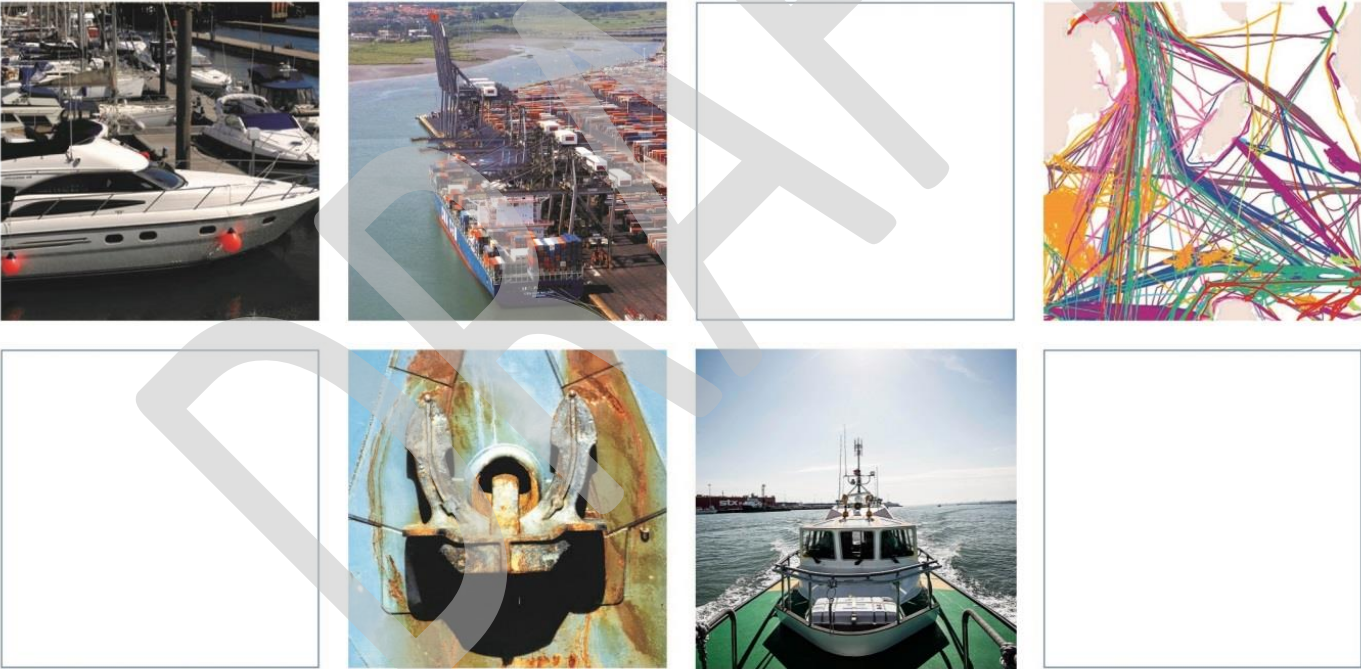


Dorset Council

# Port Marine Safety Code

Audit: Bridport Harbour 2023

March 2023



Innovative Thinking - Sustainable Solutions

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# Port Marine Safety Code

## Audit: Bridport Harbour 2023

March 2023



# Document Information

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# 1 The Port Marine Safety Code

The Port Marine Safety Code ('the Code') sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses, or works in, the UK port marine environment. It is authored by the UK Government, supported by the devolved administrations and representatives from across the maritime sector and, whilst the Code is not mandatory, these bodies have a strong expectation that all harbour authorities will comply. The Code is applicable both to Statutory Harbour Authorities and to other marine facilities, which may not have statutory powers; these are collectively referred to throughout the Code as 'organisations' (DfT, 2016).

In reading this audit report, the Council and Duty Holder should note the following extract from the Code:

*"The Code does not contain any new legal obligations but includes (amongst other things) references to the main legal duties which already exist. Failure to comply is not an offence in itself. However, the Code represents good practice as recognised by a wide range of industry stakeholders and a failure to adhere to good practice may be indicative of a harbour authority being in breach of certain legal duties. Moreover, the organisation may suffer reputational damage if it has publicly committed to the Code's standards and then fails to meet them."*

(DfT, 2016)

In order to measure compliance with the Code, the table below sets out the 10 Duty Holder responsibilities, and corresponding cross-references with sections of the Code, which this audit has considered.

No	PMSC Duty Holder Responsibilities		PMSC Section Reference
1	Duty Holder	Formally identify and designate the Duty Holder, whose members are individually and collectively accountable for compliance with the Code and their performance in ensuring safe marine operations in the harbour and its approaches.	1.6-1.8, 1.10, 1.16-1.17
2	Designated Person	A 'Designated Person' must be appointed to provide independent assurance about the operation of the marine safety management system. The designated person must have direct access to the Duty Holder.	1.11-1.12
3	Legislation	The Duty Holder must review and be aware of their existing powers based on local and national legislation; seeking additional powers if required in order to promote safe navigation.	2.3-2.6, 4.3-4.5
4	Duties and Powers	Comply with the duties and powers under existing legislation as appropriate.	1.3-1.5, 1.9, 1.13-1.15, 3.1-3.14, 4.2, 4.6-4.20, 4.25-4.32
5	Risk Assessment	Ensure all marine risks are formally assessed and are eliminated or as low as reasonably practicable in accordance with good practice.	2.7-2.11
6	Marine Safety Management System	Operate an effective marine safety management system which has been developed after consultation, is based on formal risk assessment, and refers to an appropriate approach to incident investigation.	2.12-2.17, 2.19-2.23, 2.25, 2.29
7	Review and Audit	Monitor, review and audit the risk assessment and marine safety management system on a regular basis – the independent designated person has a key role in providing assurance for the Duty Holder.	2.2, 2.24, 2.30-2.32
8	Competence	Use competent people (i.e. trained, qualified and experienced) in positions of responsibility for managing marine and navigation safety.	2.18
9	Plan	Publish a safety plan showing how the standard in the Code will be met and a report assessing the performance against the plan at least every 3 years.	2.26-2.28
10	Aids to Navigation	Comply with directions from the General Lighthouse Authorities and supply information and returns as required.	4.21-4.24

## 1.1 About the Harbour Authority

Bridport Harbour is a small harbour located in West Bay, a settlement and resort on the English Channel coast in Dorset, England, sited at the mouth of the River Brid approximately 1.5 miles (2.4 km) south of Bridport, 15 miles west of Dorchester at the western end of Chesil Beach.

