--	-----------	--

Minimum expected UKC on route		Is squat a significant factor in maintaining a safe UKC ?	Y / N
-------------------------------	--	---	-------

HW at berth		LW at berth	

Minimum water depth at berth during the manoeuvre		Minimum UKC expected at berth during the manoeuvre	
Safe Working Load of bollards (SWL)			

Towage:

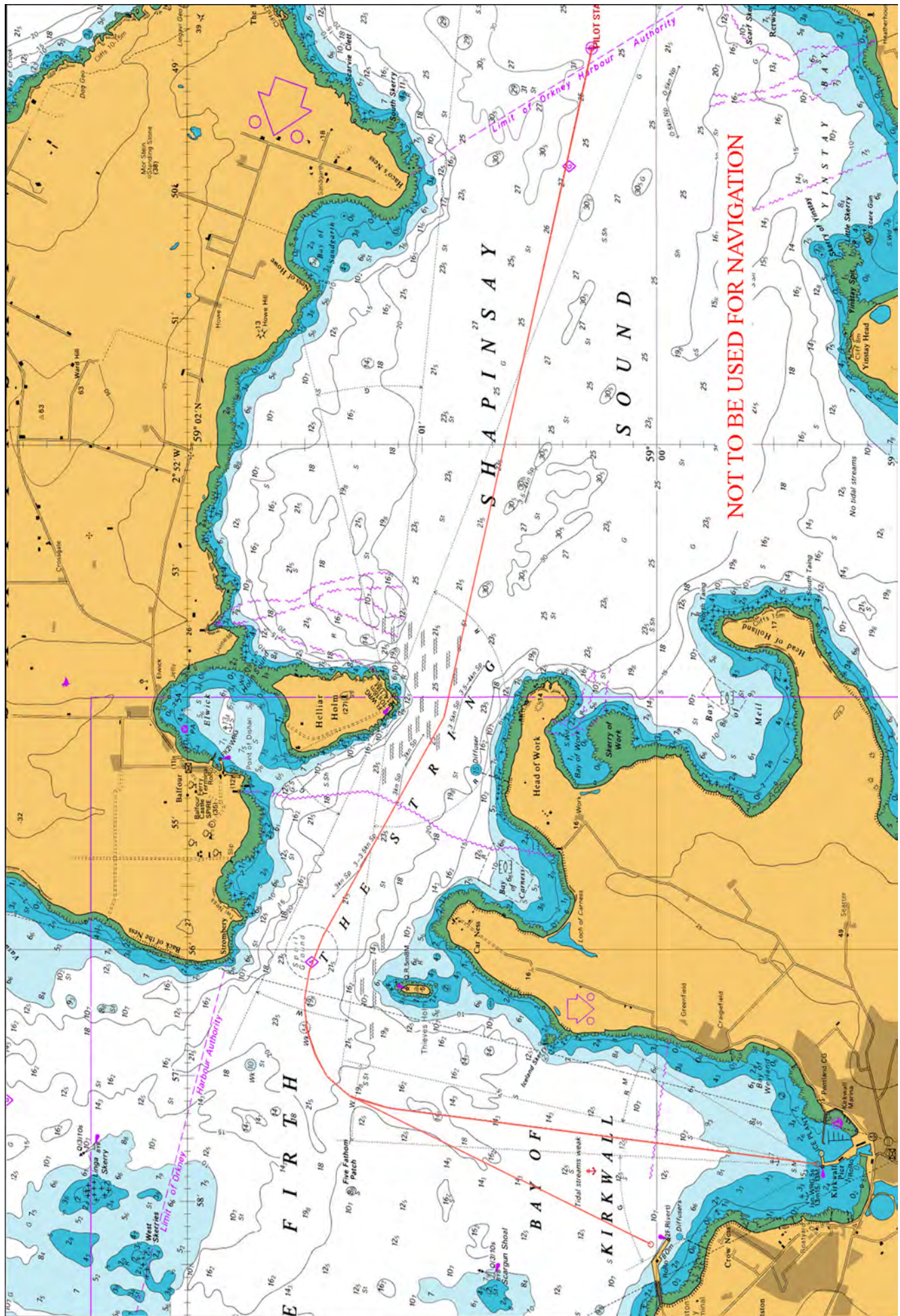
Escort | Thor ☐ Odin ☐ Freyja ☐ Harald ☐

Manoeuvre | Thor ☐ Odin ☐ Freyja ☐ Harald ☐

Towage is accepted in accordance with the terms and conditions available to be viewed at orkneyharbours.com

