



LOCH RYAN PORT

NAVIGATIONAL & SAFETY GUIDELINES

Guidance for Mariners Navigating within Loch Ryan Port Limits.

RECORD OF AMENDMENT & REVIEWS

Loch Ryan Port – Navigation & Safety Guidelines Ver 10 Feb 2025

COMMENT	DATE
Combined the NSG's in one document with Appendices	31/05/22
Section 1 Added applications & Definitions	31/05/22
Section 5 Add Harbour Master to complete LATON and appended chartlet	31/05/22
Section 6 Mooring arms confirmed both or none	31/05/22
Section 8 Introduced the Berthing Master system	31/05/22
Section 8 Additional guidance anchors, added Harbour Master to engine immobilisation notification.	31/05/22
Section 16 updated link for HSE diving guidance	31/05/22
New Appendices 1 to 5 added for all checklist forms and forms reviewed	31/05/22
Edited the Annex forms to enable electronic completion and update DM Mob No.	13/06/23
Edited the Duty Manager UHF contact and also bunker checklist numbering.	08/09/23
Added CERS3 Reporting Requirements	21/05/24
Section 9 Vacating the berth during extreme gale conditions.	12/02/25

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1. Applications & Definitions

1.1 This guidance applies to all vessels navigating within Loch Ryan Port (LRP) Limits and to vessels bound for LRP or departing LRP when navigating within the approaches to Harbour Limits

1.2 For the purposes of these guidelines:

“Harbour Limits” are the area bounded by an imaginary line commencing at:

point (A) at 54°59.28’N, 05°02.03’W thence extending in a straight line in a westerly direction to a point (B) at 54°59.28’N, 05°02.46’W thence extending in a straight line in a north-westerly direction to a point (C) at 54°59.57’N, 05°02.82’W thence extending in a straight line in a south-westerly direction to a point (D) at 54°59.52’N, 05°02.88’W thence extending in a straight line in a southerly direction to a point (E) at 54°59.40’N, 05°02.88’W thence extending in a straight line in a south-westerly direction to a point (F) at 54°59.28’N, 05°02.94’W thence extending in a straight line in a south-easterly direction to a point (G) at 54°58.68’N, 05°01.98’W thence extending in a straight line in a north easterly direction to a point (H) at 54°58.77’N, 05°01.71’W thence following the western boundary of the Girvan to Stranraer section of the M77/A77 Glasgow to Stranraer trunk road to the point of commencement.”

“Recreational Craft” means any craft under 20m in length used solely for recreational purposes and not for commercial gain, hire or reward.

“Reporting Vessel” means any vessel over 20m in length and all vessels that are operating commercially.

“Small Vessel” means any vessel under 20m in length.

“LPS” means Local Port Services which operates on VHF Channel 14, callsign “Loch Ryan Port”.

1.3 Nothing in these guidelines shall be construed as a reason to prevent any Master/Skipper of a vessel navigating within Loch Ryan Harbour Limits from taking such action as may be necessary in order to protect life, prevent pollution and to protect property or infrastructure.

2. LPS Officers – Duties and Responsibilities

The LPS Officer on duty is responsible to the Harbour Master for communication with vessels entering or departing Loch Ryan Port limits and approach channel. LPS Officers' duties include, but are not confined to the following:

1. Maintaining a listening watch on VHF Channel 14 and VHF Channel 16.
2. Communication with Masters of vessels entering/leaving or maneuvering within Loch Ryan Port limits and approach channel. In particular to advise them of any unusual circumstances which may affect their safe passage.
3. Monitoring of vessel movements within Loch Ryan Port limits and approach channel.
4. Reporting of incidents/accidents, damage or near misses within Harbour Limits to Port Management in accordance with NSG 14.
5. Maintaining a daily written log to record significant events occurring within each LPS Officer's period of duty.
6. Monitoring the position and operational status of Aids to Navigation within the harbour limits and approach channel, through use of the port radar and information from vessel observations. Aids to Navigation confirmed to be out of position, unlit or displaying incorrect characteristics are to be notified to the Harbour Master. Timely warnings to be communicated prior to vessels entering the Loch Ryan Port approach channel.
7. Initiation of Port Emergency Procedures in conjunction with the Port Operations Manager as and when required.
8. Monitoring, operation and usage of all equipment in the LPS Operations Room.
9. In conjunction with the Port Operations Manager, monitor and control all Dangerous Goods, either import or export, entering Loch Ryan Port limits and approach channel.
10. Control and monitoring of any operations involving the transfer of oil (bunkering) or mixtures of oil (slops) to or from vessels, either by barge or road tanker, being carried out within Loch Ryan Port limits and approach channel.
11. The LPS Officer only provides information to vessels to assist the Master in his decision making process. The LPS Officer does not, nor will not provide clearance to enter or depart Loch Ryan Port limits and approach channel. The decision to enter or leave Loch Ryan Port limits and approach channel lies with the Master alone.
12. Each LPS Officer must complete a watch handover at the end of every period of duty. The watch handover is to include information about:
 - ongoing vessel movements;
 - planned vessels movements;
 - incident reports;
 - aids to navigation status;
 - equipment performance;
 - bunkering operations; and
 - any other relevant information.