The harbour is seen as an attractive place to visit and stay, making it a popular port of call.

The harbour has 163 drying moorings with the majority let for private use. There are 24 commercial moorings for either fishing vessels or passenger vessels carrying fewer than 12 people.

Fishing trips are available in the summer, including deep sea fishing. Boats can also be hired to row up the River Brit towards Bridport.

The West Bay area has several local caravan and camping sites, as well as hotels and B&Bs, both in the bay area and the surrounding villages such as Burton Bradstock. The Bridport harbour area has many kiosks serving various types of menus, including traditional fish and chips, often with locally caught fish.



Figure 1. Harbour Limits



## 2 Purpose and Method

### 2.1 Audit scope

Dorset Council has contracted ABPmer to provide Designated Person services for the Council. Part of this service includes the provision of annual auditing to establish if the Harbour Authority is compliant with the requirements of the Port Marine Safety Code (PMSC). The scope of the audit includes a review of Harbour Authority performance against the standard laid out within the latest edition of the Code. Any aspects that do not comply with, or fully address, the requirements of the Code will be identified, and recommendations for improvement will be made.

### 2.2 Audit definitions and outcomes

The following definitions are used in the audit report:

**Non-compliance:** is a failure to adhere to a legal requirement such as an Act, Order or its Regulations. The Port Marine Safety Code requires organisations to confirm compliance with the requirements of the Code. Therefore, Port Marine Safety Code audits are designed to test the requirements of the Code with any failure to comply identified as a 'non-compliance'.

**Non-conformity:** is an opportunity for the management system to improve through the identification of a requirement that is not met. Non-conformities are not regulatory but relate to the port or harbour's own operational instructions which are not met or fully met. Any non-conformities identified through the audit process are identified in bold text in the report.

**Evidence:** Non-compliances and Non-conformities are identified through factual evidence sampled during the audit.

#### 2.2.1 Outcomes

The audit report uses the following outcomes:



**Non-Compliance:** a non-compliance with the requirements of the Code which are a breach of legal obligations or may compromise marine safety, environmental safety or present a significant reputational risk. Recommendations for addressing non-compliances are identified in red.



**Observation:** refers to an improvement opportunity such as an update to information, procedural change, or a non-conformity with local operating instructions. Whilst observations are defined as improvement opportunities, addressing them may improve the overall system standard. Recommendations for addressing observations are identified in yellow.



**Satisfactory:** a system component that meets or exceeds the requirements of the Code. Items of best practice are identified in bold.

**Not applicable:** part of the Code that is not relevant to the Organisation being audited.



## 2.3 Audit date and criteria

The audit was carried out onsite at Bridport Harbour on the 30<sup>th</sup> March 2023. The latest version of the PMSC, and the accompanying Guide to Good Practice (GtGP), has been used as the benchmarking standard within Appendix A. The audit tables also identify the paragraph numbers from the Code (DfT, 2016) and relevant sections of the Guide to Good Practice (DfT, 2018), for cross reference purposes.

In addition, within Appendix B the Health and Safety Executive (HSE) publication L148 'Safety in Docks: Approved Code of Practice and Guidance' (ACOP) (HSE, 2014) and the Port Skills and Safety (PSS) publications SIP 005 'Guidance on Mooring' (PSS, 2020) and SIP 014 'Guidance on Safe Access and Egress' (PSS, 2019) have been used. The Appendix tables to this report contain the test questions and evidence, noting down conformity, non-conformity and observational remarks.

## 2.4 Auditor

The following auditor conducted this audit.

Team Member	Initials	Company, Designation
James Hannon	JJH	ABPmer, Principal Maritime Consultant Lead Auditor for Quality Management Systems (QMS ISO 9001) Designed Person (PMSC) Council

## 2.5 Auditees

The following individuals participated in the audit.

Team Member	Initials	Role/Designation
James Radcliff	JR	Harbour Master

### 3 Audit Summary

Number	Key Measures Ten-point 'health check'			
1	Duty Holder	0	2	4
2	Designated Person	0	0	2
3	Legislation	0	1	12
4	Duties and Powers	0	4	10
5	Risk Assessment	0	0	5
6	MSMS	0	1	12
7	Review and Audit	0	0	2
8	Competence	0	4	2
9	Plan	0	0	3
10	Aids to Navigation	0	0	5
<b>Total</b>		<b>0</b>	<b>12</b>	<b>57</b>

The summary presented in the above table identifies that, for the ten-point health-check, Dorset Council as the Statutory Harbour Authority for Bridport Harbour is found **to be fully compliant** with the requirements of the Port Marine Safety Code. The following points of best practice are noted:

- Provision and maintenance of Aids to Navigation is recognised as an area of best practice with a 100% availability statistic across all categories of Aid.
- Hydrographic Survey standard is very high and is recognised as an area of best practice with an ongoing regime of surveys and promulgation of information.
- The Council has a consistent and measurable approach to marine safety.

The PMSC audit identified 12 observations relating to improvement opportunities for management consideration, the detailed findings being presented in Appendix A. The following points identify the more significant items:

- Duty Holder has changed from a group to an individual (Ray Bryan), the SMS at the time does not reflect this change.
- A suitable recording method is put in place to record items of training that are not certificated (for example, competency checks or briefings on the marine safety management system).
- Review for the requirement for pilotage.

Marine operations and quayside checks were also carried out, six observations were identified, the detailed findings being presented in Appendix B.

### 4 References

Department for Transport (DfT), 2016. Port Marine Safety Code, Department for Transport (DfT), November 2016.

Department for Transport (DfT), 2018. A Guide to Good Practice on Port Marine Operations Prepared in conjunction with the Port Marine Safety Code 2016, Department for Transport (DfT), February 2018.