Remarks Incidents

Master Sign		Pilot Sign	
-------------	--	------------	--



Marine Services - Pilotage Briefing Document

Vessel:		Date:		MR No	
From:		To:			

Passage plan discussed with Master		Pilot/Master control agreed	
Berthing or unberthing manoeuvre agreed		Pilot card sighted	
Current weather & forecast passed		Tidal information passed	

Draft Forward		Draft Aft	
---------------	--	-----------	--

Minimum expected UKC on route		Is squat a significant factor in maintaining a safe UKC ?	Y / N
-------------------------------	--	---	-------

HW at berth		LW at berth	

Minimum water depth at berth during the manoeuvre		Minimum UKC expected at berth during the manoeuvre	
Safe Working Load of bollards (SWL)			

Towage:

Escort THOR ☐ ODIN ☐ FREYJA ☐ HARALD ☐

Manoeuvre THOR ☐ ODIN ☐ FREYJA ☐ HARALD ☐

Towage is accepted in accordance with the terms and conditions available to be viewed at orkneyharbours.com

Remarks Incidents

Master Sign		Pilot Sign	
-------------	--	------------	--

Marine Services - Pilotage Briefing Document

Vessel:		Date:		MR No	
From:		To:			

Passage plan discussed with Master		Pilot/Master control agreed	
Berthing or unberthing manoeuvre agreed		Pilot card sighted	
Current weather & forecast passed		Tidal information passed	

Draft Forward		Draft Aft	
---------------	--	-----------	--

Minimum expected UKC on route		Is squat a significant factor in maintaining a safe UKC ?	Y / N
-------------------------------	--	---	-------

HW at berth		LW at berth	

Minimum water depth at berth during the manoeuvre		Minimum UKC expected at berth during the manoeuvre	
Safe Working Load of bollards (SWL)			

Towage:

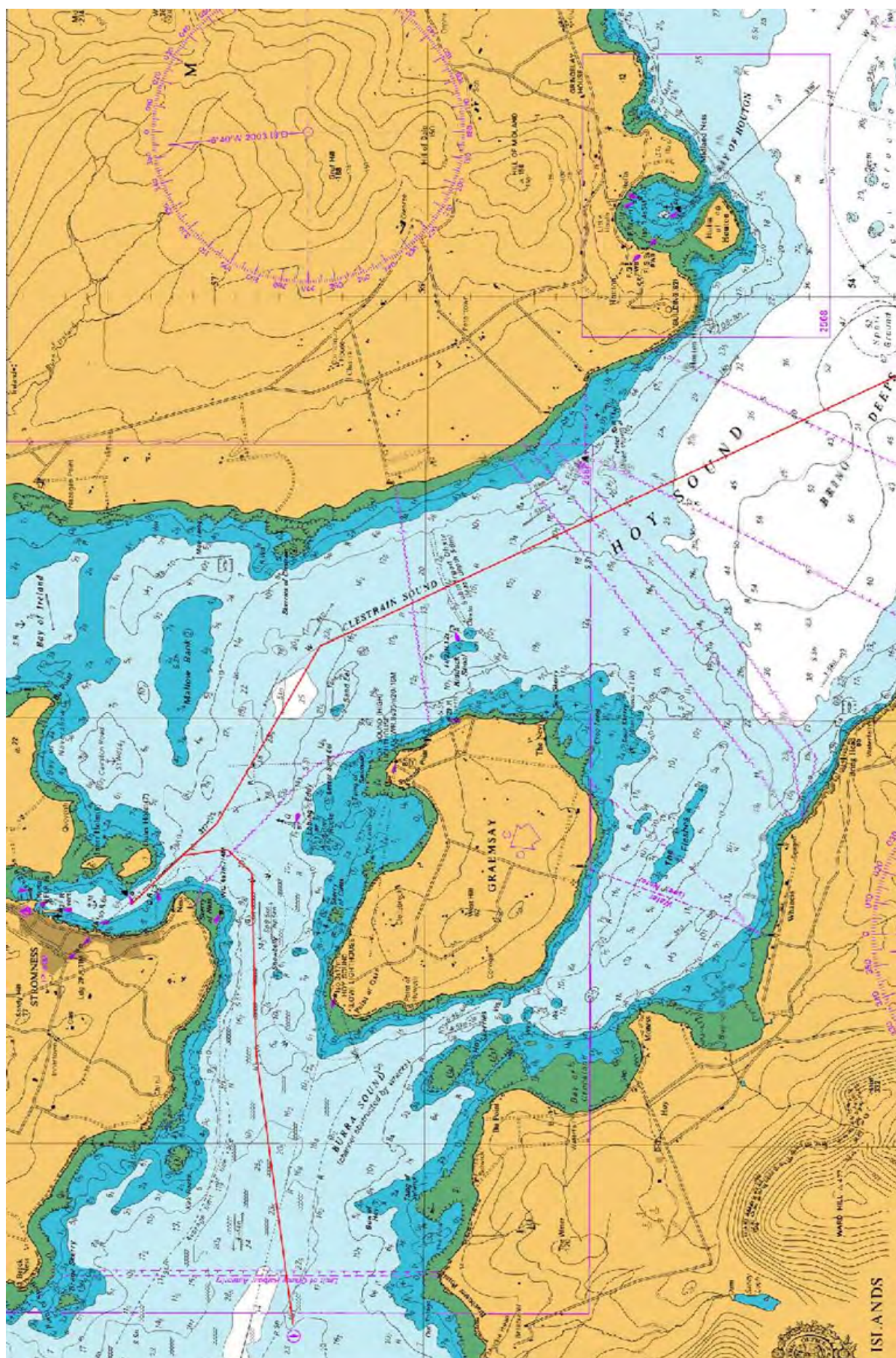
Escort Thor ☐ Odin ☐ Freyja ☐ Harald ☐ Other ☐