3. VHF Procedures

1. The listening channels for LPS Officers at Loch Ryan Port are VHF Channel 14 and VHF Channel 16.
2. It is the responsibility of the LPS Officer to ensure that the Masters of vessels entering, leaving or maneuvering within Loch Ryan Port limits and approach channel are fully informed of all circumstances that may affect their movements so that their decisions may be based on sound, reliable information. All information and instructions given to vessels shall be as accurate and clear as possible. For all vessels entering Loch Ryan Port the following information shall be provided by the LPS Officer:
 - 1) any reported vessel movements;
 - 2) known, but unreported, vessel movements i.e. yachts, fishing vessels entering Loch Ryan port limits and approach channel;
 - 3) berth occupancy;
 - 4) any Navaid deficiencies;
 - 5) wind speed/direction (except for vessels fitted with remote tidal and wind sensors);
 - 6) tidal height (except for vessels fitted with remote tidal and wind sensors);
 - 7) restricted visibility and adverse weather; and
 - 8) any other relevant information.
3. If circumstances change, during a vessel's movement, the Master must be informed immediately.

4. Local Notices to Mariners

1. Local Notices to Mariners (NtM) are issued and maintained by the Harbour Master. These are distributed to vessels and displayed on the Port's Website.
2. Any aspect affecting safe navigation will be considered for distribution by NtM. This includes, but is not restricted to, aids to navigation, dredging, diving and survey.
3. LPS Officers will include reference to new and applicable Local NtM in force when communicating by VHF with vessels within the Loch Ryan Port limits and approach channel.

5. Navigation Aids

1. Within Loch Ryan Port limits and approach channel, there are three navigation buoys, one end of pier light and two leading lights.
2. These are as follows and can be seen on the area of chart reproduced within this guideline:
 - 1) No. 1 Red Can Mark: FI.R3s
 - 2) No. 2 Red Can Mark: Q.R
 - 3) Isolated Danger Mark: FI(2)5s (located outside of Port Limits)
 - 4) End of Pier Lights: 2 F.R (vertical)
 - 5) Leading Lights of: 142°T/322°T
 - a. Front Leading Light: Iso 2s 9M
 - b. Rear Leading Light: Iso 2s 9M
3. It is the responsibility of the LPS Officer and Masters of vessels navigating within Loch Ryan Port limits and approach channel, to report to the Harbour Master or Deputy any deficiencies or defects as soon as is practical.
4. It is the responsibility of the Harbour Master to carry out monthly inspections and keep records of these inspections, identifying any defects that need to be rectified.
5. Loch Ryan Port Harbour Master will complete the LATON online system.
6. Appendix No.1 an extract from BA 1404 shows the Navigation Aids within the Port limits.

6. Harbour Berths and Auto Moorings

Main Ro Ro Berth - LRP West

1. This berth must only be used by commercial Ro Ro vessels when within the stated operating parameters of the vessel as agreed with the Harbour Master and described in the Senior Master's Standing Orders.
2. No other vessels are allowed to lie alongside this berth without the express permission of the Port Operations Manager or the Harbour Master.
3. The automatic mooring system must only be used by those vessels for which it was designed. The mooring arms can only be used as a pair, if one arm is not operational, then the other may not be used and the vessels will deploy adequate mooring lines as determined in the Master, their function being both to hold the ship alongside her length and to hold the stern tight against the aft stop fender.
4. Any other vessel that is allowed to lie on this berth must use a conventional mooring system and particular care must be taken to ensure that no damage to the automatic mooring system can be caused.

Lay By Berth LRP East

1. The lay by berth must only be used by vessels with the express permission of the Port Operations Manager or the Harbour Master.