International Organization for Standardization (ISO), 9001: Quality Management Systems.

Maritime and Coastguard Agency (MCA), 2022. Navigation: Vessel Traffic Services (VTS) and Local Port Services (LPS) in the United Kingdom. Marine Guidance Note: MGN 401 (M+F) Amendment 3. Maritime & Coastguard Agency, March 2022.

Reeds, 2021.

## 4.1 Websites

<https://www.gov.uk/government/publications/port-marine-safety-code-compliant-ports/port-marine-safety-code-compliant-ports-list>

## 5 Abbreviations/Acronyms

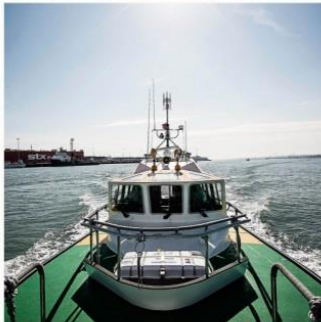
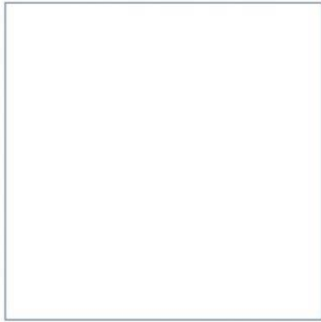
ACOP	Approved Codes of Practice
AIS	Automatic Identification System
ALRS	Admiralty List of Radio Signals
CAT	Category
CCTV	Closed Circuit Television
CERS	Consolidated European Reporting System
CHA	Competent Harbour Authority
DfT	Department for Transport
DRA	Dynamic Risk Assessment
FRA	Formal Risk Assessment
GLA	General Lighthouse Authority
GtGP	Guide to Good Practice on Port Marine Operations
HDPCA	Harbour, Docks and Piers Clauses Act 847
HER	Historic Environment Record
HSE	Health and Safety Executive
IMO	International Maritime Organization
IOSH	Institute of Occupational Safety and Health
ISO	International Organization for Standardization
KPI	Key Performance Indicator
LATON	Local Aids to Navigation
LLA	Local Lighthouse Authority
LOLER	Lifting Equipment Regulations
LPS	Local Port Service
LSE	Lifesaving equipment
M+F	Merchant Shipping and Fishing Vessels
MAIB	Marine Accident Investigation Branch
MCA	Maritime and Coastguard Agency
MGN	Marine Guidance Notes
MSMS	Marine Safety Management System
n/a	Not Applicable
OPRC	International Convention on Oil Pollution Preparedness, Response and Co-operation
OSCP	Oil Spill Contingency Plan
PEC	Pilotage Exemption Certificates
PMSC	Port Marine Safety Code
PPE	Personal Protective Equipment
PSS	Port Skills and Safety
QMS	Quality Management System
RDCO	Registered Dealer in Controlled Oils
RNLI	Royal National Lifeboat Institution
RYA	Royal Yachting Association
SAC	Special Areas of Conservation
SHA	Statutory Harbour Authority
SIP	Safety in Ports
SOP	Standard Operating Procedure
SOSREP	Secretary of State's Representative
SPA	Special Protection Areas
SSoW	Safe System of Work
SSSI	Sites of Special Scientific Interest
SWL	Safe Working Load

UHF	Ultra High Frequency
UK	United Kingdom
UKHO	United Kingdom Hydrographic Office
VHF	Very High Frequency
VTS	Vessel Traffic Service

Cardinal points/directions are used unless otherwise stated.

SI units are used unless otherwise stated.

# Appendices



Innovative Thinking - Sustainable Solutions

# A Detailed Audit Findings

## A.1 PMSC Section 1 – Accountability for Marine Safety

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
1.3-1.5	Duties and Powers	Is the Organisation’s Duty of Care for users of the harbour, port of facility stated?	<b>Satisfactory</b> – The MSMS – Dorset Council Marine Safety Management Plan Published Nov 2022. Duty of Care statement In place as a Policy.		002	JJH
		Are local Acts and Orders identified?	<b>Satisfactory</b> – Enabling act – section 2 MSMS.  HRO in application phase. 08 July 2020 (updated July 2021 and subsequently in November 2022)		<a href="#">2_Statement of Support for Lyme Regis and Bridport West Bay Harbour Revision Order 20 November 2022 .pdf (publishing.service.gov.uk)</a>	JJH
		Is the Harbour, Docks and Piers Clauses Act (HDFCA) 1847 incorporated into local Acts and Orders?	<b>Satisfactory</b> – included in the Harbour Act.		002	JJH
1.6 – 1.7	The Duty Holder	Has the organisation appointed and confirmed who the Duty Holder is?	<b>Satisfactory</b> – MSMS -- Ray Bryan is now identified as the duty holder.  Observation – The Dorset Council Marine Safety Management Plan and Marine Safety Management Plan does not name the duty holder, but states in 2.9 <i>‘Under the terms of the Port Marine Safety Code, the Portfolio Holder for Highways, Travel and the Environment is the Duty Holder.’</i>	<b>Recommendation</b> – 2.9 of the MSMS should name the Duty Holder, rather than referring to policy holder position in the council.	JJH_002 JJH_003	JJH



PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
1.8	The Duty Holder	Are the Duty Holder's responsibilities for compliance with Code defined?	<b>Satisfactory</b> – The MSMS – Dorset Council Marine Safety Management Plan Published Nov 2022. Statement included in the Introduction of the plan.		JJH_002	JJH
1.10	The Duty Holder	Does the Duty Holder have a clear understanding of the port's marine activities and MSMS?	<b>Satisfactory</b> – Dut Holder has undertaken PMSC (BPA) Duty Holder Training.			
		Has the Duty Holder been provided with a clear brief or training on their role under the requirements of the Code?	<b>Satisfactory</b> –  Duty Holder (Ray Bryan) 4 independent and 6 councillors. 100% duty holder training.  <b>Observation</b> – Section 2.9 'The Duty Holder' in the SMS states: <i>Under the terms of the Port Marine Safety Code, the Harbour Committee of Dorset Council is the Duty Holder.</i> This requires an update to name Ray Bryan as the Duty Holder.		<a href="#">Bridport PMSC 2019 final.docx (live.com)</a>	JJH
1.11-1.12	The Designated Person	Has the Harbour Authority appointed an individual as the Designated Person?	<b>Satisfactory</b> –  James Hannon Associate Marine Consultant (ABPmer)		JJH_002	JJH
		Is the Designated Person's role explained in the MSMS?	<b>Satisfactory</b> – the MSMS.	<b>Recommendation</b> -- Contact details for the DP should be included in the MSMS. It is recommended that Dorset Council provide the email contact details for the DP into the MSMS and share these details with the public: <a href="mailto:dp.dorset@abpmer.co.uk">dp.dorset@abpmer.co.uk</a>	<a href="#">Bridport PMSC 2019 final.docx (live.com)</a>	JJH

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
1.13	Chief Executive [or equivalent]]	Have executive and operational responsibilities for marine safety been clearly assigned?	<b>Satisfactory</b> – the MSMS, Section 1.5 lists the responsibilities of the Chief Executive, stating: <i>“The Chief Executive is accountable for the operational and financial control of the Council. The Chief Executive will advise the Council on all matters related to its duties and powers, with appropriate advice from other officers”.</i>		JJH_002	JJH
		How is marine safety funded within the organisation?	<b>Satisfactory</b> – The Bridport Harbour Order 1921 provides that the Council shall establish and maintain a single reserve fund covering the harbours and carry to such a fund any part of its harbour revenue as is available for the purpose.  The new HRO will allow Monies in the reserve fund can be used for either harbour.		n/a	JJH
1.9, 1.14 – 1.15	Harbour Master	Have executive and operational responsibilities for marine safety been clearly assigned?	<b>Satisfactory</b> – SMS, Section 1.8 states that: <i>“The Harbour Master is accountable to the Duty Holder for the discharge of the role in accordance with the standard of the Code. The appointee is responsible for delivering the Marine Safety Policy”.</i> Section 1.8 lists specific duties.			JJH
Cont. 1.9, 1.14 – 1.15	Cont. Harbour Master	Does an officer with responsibilities for marine safety attend Board meetings?	<b>Satisfactory</b> –  Four times a year. – Harbour master report – submitted as evidence.		JJH_016	JJH
1.16 – 1.17	The Organisation’s Officers	Does the MSMS provide details of the organisation’s Officers and their responsibilities for marine safety?	<b>Satisfactory</b> – the MSMS,  Core marine team in the MSMS. SECTION 4.9		JJH_001	JJH

## A.2 PMSC Section 2 – Key Measures Needed to Secure Marine Safety

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
2.2	Further guidance	Does the organisation review any of the following: <ul style="list-style-type: none"> <li>MAIB digest / reports</li> <li>MCA health check trends</li> </ul>	<b>Satisfactory</b> – the MCA Health Checks trends and relevant MAIB investigations are included in the Designated Person’s quarterly briefing. These updates are distributed to the Duty Holder by the Harbour Master, evidence seen.		JJH_002	JJH
2.3 – 2.6	Review existing powers	Does the Harbour Authority have an understanding of local legislation?	<b>Satisfactory</b> – the MSMS Section 2.1 ‘Review of Existing Powers’ lists relevant National Legislation, local Acts and Orders and the HDPCA 1847.		JJH_002	JJH
		Are local Acts and Harbour Orders referenced in MSMS?	<b>Satisfactory</b> – the MSMS Section 2 ‘Legal Structure lists relevant local Acts and Orders.		JJH_002	JJH
		Have the Harbour Authority’s existing powers been reviewed?	<b>Satisfactory</b> – the local Acts and Order, and the Byelaws have been reviewed as part of the recent update to the MSMS.			
		Is the organisation’s jurisdiction mapped and clear?	<b>Satisfactory</b> – the MSMS Harbour Limits clearly mapped in the MSMS.		JJH_002	
2.7 – 2.11	Use of Formal Risk Assessment (FRA)	Have risks associated with marine operations been assessed and a means of controlling them deployed?	<b>Satisfactory</b> – risk assessments are in place for harbour operations, all assessments were in-date at the time of audit. Ranked Hazard list.		JJH_003	

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
		How does the organisation ensure those undertaking marine risk assessment are competent in the role?	<b>Satisfactory</b> – the Harbour Master			
		Are stakeholders included in marine risk review/assessments?	<b>Satisfactory</b> – risk assessments are conducted with the Harbour Master and Marine Staff.		JJH_002	
Cont. 2.7 – 2.11	Cont. Use of Formal Risk Assessment (FRA)	Does the MSMS prescribe the review frequency for risk assessments?	<b>Satisfactory</b> – Risk assessment approach is outlined in the SMS.			
		Is a system of Dynamic Risk Assessment (DRA) used?	<b>Satisfactory</b> – the MSMS Section states DRA is applied at Bridport Harbour		JJH_002	
2.12-2.14	Implement a MSMS	Is there an MSMS? Does this incorporate policies and procedures? The MSMS must incorporate a regular and systematic review of its performance.	<b>Satisfactory</b> – Included in the MSMS.		JJH_002	
2.15	MSMS standards and Key Performance Indicators (KPIs)	Does the MSMS detail KPIs and/or make a statement about performance in the organisation’s annual report?	<b>Satisfactory</b> –Council’s key performance indicators are identified in the ‘Marine Safety management system as specific objectives with measurable outcomes.  <b>Observance</b> - Duty Holder – KPIs at strategic level.		JJH_002 JJH_004	
2.16	MSMS assigning responsibility	Does the MSMS explicitly assign responsibility for appropriate safety/conservancy matters?	<b>Satisfactory</b> – the MSMS ‘Accountability’ specifically assigns responsibility for safety and conservancy to key post holders in the Harbour Authority.		JJH_002	
2.17	MSMS Consultation	Are forum/consultation meetings held?	<b>Satisfactory</b> – the MSMS ‘Consultation and Consensus’, this states that: <i>“The Code requires facilities to maintain consensus with users and stakeholder regarding marine operations. To fulfil this requirement, Bridport conduct consultation with the Bridport Consultative Group. Meets. Twice a year – TOR and Minutes evidence.</i>		JJH_002	