Manoeuvre Thor ☐ Odin ☐ Freyja ☐ Harald ☐ Other ☐

Towage is accepted in accordance with the terms and conditions available to be viewed at orkneyharbours.com

Remarks Incidents

Master Sign		Pilot Sign	
-------------	--	------------	--



OIC Marine Services Assessment
for Pilotage Exemption Certificates Prior to Issue

Candidate Name: _____ Certificate Type/Number: _____

Date: _____ Vessels: _____

Observed From: _____ To: _____

Item Observed	Assessment
Bridge Management	Satisfactory? (Yes/No):
	If not satisfactory, give reasons below:
Knowledge of Navigational Aids Found Within the Pilotage Area	Satisfactory? (Yes/No):
	If not satisfactory, give reasons below:
Ship Handling – Pilotage	Satisfactory? (Yes/No):
	If not satisfactory, give reasons below:
Ship Handling – Berthing/Unberthing	Satisfactory? (Yes/No):
	If not satisfactory, give reasons below:
Knowledge of Local Marine Information Promulgation and Radio Procedures	Satisfactory? (Yes/No):
	If not satisfactory, give reasons below:
Knowledge of Local Byelaws	Satisfactory? (Yes/No):
	If not satisfactory, give reasons below:
Candidate Visit to Marine Operations Room (Orkney VTS)	Date
	Duty Marine Officer
	Signed

Observer Name: _____

Observer Signature: _____

Candidate Name: _____

Candidate Signature: _____

**OIC Marine Services Re-Assessment of
Pilotage Exemption Certificate(s) Prior to Re-issue**

Candidate Name: _____ PEC Number(s): _____

Date: _____ Vessels: _____

Observed From: _____ To: _____

General Remarks of Observer	
Candidate Remarks	

It is recommended that revalidation candidates visit the Marine Operations Room to observe the role of Orkney VTS including the capabilities of the monitoring and communication systems in place. (When a candidate is not able to visit due to the period the vessel is in port, it will not hinder the issue of revalidation assuming all other requirements are met.)

Candidate Visit to Marine Operations Room (Orkney VTS)	Date
	Duty Marine Officer
	Signed

I recommended / do not recommended the re-issue of PEC (delete as necessary)

Observer Name: _____

Observer Signature: _____

Candidate Name: _____

Candidate Signature: _____

Bunker Approval Checklist 2 (for completion by bunker barge)

Name of vessel	
Telephone number of vessel	
Email address of vessel	
Example company bunkering checklist and mooring plan sent to Orkney Harbours	
Port/Anchorage	
ETA Date	
ETA Time	
ETD Date	
ETD Time	
Name of vessel receiving bunkers	
Type of cargo on-board	
Total quantity of cargo on-board (break down of grades in remarks section below)	

Remarks (including other operations planned during bunker operations)	
---	--

By returning the form to Orkney Harbours the master acknowledges having read and understood and will fully comply with the Orkney Harbours bunkering policy.