7. Loch Ryan Navigation Committee Summary of Agreements

1. Vessels entering or departing Loch Ryan Port limits and approach channel will do so in accordance with the current '*Loch Ryan Ferry Navigation Committee Summary of Agreements*' which is attached as an Annex to NSG Number 06.
2. Vessels bound for Loch Ryan Port report on VHF Channel 14 when passing Milleur Buoy. Their call will be acknowledged by Loch Ryan Port.

8. Pilotage Within Loch Ryan Port Limits and Approach Channel

1. Neither Loch Ryan Port nor Loch Ryan are compulsory pilotage areas.
2. However to minimize risk, Masters and *bona fide* Chief Mates of commercial vessels navigating within Loch Ryan Port limits and approach channel will be interviewed by the Harbour Master and must demonstrate their knowledge and understanding of local conditions and regulations. Following a successful interview they will be approved as a Berthing Master, the Harbour Master will determine the number of Berthing Masters to be approved.

Prior to arranging an interview the Senior Master will confirm to the Harbour Master that the candidate can safely maneuver the vessel in all conditions that can be anticipated in Loch Ryan and has completed a minimum of six trips in and six trips out within the current year, at least half of which must be completed in the hours of darkness.

Stena Line vessels will have a limiting number of Berthing Master approvals appropriate to that required to facilitate the service.

Candidates will have to demonstrate to the Harbour Master their knowledge of:

- 1) The navigational requirements and restrictions associated with Loch Ryan Port limits and approach channel, and Loch Ryan.
 - 2) The vessels Port Passage Plan.
 - 3) The ship handling capabilities and limitations of their vessel.
 - 4) The mooring arrangements and dangers during adverse weather.
 - 5) The Navigational Safety Guidelines and incident/defect reporting.
 - 6) The Loch Ryan Ferry Navigation Committee, Summary of Agreements and Observation Reporting.
 - 7) Anchoring and use of anchors.
3. For vessels that are not engaged in regular trading to Loch Ryan Port including vessels on relief services to and from Loch Ryan Port, the Harbour Master may direct that the Master of any such vessel intending to

enter Loch Ryan Port and approach channel should seek navigational guidance and/or assistance from a Berthing Master of a vessel that is a regular trader to the port. This will be decided on a case-by-case basis.

4. Furthermore, when a relief vessel, which is party to the Loch Ryan Ferry Navigation Committee agreement, is operating instead of one of the regular ferries; the Master of the relief vessel must be informed of the Agreement reached by this Committee. This is in addition to appropriate navigation and pilotage information relating to vessel operations within Loch Ryan Port limits and approach channel.

9. Navigation Restrictions in Loch Ryan Port Limits and Approach Channel

1. Only one vessel is permitted in the Loch Ryan Port approach channel and/or the turning basin at any one time.
2. In the event of two vessels being in the vicinity at the same time, the OUTBOUND vessel will have priority at all times.
3. ALL vessels in the Loch Ryan Port approach channel must navigate at a SAFE speed, commensurate with prevailing weather and tidal conditions, as well as taking into account the maneuvering characteristics of the vessel.
4. High Speed Craft or conventional vessels approaching, passing or leaving Loch Ryan Port limits and approach channel must not operate at a speed that may lead to excessive wake and wash on the shoreline of Loch Ryan.
5. ALL vessels in the Loch Ryan Port limits and approach channel must display the appropriate lights and shapes prescribed for the type of vessel in the Merchant Shipping (Distress and Prevention of Collisions) Regulations 1996 [COLREGS] as amended. [MSN1781].
6. Except in an emergency, vessels are not permitted to anchor within Loch Ryan Port limits and approach channel as defined on the chart British Admiralty 1404 and section 1 of these Navigational guidelines. Anchors may be used where required to assist in berthing and should be retrieved as soon as practical. Anchors may be lowered to steady the vessel's bow when alongside in a NW gale providing the Master ensures that safe clearance from the hull is always maintained..
7. In accordance with the Loch Ryan Ferry Navigation Committee agreements, High Speed Craft must endeavor not to operate in the critical speed range between the limits of Cairn Point and the Forbes Shoal.
8. During extreme weather conditions where the wind is forecast to be in excess of 60 knots then the berths may not be occupied. Masters must consider allowing sufficient time to permit safely departing the berth and proceeding to sea to ride out the storm.