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
2.18	Competence standards	Are personnel qualified and trained for their marine safety role?	<b>Satisfactory</b> – the MSMS maintained by the Harbour Master for each staff member.			
Cont. 2.18	Cont. Competence standards	Is there a policy on revalidation or maintenance of qualifications in place?	<b>Observation</b> no Marine Training Policy is available.	Recommendation – Implement a training policy for marine staff.		
		Is there a list of the organisation’s staff, training received, qualifications held and/or experience required for their role?	<p><b>Satisfactory</b> –</p> <p><b>Observation</b> – a summary of staff training records, indicating date completed and expiry date (for any certificates that expire) would be useful as a look-up list.</p> <p><b>Observation</b> – the MSMS Matrix identifying optional training, the following items could not be evidenced:</p> <ul style="list-style-type: none"> <li>▪ Lifting Operations and Lifting Equipment Regulations (LOLER) awareness training.</li> <li>▪ Mooring line handling.</li> </ul> <p><b>Observation</b> – marine safety management briefings have been delivered by the Harbour Master. This is a mandatory item on the training matrix. There are no records to underpin delivery (for example, the dates the awareness training was provided).</p>	<p><b>Recommendation</b> – developing a summary view of staff training, for example, as a spreadsheet.</p> <p><b>Recommendation</b> – optional training is scheduled to underpin competency in activities routinely undertaken.</p> <p><b>Recommendation</b> – a suitable recording method is put in place to record items of training that are not certificated (for example, briefings on the marine safety management system).</p>		
2.19 – 2.22	Incident reporting and investigation	Does the MSMS identify the organisation’s instruction regarding: <ul style="list-style-type: none"> <li>▪ Reporting</li> <li>▪ Recording of incidents</li> <li>▪ Investigation</li> <li>▪ Enforcement (if relevant).</li> </ul>	<p><b>Satisfactory</b> – Online submission.</p> <p>MSMS Section 7 (see next page)</p>		JJH_002	JJH

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
Cont. 2.19 – 2.22	Cont. Incident reporting and investigation	Cont. Does the MSMS identify the organisation's instruction regarding: <ul style="list-style-type: none"> <li>▪ Reporting</li> <li>▪ Recording of incidents</li> <li>▪ Investigation</li> <li>▪ Enforcement (if relevant).</li> </ul>	Cont.			JJH
GtGP 13.2	Incidents involving Death or Crime	Are procedures in place for incidents involving death or crime?	<b>Observation</b> – Include PACE.		JJH_002	JJH
GtGP 13.9	Incident publication	Does the Harbour Authority disseminate information from accident investigations?	<b>Satisfactory</b> – Yes – reported at committee		Anecdotal	JJH
2.23	Incident statutory reporting	Are procedures for reporting incidents to the MAIB in place?	<b>Satisfactory</b> – the MSMS Section 7.11 details the process to follow should an incident need reporting to the MAIB. No reports have been made to the MAIB.		JJH_002	JJH
2.24	Monitoring performance and auditing	Has the MSMS been subject to audit (internal and/or external)?	<b>Satisfactory</b> – the last external PMSC audit was in September 2021.			JJH
2.25	Enforcement	Are local officers aware of enforcement powers and responsibilities?	<b>Observation</b> -Enforcement Policy needs to be in place.			JJH
Cont. 2.25	Cont. Enforcement	Is there a policy on enforcement and prosecution in place?	<b>Observation</b> – See comments 2.25			JJH
2.26	Publication of plans and reports	Does the organisation commit itself to developing policies and procedures to satisfy the requirements of the Code?	<b>Satisfactory</b> – this requirement is evidence through the publication of MSMS.		JJH_002	JJH
2.27	Plan assessment	Is an assessment of the organisation's performance against the plan published?	<b>Not applicable</b> – the 'Marine Safety Plan' was issued this year and is not intended to be reviewed until it completes on the 31 August 2024.			JJH

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendation	Evidence Reference	Auditor
2.28	Safety plan for marine operations	Is a 'Safety Plan for Marine Operations' published (every three years).	<b>Satisfactory</b> – a signed and issued Marine Safety Plan is downloadable from the Council's website. This was approved by the Duty Holder in the Council meeting of 17 August 2021, evidence seen.		JJH_005	JJH
2.29	Consensus	Has the Harbour Board maintained consensus with harbour users and service providers about safe navigation?	<b>Satisfactory</b> – the Council Regular meetings.	Chair reports in on a quarterly basis.		JJH
2.30 – 2.32	Monitoring compliance	Has the Harbour Authority confirmed compliance with the PMSC for the port to the MCA within the last three years?	<b>Satisfactory</b> – the Council wrote to the MCA to confirm its current state of compliance with the Code. DfT list 'West Bay' as being a port that the duty holder has reported compliance.		<a href="https://www.gov.uk/government/publications/port-marine-safety-code-compliant-ports/port-marine-safety-code-compliant-ports-list">https://www.gov.uk/government/publications/port-marine-safety-code-compliant-ports/port-marine-safety-code-compliant-ports-list</a>	JJH
GtGP 2.2.3 (also, Code Executive Summary)	Monitoring compliance	Has the Harbour Authority confirmed all organisations within its jurisdiction comply with the requirements of the Code?	<b>Satisfactory</b> – there are no other organisations operating marine facilities within the jurisdiction of the Harbour Authority.			JJH