Name of Master	
Date	

Orkney Harbours use only

Approved	
Night time bunkering allowed	
Approval checklist 1 received from receiving vessel	
Name of approving Harbour Master	
Date	
Remarks	

Bunker Approval Checklist 1

Name of vessel	
Telephone number of vessel	
Email address of vessel	
Example company bunkering checklist sent to Orkney Harbours	
Port/Anchorage	
ETA Date	
ETA Time	
ETD Date	
ETD Time	
Bunker delivery method	
Name of bunker vessel	
Type of bunkers	
Quantity of bunkers expected	

Remarks (including other operations planned during bunker operations)	
---	--

By returning the form to Orkney Harbours the master acknowledges having read and understood and will fully comply with the Orkney Harbours bunkering policy.

Name of Master	
Date	

Orkney Harbours use only

Approved	
Night time bunkering allowed	
Name of Duty Harbour Master	
Date	
Remarks	

OIC Marine Services STS Information Card

VHF Channels

- Orkney VTS: VHF Channel 11
- Berthing Operations: VHF Channel 09
- Preferred STS Working: VHF Channel 06 (Unless otherwise agreed at the Pre-STs Meeting)

Weather Forecast

The weather forecast is received by Orkney VTS twice daily and is broadcast on VHF Channel 20 at 0915 and 1715 including a summary of local notices to mariners. Verbal update can be obtained out with these times by contacting VTS on Channel 16/11 or by telephone 01856 87 3636

Adverse Weather

All cargo operations are to cease in the event of either of the following weather conditions:

- Mean wind speed exceeds 35 knots
- Electrical storm

Close communications should be kept with Orkney VTS in the event that either of these conditions is expected.

Reporting Times

The following times should be reported to the duty VTS Operator:

- All fast
- Hoses connected
- Commence cargo
- Complete cargo
- Hoses disconnected
- Let go
- Any other significant events eg. hose failure, suspension of cargo ops.

Trim requirements

All vessels must arrive in Scapa Flow with their propeller submerged and trimmed no greater than 3 metres by the stern. A trim must be maintained which allows the vessels to be manoeuvred without difficulty throughout their stay.

Counter Pollution

Orkney Marine Services will provide a manifold spill kit to be kept on one of the vessels throughout the operation as detailed in the letter provided for the ship's Master. Any and all instances of loss of containment must be reported to Orkney VTS immediately.

Other Requirements

All navigation equipment to be tested prior to arrival or subsequent movements with Orkney VTS informed of any defects.

During personnel transfers on pilot launch, all persons to wear appropriate PPE including lifejackets and safety footwear.

OIC Marine Services Pre STS Meeting Checklist

Names of Vessels: **Date:**
Mother Vessel Length: **Draft:** **Propulsion:**
Daughter Vessel Length: **Draft:** **Propulsion:**

Item	Notes	Yes/No
Anchoring position agreed?		
Confirmed anchored vessel and berthing side?		
Confirmed day and night berthing/unberthing?		
Confirm ballast exchange has been completed if necessary as per Ballast Water Policy?		
Ballast Water treatment system fitted? If yes, state type.		
Number of Pilots required for operation?		
Mooring plan drawn, received and agreed?		
STS Provider Risk Assessment received and agreed?		
Details of tug deployment.		
Time of Deployment of fenders – name of tug that will deliver fenders. (To which ship, what side, size and number of fenders)		
Is STS Superintendent in possession of fender details? Age/Number/Type/certificate and pressure for each primary and secondary fender?		
Informed of pollution response gear? (NOFI booms on Scapa Pier and at Harbour Building. Hoyle Booms at Scapa and Flotta. Ship provided with manifold spill kit. Flotta notified)		
Passed oil pollution information? (Any and all loss of primary containment on board either vessel during operation to be reported to Orkney VTS regardless if contained on vessel)		
Passed VHF radio channel information? (Orkney VTS Ch 11, Berthing Ops Ch 09, Preferred STS Working Ch 06)		

Other Communications: VTS/Duty Harbour Master: 01856 873636 Duty HM Mobile: Mooring Master Mobile: Agent Mobile: Ballast Water Mob: 07765555754		
Latest weather forecast availability. (The weather forecast will be broadcast on VHF Ch 20 at 0915 and 1715 daily)		
Suitability of weather to commence operations?		
Criteria for ceasing operations (Oil transfer shall be suspended if the sustained wind speed is 35 knots and / or during an electrical storm).		
Tidal Information available? (HW and LW times)		
Reporting of times required by SOP? (SOP requires times for All Fast, Hoses Connected, Commence Cargo, Complete Cargo, Hoses Disconnected, Let Go, other relevant events)		
Informed of Maximum Trim Requirements? (Maximum allowable arrival/departure trim is 3 metres by the stern)		
Will Vapour Balancing be undertaken?		
Are H₂S or Mercaptans present in the vessel's cargo tanks at concentrations exceeding 5ppm? (If so, the vessel must purge the cargo holds)		
Have STS Checklist No. 1 been satisfactorily completed?		
Who is the POAC? (Person in Overall Advisory Control)		
Harbour Authority grants permission for STS		