10. Vessels Carrying (IMDG) Dangerous Goods

1. The Harbour Master requires that all vessels carrying Dangerous Goods (as defined in the Dangerous Goods in Harbour Areas Regulations 2016) and/or Marine Pollutants (as defined in the IMDG Code), even in Limited or Excepted Quantities, must give appropriate notice to the Port Operations Manager at Loch Ryan Port,

who can be contacted through the LPS Officer on VHF Channel 14, that such commodities are carried on board, whether inbound or outbound. Such notice must include full details of the goods being carried and their location on the vessel.

2. It is also acceptable that this Dangerous Goods List is transmitted to the Port Operations Manager at Loch Ryan Port by the most appropriate means from the port of loading in lieu of the above.

11. Recreational and Fishing Vessels within Loch Ryan Port Limits and Approach Channel

1. The Harbour Master advises that recreational and fishing vessels must not navigate within Loch Ryan Port limits and approach channel when commercial vessels are approaching or departing from Loch Ryan Port.
2. The Harbour Master further requires that recreational and fishing vessels must not make fast to any navigation marks within Loch Ryan Port limits and approach channel, or to any berths in Loch Ryan Port, except in an emergency.

12. Vessel Defect Reporting

1. The Harbour Master requires that all commercial vessels navigating into Loch Ryan Port limits make a report to the LPS Officer. This report must confirm the status of shipboard critical systems relevant to the safe navigation of the vessel (positive reporting and/or defect report). Known defects that may affect the ability of the vessel to navigate safely within Loch Ryan Port limits and approach channel must be reported, including any defects that may affect the ability of the vessel to manoeuvre safely on, to, or away from the berth.
2. The Harbour Master further requires that all vessels with known defects that may affect the ability of the vessel to navigate safely within Loch Ryan Port limits and approach channel must not enter the port limits and approach channel until such defects have been rectified. Vessels entering Loch Ryan Port with defects may only do so with permission of the Harbour Master or Deputy Harbour Master.
3. For vessels that may be alongside when these defects are discovered, the Harbour Master requires that the vessel does not leave the berth until such defects have been rectified. Vessels entering Loch Ryan Port with defects may only do so with permission of the Harbour Master or Deputy Harbour Master.
4. Engine immobilisation: any vessel that intends to immobilise its engines, must inform the LPS Operations Room immediately. The LPS Officer will notify the Port Operations Manager and Harbour Master

13. Operation of Bow Thrusters and Propellers

1. A risk assessment must be in place to mitigate against vessel movement whilst embarking/disembarking

passengers and vehicles. This is required for the Superfast Class vessels, to allow for the turning of propellers whilst alongside. This risk assessment must be approved by the Harbour Master. All other vessel types will not run main engines and/or thrusters will not be run whilst passengers and/or vehicles are embarking or disembarking, with the exception of weather or emergency situations requiring main engines and/or thrusters to be run.

2. If no detailed Risk Assessment is in place then the operation of main engines and/or thrusters is strictly forbidden.

14. Bunkering Protocol

1. Masters of vessels receiving bunkers within Loch Ryan Port limits and approach channel are required to adopt the following procedures when transferring oil or a mixture of oil and water whether from barge or by road tanker on board the vessel.
 - 1) No transfer of oil is to commence until the Duty Manager has granted permission which can be obtained on 07834 619 584 or UHF Radio Channel 1;
 - 2) The '*Loch Ryan Port Bunkering Pre/Post Transfer Agreement*' (Appendix No.3a) has been completed and signed by both parties; or
 - 3) In the case of a barge/road tanker that does not have its own check list, the '*Loch Ryan Port Bunkering Check List*' (Appendix no.3b) has been completed and signed by both parties.
2. Before any transfer of oil takes place the Master or a responsible officer must ensure that:
 - 1) Scuppers are properly sealed, adequate drip trays are in position under hose connections and all precautions have been taken to avoid spillage.
 - 2) The bunker hose joints and connections to ships manifold are tight and the hose is of adequate length, properly supported and without defect.
 - 3) An agreed system of communications has been established between vessel/tanker and the ship and provision has been made to continually monitor the operation. The bunker station on the receiving vessel and the manifold area on the barge must be continually manned during the operation.
 - 4) Both vessel/tanker and receiving vessel have completed their pre-delivery checklists.
3. The bunker barge must have adequate fendering and both vessels must be securely moored.
4. The bunkering vessel must remain in radio contact with the Duty Manager throughout the operation on the UHF Radio handset Channel 1.
5. Transfer of oil is to cease if requested by the Duty Manager and must not recommence until permission is given.
6. If any spillage or accident occurs during transfer the operation must be stopped and the Duty Manager informed immediately.