### A.3 PMSC Section 3 – General Duties and Powers

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
3.1 – 3.4	Safe and Efficient Port Operations	Does the Duty Holder have regard to efficiency, economy and safety of operation in respect to the services and facilities provided?	<b>Satisfactory</b> –  Through consultative groups. Website – very open.			JJH
3.5	Open port duty	Is the port or harbour subject to Open Port Duty?	<b>Satisfactory</b> – Bridport has an Open Port Duty through the inclusion of Section 33 of the 'Harbours, Docks and Piers Clauses Act 1847' into the 'The Harbour Order Confirmation Act.			JJH
3.6 – 3.6	Conservancy duty	How does the harbour authority conserve the harbour?: <ul style="list-style-type: none"> <li>▪ Survey as regularly as necessary</li> <li>▪ Place navigation marks in optimum positions</li> <li>▪ Keep 'vigilant watch' for any seabed changes</li> <li>▪ Keep hydrographic records</li> <li>▪ Ensure hydrographic information is published</li> <li>▪ Update UKHO with chart information.</li> </ul>	Satisfactory – a bathymetric survey of the harbour was conducted In March 2023.			JJH
3.7	Updates provided to UKHO	Does the organisation have an Agreement with UKHO, and/or do they provide survey information to UKHO?	<b>Satisfactory</b> – the Bridport have a bilateral agreement with surveyors' section 3.3.		JJH_002	JJH
GtGP 1.9.11, and 7.8	Licensing, Regulating Harbour Works and Dredging?	Does the harbour authority have the power to licence works?	<b>Satisfactory</b> – The Council does not have powers to licence marine works under its local Acts and Orders. A licence for the disposal of dredged material at sea from MMO is currently in place. Licence was evidenced.			JJH

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
3.8	Environmental duty	Does the Organisation understand its obligations: <ul style="list-style-type: none"> <li>▪ Nature conservation Section 48A of Harbours Act 1964</li> <li>▪ Obligations for SPA, SACs under Habitat Regs.</li> </ul>	<b>Satisfactory</b> – All obligations are referenced within the Council's wider plan – 'Dorset Plan'.		JJH_004	JJH
3.9	Civil Contingency Duty	Does the MSMS include reference to the Harbour Authority's obligations as a Category 2 responder?	<b>Satisfactory</b> – the MSMS Section 3.5 details Civil Contingency Duty.		JJH_002	JJH
GtGP 6.2.4, 6.5	Emergency Planning / Pollution control	Does the MSMS include emergency planning and oil pollution response?	<b>Satisfactory</b> – Section 8.3 of the Emergency response.		JJH_002	JJH
		Does the port/harbour carry out emergency plan exercises?	<b>Satisfactory</b> – Not led.			JJH
3.10 – 3.11	Harbour Authority Powers review	Has the Harbour Authority reviewed its powers?	See the audit report response in Section 2.3 – 2.6.			JJH
3.12 – 3.14	Revising Duties and Powers	Evidence of Harbour Revision Orders, or Harbour Closure.	<b>Satisfactory</b> – the Harbour Revision Order in application			JJH

## A.4 PMSC Section 4 – Specific Duties and Powers

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
4.2	Appointment of Harbour Master	Is there a Harbour Master appointment for the port?	<b>Satisfactory</b> –Harbour Master appointed.			JJH
4.3 – 4.5	Byelaws	Does the organisation have powers to make Byelaws, are these published?	<b>Satisfactory</b> –Council in exercise of the powers conferred upon it by Section 83 of the ‘Harbours, Docks and Piers Clauses Act 1847’			JJH
		Date of last byelaw review?	<b>Satisfactory</b> – last issued reviewed.			JJH
4.6 – 4.7	Special Directions	Are the Harbour Master’s powers of Direction shown in the MSMS, how is delegation identified?	<b>Observation</b> – the Harbour Master has powers of direction to regulate the time and manner of vessels’ entry to, departure from and movement within Bridport Harbour, and related purposes. These powers are conveyed by the HDPCA 1847, Section 52. The Harbour Master’s directions are referred to as ‘Special Directions’.	<b>Observation</b> - Need to be added to be added to the MSMS		JJH
4.8	General Directions	Are the powers of General Directions available to the Harbour?	<b>Not applicable</b> – powers of General Direction are not available at Bridport Harbour. The MSMS, Section 4.3.2 provides details.			
		When were General Directions last reviewed?	n/a			
4.9	Harbour Directions	Are Harbour Directions used and published?	<b>Not applicable</b> – Harbour Directions have not been applied for, as the harbour has a recent set of Byelaws.			JJH
4.10 GtGP 6.4	Dangerous Vessels	Does the MSMS (or other plan) make provision for giving directions to dangerous vessels?	<b>Satisfactory</b> – the Harbour Master has powers under the Dangerous Vessels Act 1985. This is laid out in the MSMS, Section 5.13			JJH
		Is the role of the SOSREP acknowledged?	<b>Satisfactory</b> – the SOSREP is acknowledged in the MSMS, Section 5.14 and 8..2			JJH
GtGP 6.2	Dangerous Substances	Are there clear requirements for declaration of dangerous good and substances?	<b>Not applicable</b>			JJH

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
GtGP 8.4	Vessel Traffic Management	Is vessel traffic managed within the port area, how is this achieved?	<p><b>Satisfactory</b> – several different methods are used to monitor the movement of traffic within the Harbour, including:</p> <ul style="list-style-type: none"> <li>▪ Visual observation.</li> <li>▪ VHF monitoring on Channels 11 and 16.</li> <li>▪ Planning board for berth allocation.</li> </ul> <p>The harbour office is open from 08:00 to 18:00 hrs everyday Mon – Thursday. 07:00 – 19:00 Friday – Saturday (1 April to 31 October) and 09:00 to 16:00 hrs weekday only (1 November to 31 March). Harbour users communicate with the harbour office using VHF, the telephone, email or in person. Closed Circuit Television (CCTV) is also used, but only for harbour security and not for traffic management.</p> <p><b>Observation -</b> AIS Consider.</p>			JJH
		Is vessel traffic monitoring information passed to the MCA by the quickest means?	N/A			JJH
		Has the need for VTS/LPS been reviewed recently?	<p><b>Satisfactory</b> – the current method of vessel traffic management has been arranged to meet the demands of harbour use. The formal risk assessment for vessel traffic management is a strategic action in the Marine Safety Plan. This strategic action references MGN 401 (MCA, 2022).</p>		JJH_002	JJH
GtGP 13.2.2	Drink and drugs	Do staff know what to do if they suspect that a mariner (master, pilot, seaman) has committed an offence whilst on duty?	<p><b>Satisfactory</b> – the MSMS, provides details on the course of action to take if a professional mariner is suspected of being under the influence of drink or drugs whilst on duty.</p>		JJH_002	JJH