OIC Marine Services Change to Vessel Berthing Arrangements Checklist

Ship details

Date		ETA ETD	
Ships Name		LOA (m)	
Movement ref no.		Drafts (m)	Fwd Aft

The pilot will have fully discussed the berthing arrangements with the master of the ship and considered the current and forecasted weather for the duration the ship is in port.

The pilot having confirmed with the master that the berth is requested the following prerequisites must be received and arrangements in place prior to berthing: -

Prerequisites & comments	Yes	No	N/A
Permission from Harbour Master or the Deputy Harbour Master (Operations)			
Port Security arrangements agreed with PFSO			
Permission granted by ship's owners via the ship's agent			
Pier masters available			
Shore gangway required			
Cranage for shore gangway available			
Linesmen available			
Courtesy buses available			

The duty marine officer will liaise with the pilot in confirming the above prerequisites and will be responsible for making the necessary contacts both internally and externally.

The completed form must be returned to the duty marine officer.

Signed (duty Pilot).....Date.....

Ships Master.....Date.....

ADVANCE NOTIFICATION FORM FOR WASTE DELIVERY TO PORT RECEPTION FACILITIES

Notification of the Delivery of Waste to:

OIC Marine Services

The master of a ship should forward the information below to the designated authority at least 24 hours in advance of arrival or upon departure of the previous port if the voyage is less than 24 hours.
This form shall be retained on board the vessel along with the appropriate Oil R, Cargo RB or Garbage RB.

DELIVERY FROM SHIPS

1. SHIP PARTICULARS

1.1 Name of Ship:	1.5 Owner of Operator:
1.2 IMO number:	1.6 Distinctive number of letters:
1.3 Gross tonnage:	1.7 Flag State:
1.4 Location:	1.8 Discharge Date:
1.9 Type of ship: Oil Tanker Chemical Tanker Bulk Carrier Container Tug Ro-Ro (underline) Other cargo ship Passenger Ship Other (Specify)	

2. TYPES AND AMOUNTS OF WASTE TO BE DELIVERED AND RETAINED ABOARD

Waste Oils

CODE	TYPE	Waste to be Delivered m ³	Waste Capacity m ³	Waste Retained m ³
1200	Oily Bilge Water			
1100	Oily Residues (Sludge)			
1301	Used Engine Oil			
1300	Other (specify)			

Sewage

CODE	TYPE	Waste to be Delivered m ³	Waste Capacity m ³	Waste Retained m ³
3000	Sewage			

Garbage

CODE	TYPE	Waste to be Delivered m ³	Waste Capacity m ³	Waste Retained m ³
2100	Food Waste			
2301	International Catering Waste			
2200	Plastics(except cargo residues)			
2302	Paper Products			
2303	RAGS			
2304	Glass			
2305	Metal			
2306	Bottles			
2307	Crockery			
2308	Incinerator Ashes and Clinkers			
2309	Animal Carcasses			
2310	Special Hazardous Items			
2311	Cooking Oil			
2312	Deck and External Surface Wash Water			
2300	Other			
2300	Other more than one type			

Cargo Associated Waste

CODE	TYPE	Waste to be Delivered m ³	Waste Capacity m ³	Waste Retained m ³
4000	Cargo Associated Waste			
4101	Dunnage, packing material			
4100	Other			

Cargo Residues

CODE	TYPE	Waste to be Delivered m ³	Waste Capacity m ³	Waste Retained m ³
5000	Cargo Residues			
5101	Oily Tank Washings			
5102	Oily Ballast Water			
5103	Scale and Sludge from tank cleaning			
5100	Other			
5201	Washing waters containing Noxious Residues			
5202	Ballast Water containing Noxious Residues			
5200	Other using MARPOL Annex II category X,Y,Z,OS			
5301	Cargo Hold washing containing residues HME			
5302	Cargo Hold washing containing residues NHME			
5303	Dry cargo residues HME			
5304	Dry Cargo residues NHME			
5300	Other			

Date:

Name and Position:

Time:

Signature:

OIC Marine Services Ship's Ballast Water Discharge Request Form (Scapa Flow)

Ship's Name	Port Of Registry	Call sign	IMO Number

Section 1.