7. The Duty Manager is to be informed on completion of the operation.
8. Transfer of bunkers will only be permitted if weather and other conditions are considered suitable. The Harbour Master may, at his discretion, order the cessation of operations. This order must be complied with immediately.
9. Vessels must comply at all times with the provisions of the Dangerous Substances in Harbour Area Regulations 2016 and exhibit the warning signals, namely:
 - By Day: A red flag (International Code Flag 'B').
 - By Night: An all round red light, visible 2 miles.
10. The Harbour Master or designated officer of Loch Ryan Port may board the vessel at any time to inspect the operation.
11. The '*Loch Ryan Port Bunkering Check List*' or '*Pre/Post Transfer Agreement*' must be sent to the Duty Manager at line.cairnryan.operations@stenaline.com on completion of the operation.

15. Accident /Incident Reporting

1. To ensure the highest standards of safety, the Loch Ryan Port Harbour Master requires that information concerning any incidents, or near misses that have the potential to cause damage or compromise safety, are reported by those mariners responsible for the navigation of vessels within the harbour limits and approaches to Loch Ryan Port.
2. In the event of an incident, an Incident Report Form (Marine IRF Appendix No.5) is completed at the earliest opportunity and in any event, within 24 hours of occurrence. The Master or Operations Manager will complete part (a) and the Harbour Master will complete part (b)
3. The term "Incident" also includes any accident to ship or shore personnel caused by the navigation or berthing/unberthing act in Loch Ryan Port Harbour limits or approaches.

16. Commercial Diving Operations

1. Commercial diving is deemed to be any diving activity carried out for gain or favor. Commercial diving is not permitted within or near the approaches to the Harbour without the express permission of the Harbour Authority.
2. Before permission to dive is granted the contracting party (client) must satisfy the Harbour Authority that all legislative requirements have been met. Specifically the Harbour Authority will expect the client to have seen the risk assessment, diving project plan, diving operation record, divers record books, and to have assured himself, as far as possible, that the diving operation will be carried out in a proper manner. The client should advise the diving contractor of any hazards that may be encountered during the diving operation. The clients permit to work should then be taken/given to the Duty Manager or his Deputy.
3. If satisfied, the Duty Manager/Deputy on behalf of the Harbour Authority will issue a 'Loch Ryan Port General Work Permit' to the contracting party, identifying any other known risks. Diving operations may then begin. Divers entering or leaving the water must be reported to the Duty Manager by VHF channel 14, as must the end of operations. The Duty Manager/Deputy will keep the diving supervisor informed of any additional hazards to the diving operation. This procedure is required to ensure that the Harbour Authorities obligations under the relevant legislation are complied with. You are referred to:- 'The Diving at Work Regulations 1997.' Statutory Instruments 1997 No, 2776.
4. The HSE leaflet: Are you involved in diving project at work.
<https://www.hse.gov.uk/pubns/indg266.pdf>
It is recommended that anyone involved in a diving project has read the above document. The Duty Manager/Deputy maintains a listening watch on VHF channel 14 Tel: Mobile +447773664102

17. Powers to Board a Vessel

1. The Harbour Master has the power to board a vessel to determine the cause of a discharge of oil into the Harbour. This power has been established by the Merchant Shipping Act 1995.
2. An extract of the relevant sections from the Merchant Shipping Act 1995 is reproduced below:

Powers of inspectors in relation to premises and ships

(extract from Merchant Shipping Act 1995)

- (1) The powers conferred by this section are conferred in relation to:
 - (a) any premises in the United Kingdom; or
 - (b) any United Kingdom ship wherever it may be and any other ship which is present in the United Kingdom or in United Kingdom waters.

And are available to any Departmental inspector, or any inspector appointed under section 256(6), for the purpose of performing his functions.