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
4.11 GtGP 9.0	Pilotage	Is the port a CHA?	<b>Observation</b> – Bridport is a CHA under and Pilotage Act 1987. However, the requirement for provision of a pilotage service is not being fulfilled.  Bridport does not believe that a pilotage serving is longer required and would like to review the current arrangement in light of removing the service and authority for pilotage for the harbour.  A review of pilot services is underway.	<b>Observation</b> – Assessment of the functions of the CHA should be undertaken, this should include a review of the pilotage operations as required.  If a pilotage service is not deemed as a requirement, a request to the DfT should be made for removal of CHA Status.		JJH
		Has the requirement for pilotage been reviewed?	At the time of audit a pilotage review was in the process of being undertaken. This has subsequently been undertaken.			JJH
4.12 GtGP 9.4	Pilotage Directions	Are Pilotage Directions issued?	No			JJH
4.12 GtGP 9.4	Pilotage Directions	Were stakeholders consulted during the drafting phase of the most recent Pilotage Direction?	No			JJH
4.13 GtGP 9.4	Authorisation of pilots	Is the process for appointing Pilots referenced in the MSMS?	No			JJH
4.14 GtGP 9.4.31	Pilot Training	Does the CHA implement the International Maritime Organisation (IMO) Resolution A960?	No			JJH
GtGP 9.5.43	Pilotage	Does the authority operate an effective Pilot Fatigue Management System?	No			JJH
4.15 – 4.16 GtGP 9.5	Pilot Exemption Certificates	Is a clear process for the issuing of PECs published?	No			JJH
		Are the requirements equivalent to those for an authorised pilot?	No			JJH
GtGP 8.7.15 – 8.8.10	Port Passage Plan	Is there a published passage plan?	<b>Satisfactory</b> – Passage Plan details available to harbour users.			JJH

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
GtGP 8.10	Recreational navigation	Are recreational users of the harbour considered?	<p><b>Satisfactory</b> – navigational information is published each year in the following publications:</p> <ul style="list-style-type: none"> <li>▪ Reeds Nautical Almanac and Marina Guide</li> <li>▪ LnTM</li> <li>▪ Website</li> <li>▪ Direct with mooring holds – via email mailshot.</li> </ul>			JJH
4.17 – 4.20	Collecting Dues	Are dues clearly defined?	<p><b>Satisfactory</b> – charges (including dues) are laid out on the Council’s website. The process for setting charges uses a benchmarking exercise with other local ports and marina facilities. Reviewed though advisory committee. Charges are usually increased in line with the market price and council guidance. Approved by the Duty Holder.</p>			JJH
4.21-4.23	Aids to Navigation	Are defects and rectification of defects recorded?	<p><b>Satisfactory</b> – as the Local Lighthouse Authority (LLA) the following Aids to Navigation are maintained:</p> <ul style="list-style-type: none"> <li>▪ 2x CAT 1: Leading lights - Fixed Red 5 miles and Fixed Red 5 miles.</li> <li>▪ 2x CAT 2: Harbour entrance - Very Quick Flashing Red every 6 seconds, 4 miles and Flashing Green every 3 seconds, 5 miles.</li> <li>▪ 6x CAT 3: Unlit lateral red and green pile markers to identify the preferred route to the public slipway (which is blocked off and currently not in use).</li> </ul>			JJH

PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
4.24	GLA returns	Are returns made to the GLA?	<p><b>Satisfactory</b> – the LATON three-year return identifies that availability return values to be:</p> <ul style="list-style-type: none"> <li>▪ Cat 1 = 100%</li> <li>▪ Cat 2 = 100%</li> <li>▪ Cat 3 = 100%</li> </ul> <p>Provision and maintenance of Aids to Navigation is recognised as <b>an area of best practice</b>.</p>			JJH
4.25-4.32	Wrecks, Abandoned or unseaworthy vessels	Does the MSMS refer to powers for dealing with wrecks?	<b>Satisfactory</b> – the MSMS, Section 6.9.7 addresses wrecks, derelict and abandoned vessels. There is no history of wrecks in the harbour.		JJH_002	JJH
GtGP 9.4.17 -9.4.21	Pilot Launches	Do pilot boats meet statutory requirements and appropriate Codes?	<b>Not applicable</b> – the Organisation is not a Competent Harbour Authority and therefore has no requirement to operate a pilot boat.			JJH
GtGP - 10	Towage Operations	Does the organisation produce towage guidelines?	<b>Not applicable</b>			JJH
		Is there a process for approving towage providers?	<b>Not applicable</b> – there are no towage providers using the harbour. Any towage is either by the RNLI or vessels towed by other harbour users.			JJH
Cont. GtGP - 10	Cont. Towage Operations	Are non-routine tows pre-approved / managed by the organisation?	<b>Not applicable</b>			JJH
GtGP 1.9.11	Licensing Harbour Tugs?	Does the harbour authority have the power to licence tugs?	<b>Not applicable</b> – there are no powers to licence tugs.			JJH
GtGP - 10.4	Diving Operations (commercial)	Is there a process for managing commercial diving?	<b>Not applicable</b>			JJH
GtGP - 10.4	Diving Operations (recreational)	Is there a process for managing recreational diving?	<b>Not applicable</b> – there is no history of recreational diving.			JJH
GtGP - 6.7.3	Hot Work Permits	Is there a process for managing Hot Works?	<b>Not applicable</b>			JJH



PMSC / GtGP Reference	Subject	Evidence Required For Compliance	Evidence of Compliance	Recommendations	Evidence Reference	Auditor
GtGP – 6.7.3	Bunkering	Is there a process for managing Bunkering?	Not applicable			JJH
GtGP – 11.3, 11.4	Regulation of Port Craft, Pilot Launches and Workboats	Does the Authority have a procedure for regulating port craft?	Not applicable			JJH

## B Quayside and Marine Operations

Visual observation of harbour quayside was undertaken during the site visit on the 20 September 2021.