In accordance with the information supplied by the accompanying Ballast water Reporting form the following Ballast water tanks are requested to be discharged within Scapa Flow.

I declare that the information submitted is correct and that the appropriate pre-arrival minimum ballast water exchange criteria for Scapa flow has been adhered to.

Master: _____

Date: _____

Section 2.

The Orkney Harbour Authority grants permission for the above vessel to discharge ballast water as per the Master's request in accordance with Port procedures and subject to the following restrictions; (If any)

Signed: _____ Position: _____

Date: _____

OIC Marine Services BALLAST WATER REPORTING FORM

1. VESSEL INFORMATION

Vessel Name:	Type:	IMO Number:	Specify Units: m ³ , MT, LT, ST
Owner:	GT:	Call Sign:	Total Ballast Water on Board:
Flag:	Arrival Date:	Agent:	
Last Port and Country:		Arrival Port:	Total Ballast Water Capacity:
Next Port and Country:			

2. BALLAST WATER

3. BALLAST WATER TANKS BALLAST WATER MANAGEMENT PLAN ON BOARD? YES____ NO____ HAS THIS BEEN IMPLEMENTED?

TOTAL NO. OF TANKS ON BOARD____ NO. OF TANKS IN BALLAST____ IF NONE IN BALLAST GO TO NO. 5 YES____ NO____

NO. OF TANKS EXCHANGED____ NO. OF TANKS NOT EXCHANGED____

4. BALLAST WATER HISTORY: RECORD ALL TANKS THAT WILL BE DEBALLASTED IN PORT STATE OF ARRIVAL; IF NONE GO TO NO. 5

Tanks/Holds (list multiple sources/tanks separately)	BW SOURCE				BW EXCHANGE : circle one: Empty/Refill or Flow Through					BW DISCHARGE			
	DATE ddmmyy	PORT or LAT. LONG	VOLUME (units)	TEMP (units)	DATE ddmmyy	ENDPOINT LAT. LONG.	VOLUME (units)	% Exch.	SEA Hgt. (m)	DATE ddmmyy	PORT or LAT. LONG.	VOLUME (units)	SALINITY (units)

Ballast Water Tank Codes: Forepeak=FP, Aftpeak=AP, Double Bottom=DB, Wing=WT, Topside=TS, Cargo Hold=CH, O=Other

IF EXCHANGES WERE NOT CONDUCTED, STATE OTHER CONTROL ACTION(S) TAKEN: _____

IF NONE, STATE REASON WHY NOT: _____

5. IMO BALLAST WATER GUIDELINES ON BOARD (RES. 868(20))? YES____ NO____

RESPONSIBLE OFFICER'S NAME AND TITLE (PRINTED) AND SIGNATURE: _____

PRE-ARRIVAL SECURITY INFORMATION

Name of ship							
IMO Ship ID Number							
IMO Company ID Number							
Registered Flag State							
Date of ship's last visit to UK							
Dangerous Goods carried (over 10 kg) and UN Class No. (See attached table).							
Mandatory questions to be answered by ships entering a UK port							
1	Does the ship have a valid International Ship Security Certificate (ISSC)? (If this is the ship's first visit to this Port, please provide a copy of the ISSC.)	YES	NO - Please detail why, Does vessel have SSP:				
2	What Security Level is the ship operating at?	Security Level 1	<input type="checkbox"/>	Security Level 2	<input type="checkbox"/>	Security Level 3	<input type="checkbox"/>
3	What were the last 10 ports of call and what was the Security Levels of the ship during those ship / port interfaces? (Please note this applies only to ports visited after ISPS Code implementation deadline of 1 st July 2004) Start with No.1 as the most recent port visited.	Name of Port & Country			Date Port Visited		Security Level
1.							SL =
2.							SL =
3.							SL =
4.							SL =
5.							SL =
6.							SL =
7.							SL =
8.							SL =
9.							SL =
10.						SL =	
4	Have any special security arrangements been taken by the ship during ship / port interface at the last 10 ports of call?	YES - Please detail:					NO
5	Have appropriate procedures been followed during any ship / ship activity during the last 10 ports of call, for example have these interactions been governed by the security requirements in the SSP?	YES	NO - Please detail:				
6	Any other practical security related information, for example have you witnessed any suspicious activity during the voyage?	NO - Please detail:					NO

Agents Name / Company

Date of completion