Subsection 2 Powers that may be exercised by the Harbour Master

(extract from Merchant Shipping Act 1995)

- (2) Such an inspector:
 - (a) may at any reasonable time (or, in a situation which in his opinion is or may be dangerous, at any time):
 - (i) enter any premises, or
 - (ii) board any ship.
 - (c) may make such examination and investigation as he considers necessary;
 - (j) may require the production of, and inspect and take copies of or of any entry in:
 - (i) any books or documents which by virtue of any provision of this Act are required to be kept; and
 - (ii) any other books or documents which he considers it necessary for him to see for the purposes of any examination or investigation under paragraph (c) above.
- 6) The powers conferred by subsection (2) (a), (c) and (j) above shall also be exercisable, in relation to a ship in a Harbour in the United Kingdom, by the Harbour Master or other persons appointed by the Secretary of State for the purpose, for the purpose of ascertaining the circumstances relating to an alleged discharge of oil or a mixture containing oil from the ship into the Harbour.

18. Towage Operations

1. Towage operations may include the provision of assistance to an operational vessel, the movement of non-powered vessels and the movement of barges and floating equipment and plant into, out of, or within the harbour area.
2. When towage operations are proposed, a towage plan/method statement must be submitted to the Harbour Authority and approved by the Harbour Master before the commencement of the operation.
3. When a tug is involved in towage all her water tight and weather tight doors must be closed and secured.
4. All non-routine towage operations are to be risk assessed on a case by case basis. The tow vessel shall produce the risk assessment which will be reviewed by the Harbour Master.
5. Prior to commencement of towage operations the towage operations checklist (Appendix No.6) shall be completed by port personnel and retained.
6. The form will be emailed to the towage company in advance and must be returned within 24 hours preceding the operation.

19. Dredging Guidance

1. Dredge operations will be organised and carried out in accordance with the requirements of the Marine Licence and this NSG.
2. Prior to dredging notification of dredging should be sent to all stakeholders detailed in the requirements of the Marine Licence.
3. Ensure that the license is valid and in date to allow dredging operations and disposal of dredge arisings. Licence conditions must be checked to ensure they are complied with.
4. Pre-dredge surveys should be carried out to identify any areas which may require dredging to restore navigational depths, and sufficient coverage of adjacent areas to monitor the effects of dredging on those areas.
5. Whilst dredge operations are being carried out, the location and progress of the dredger should be monitored.
6. Records should be maintained of time worked and dredge amounts to ensure that the annual dredging budget for the Marine Licence is not exceeded.
7. Arrange for any required data to be available to the licensing authorities and make all necessary returns required under the terms of the licence.
8. Application for the renewal of the Marine Licence has to be sent to Marine Scotland at least 14 weeks

prior to the expiry of the current Marine Licence. The application form is held on the Marine Scotland website.

9. Sediment sampling will be required for renewal of the Marine Licence either every 3 years, or as required by Marine Scotland and should be arranged at the same time as the application in 8 above is made.

Note: Sediment samples were obtained on the following dates:

- January 2018 & March 2022.

20. Hydrographic Guidance

All hydrographic surveys must be carried out to [International Hydrographic Organisation \(IHO\) publication SP44 standards of survey](#). The following provides information on the requirements for different aspects of a survey:

1. On receipt and acceptance of an updated navigational chart following a survey, it should be compared with previous charts to identify areas of accretion, which may affect the safe navigation of vessels.
2. If differences are found between the new survey and the current charts that have a significance to safe navigation, a Local Notice to Mariners should be published to inform port users.
3. The digital version of the chart should be sent to the UKHO by email at sdr@ukho.gov.uk as detailed in the Harbour Master' guide to hydrographic and maritime information exchange.
4. Confirmation of receipt of information by UKHO should be retained with the digital chart and any other relevant information regarding the survey within the appropriate LRP file location. This is a requirement for audit purposes.

Note: [UKHO, 2016. 'Harbour Masters' Guide to Hydrographic and Maritime Information Exchange' Published, May 2016](#)

21. Arrival Reporting – CERS3 Requirements

1. Whenever a vessel arrives at a UK port it must comply with obligatory reporting requirements, these apply to all UK Flag vessels over 300GT and all foreign flagged vessels. The voyage, security and waste information are all combined in the CERS3 workbook, which the Master must complete and submit to the Port Authority for upload into CERS.
2. Only vessels with the appropriate exemption certificate for the specific route are exempted from this requirement.
3. The CERS3 workbook is available here <https://www.gov.uk/government/publications/the-cers-workbook>
4. Completed workbooks should be submitted to the Harbour Master.

Appendix No.2 Summary of Agreements

Summary of Agreements made by:

THE LOCH RYAN FERRY NAVIGATION COMMITTEE

as of 0001Hrs GMT on 1st May 2016

- affecting vessels operated by P&O Ferries & Stena Line

Nothing in these agreements relieves any vessel of its duty to comply with the MS Distress Signals and Prevention of Collisions Regulations 1996 (COLREGS as amended).