### B.1 Quayside Checks

Reference	Subject	Evidence Required For Compliance	Observation	Recommendations	Auditor
PMSC 3.0 GtGP 8.11.19 ACOP 207-208 SIP 014	Access	Is the quayside and its access locations clear of debris and obstructions?	<b>Satisfactory</b> – harbour edges have tie rails fitted, these provide a barrier between the working edge of the quay and pedestrian areas (which are open to the public). Fishing gear is (largely) stacked in defined areas away from pedestrian walkways. This is managed and enforced by Harbour Assistants.		JJH
		Pedestrian/Disabled access for passengers or leisure users?	<b>Satisfactory</b> – public boarding points are provided at a dedicated pontoon. Access points are pontoons.		JJH
		Is the type and condition of quayside surface appropriate to the operation?	<b>Satisfactory</b> – the slipway was observed to have a small amount of marine growth, evidence of regular cleaning regime was noted. Ladders on quay edges – inspection regime in place.		JJH
ACOP 211-223 SIP 014	Rescue and Lifesaving equipment (LSE) at the water's edge	Is there appropriate means of egress from the water?	<b>Satisfactory</b> – The Inner Harbour pontoons have several water recovery ladders in the berthing areas.		JJH
Cont. ACOP 211-223 SIP 014	Cont. Lifesaving equipment (LSE)	Is there appropriate Rescue and LSE at quay edge?	<b>Satisfactory</b> – life saving appliances/rings are located around the harbour side.		JJH

Reference	Subject	Evidence Required For Compliance	Observation	Recommendations	Auditor
SIP 005	Bollards and securing equipment	Does the general condition of bollards appear to be in good order?	<b>Satisfactory</b> – BOLLARDS are used on the quay edges around the whole harbour.		JJH
		Are the bollards numbered and Safe Working Load shown?	<b>Satisfactory</b> – bollards are not numbered. It would be impractical to number tie rail mooring points.		JJH
		Is additional bollards/rings required?	Not applicable		JJH
		Are the bollards appropriate to the vessel being handled?	<b>Satisfactory</b> – are appropriate to the vessel size and the prevailing weather and tidal conditions.		JJH
SIP 005	Fenders	Is the fendering appropriate to the vessel being handled?	<b>Satisfactory</b> – fendering is appropriate to vessel size.		JJH
		Is the condition of the fendering in good order?	<b>Satisfactory</b> – fendering is <i>ad hoc</i> and placed to serve specific vessels.		JJH
		Are chaffing plates used?	Not applicable		JJH
ACOP 232-235 SIP 005 SIP 014	Lighting	Is lighting appropriate and in compliance with ACOP 'safety in docks'?	<b>Satisfactory</b> – in the opinion of the auditor, there is ample lighting around the Outer and Inner Harbour areas. Covered by street lighting.		JJH
ACOP 58-60	Layout	Is adequate separation delineated between quayside operations?	<b>Satisfactory</b>		JJH
ACOP 82	Signage	Is appropriate signs and markings provided	<b>Satisfactory</b> – signage around the harbour side informs pedestrians of working areas.		JJH

## B.2 Marine Operations

Observation of the procedures, equipment and Personal Protective Equipment (PPE) for harbour marine operators were sampled during the audit site visit.

Reference	Subject	Evidence Required For Compliance	Observation	Recommendations	Auditor
GtGP 10.6.1 ACOP 42 SIP 005	Communication	Is there direct communication between ship and shore personnel?	<b>Satisfactory</b> – harbour assistants and the Harbour Master carried VHF radios to monitor vessel traffic and VHF radios for communication amongst the team. All comms on 11.		JJH
		Is there adequate communication with boats during mooring?	<b>Satisfactory</b> – harbour assistants and the Harbour Master carried VHF radios and used hand signals.		JJH
		Are hand signals used and appropriate?	<b>Not applicable</b> – not observed during site visit.		JJH
GtGP 11.7 SIP 005	Planning	Is the mooring pattern appropriate to the quay/vessel and weather conditions?	<b>Satisfactory</b> – most vessels self-moor, unless attending the Mooring in the marina is organised through a white board and pontoon layout diagram. This is a simple and efficient planning tool.		JJH
SIP 005	Self-mooring	Do vessels self-moor?	<b>Satisfactory</b> – vessels self-moor on completion of scheduled passenger activity.		JJH
SIP 005	Use of equipment	Is the SWL of bollards appropriate to the load being placed on?	<b>Satisfactory</b> – in the opinion of the auditor, tie rails and mooring ring		JJH
		Are mooring lines used at an appropriate angle for the infrastructure?	<b>Satisfactory</b> – the mooring pattern for vessels was considered appropriate.		JJH
		Are mooring lines maintained at an appropriate length throughout the operation?	<b>Satisfactory</b> – observations made during low, mid and high tide. Lines were attended by vessel crews, with Harbour Assistants monitoring mooring during harbour staffed hours.		JJH
ACOP 58-67 SIP 014	Operational control	Is there concurrent activity alongside the mooring operation?	<b>Satisfactory</b> – self mooring is used, concurrent activity occurs. Harbour Assistants carry out active monitoring.		JJH
GtGP 11.4 SIP 005	Personnel and equipment	Are harbour personnel wearing appropriate PPE?	<b>Satisfactory</b> – Harbour Assistants working near the quay edge were wearing lifejackets and PPE in accordance with the risk assessments and Safe Systems of Work (SSoW).		JJH
Cont.  GtGP 11.4 SIP 005	Cont.  Personnel and equipment	Is adequate manning provided for running marine operations, handling lines and operating a safe harbour.	<b>Satisfactory</b> – anecdotal information identifies that the harbour has sufficient staff to safely provide marine operations. The team is comprised of the Harbour Master, 2 Harbour Assistants. 4 seasonal.		JJH

Reference	Subject	Evidence Required For Compliance	Observation	Recommendations	Auditor
		Is any additional equipment required and is equipment in use in good working order?	Satisfactory		JJH

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