The use of the phrase “deeper water in the prohibited anchorage area” within this document shall be taken to mean the deeper water to be found within the prohibited anchorage area towards the west side of Loch Ryan and as indicated upon the chart extract included at the end of this agreement.

1. Intership Communications

All ships that are party to the agreement are to call on Ch. 16 prior to entering the Loch and before departing their berths advising all vessels to listen to Ch.14 for further communications regarding movements and manoeuvres. Communications can then be monitored by all other ships in the vicinity. Ship’s AIS may be used to identify other vessels.

VHF Communications by ships navigating the loch should be transmitted using 25 Watts power and those communications should be positively acknowledged by ships party to this agreement

All vessels inbound to Loch Ryan will:-

- On passing Corsewall Point make an “*Approaching Loch Ryan*” broadcast on VHF Ch.14 to “*All ships in Loch Ryan*” and thence maintain a listening watch on both VHF Ch.14 & 16. At this point the inbound ship’s intention to use the deeper water in the prohibited anchorage area should be stated.
- Make a further “*All ships in Loch Ryan*” broadcast on VHF Ch.14 reporting passing Milleur Buoy. At this time the inbound ship will establish communication with any outbound ship. Intention to use the deeper water in the prohibited anchorage area should be re-stated.

Loch Ryan Port bound vessels already routinely report on VHF Ch.14 passing Milleur Buoy, and their call will be acknowledged by Loch Ryan Port.

All vessels departing from berths in Loch Ryan will:-

- Five minutes prior to departure, make an “*Intention to depart*” broadcast on VHF Ch.14 to “*All ships in or approaching Loch Ryan*”, and thence maintain a listening watch on both VHF Ch.14 & 16. At this point intention to use the deeper water in the prohibited anchorage area shall be stated.

All vessels proceeding outbound in Loch Ryan will:-

- Make a further “All ships approaching Loch Ryan” broadcast on VHF Ch.14 reporting passing Forbes Shoal buoy outwards.
- These reporting points should be included in each ship’s passage plans and checklists to ensure that they became routine and are not overlooked.

2. Operating Principles

In the event of a High Speed Craft operating in Loch Ryan they will endeavour not to operate in the critical speed range between Cairn Point and Forbes Shoal if there is another ship in that area.

3. Passing Manoeuvres

Risk Assessment has identified the need for control measures:

1. Conventional ships may use the deeper water in the prohibited anchorage area.
2. An inbound ship passing Milleur Buoy shall communicate with an outbound ship to confirm intentions.
3. Safe separation of inbound and outbound ships will be ensured by use of agreed waypoints off Milleur Buoy as detailed in Paragraph 5..
4. If an outbound P&O vessel has passed Cairn Point a Stena Line vessel will not depart the berth at Loch Ryan Port until the P&O vessel is past and clear.

Ships that have requested the use of the deeper water in the prohibited anchorage area shall remain within the deeper water in the prohibited anchorage area until clear of the safe water mark.

4. Overtaking Manoeuvres Within Loch Ryan and Immediate Approaches:-

Ships party to this agreement will not overtake anywhere within Loch Ryan unless positive agreement has been received from the ship they intend to overtake and others in the vicinity. The overtaking vessel shall make such agreements in good time.

5. Tracks To Maintain Safe Separation At Milleur Buoy.

Normal outbound and inbound tracks will pass close to Milleur Buoy, however, in the event of Ferries passing in the vicinity of Milleur Buoy, the following tracks have been agreed to ensure safe separation between outbound and inbound traffic:-

Outbound

Once clear of the deeper water in the prohibited anchorage area, or past Forbes Shoal Buoy, outbound ships should set course for a point 0.7 nm northeast of Milleur Buoy.

Inbound

Inbound ships should head for a point 0.2 nm north of Milleur Buoy, thereby maintaining a safe separation from any outbound ship.

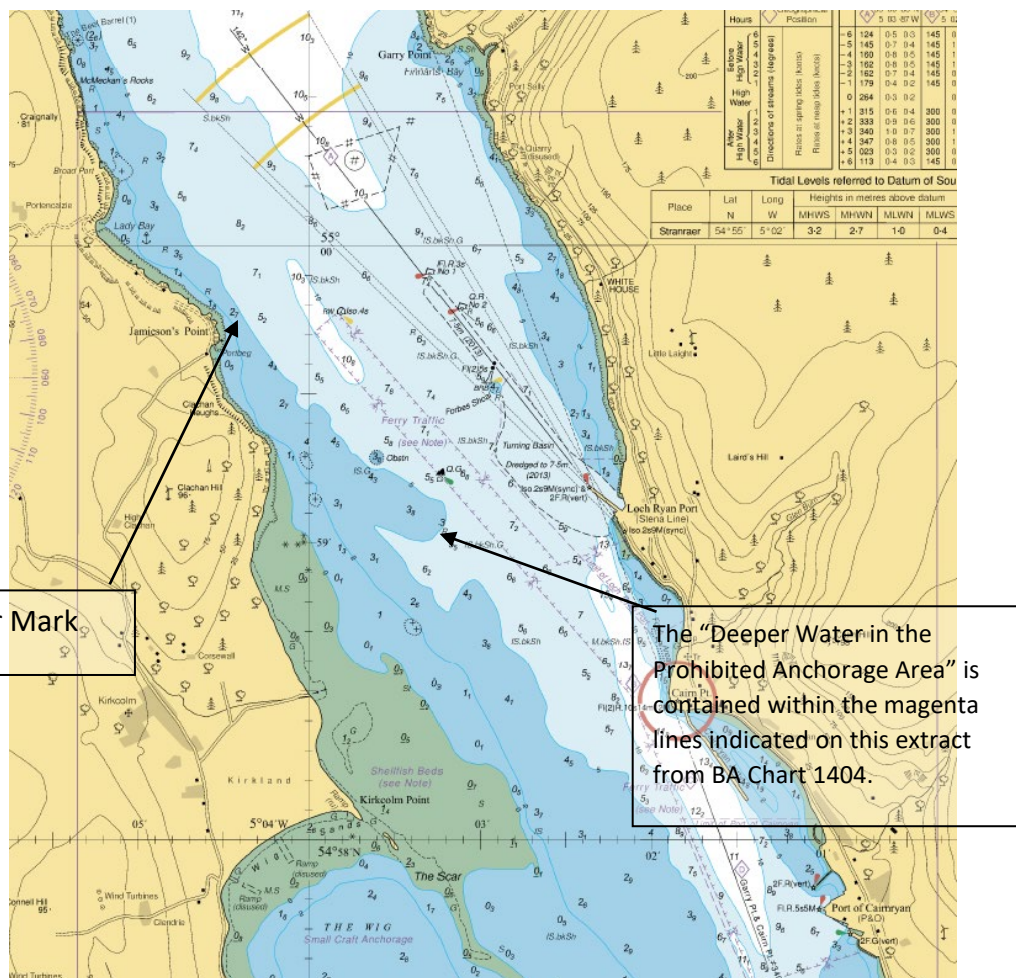
6. Information to Relieving Vessels

When a relief vessel is operating instead of one of the regular ferries that is party to the Agreement, the master of the relief vessel must be informed of the Agreements reached by this Committee. The responsibility for ensuring this will lie with the Management of the company whose vessel is being relieved.

7. Relations with the Glasgow and Belfast Marine Offices of the Maritime and Coastguard Agency

1. Copies of the minutes of all Loch Ryan Ferry Navigation Committee meetings shall be forwarded to the Glasgow and Belfast Marine Offices.
2. Any near misses that occur within Loch Ryan shall be reported to the Maritime and Coastguard Agency by the Master(s) of the vessels involved.
3. Any changes to this agreement shall be notified to the Maritime and Coastguard Agency prior to implementation.

Location of “Deeper Water in the Prohibited Anchorage Area”



Appendix No.3a Bunkering Checklists Pre/Post Transfer Agreement

this form is to be completed by all vessels and vehicles involved in the transfer of oil or oily waste before delivery commences and is a legal requirement under the oil pollution preparedness, response and co-operation convention (oprc)

	Delivery Vessel/Vehicle		Receiving Vehicle/Vessel	
Name/Reg No:	Click or tap here to enter text.		Click or tap here to enter text.	
Person in charge:	Click or tap here to enter text.		Click or tap here to enter text.	
Rank/Position:	Click or tap here to enter text.		Click or tap here to enter text.	
Company/Agent:	Click or tap here to enter text.		Click or tap here to enter text.	
	Product	Tonnes	Tank No	Capacity
Quantity and type of product to be transferred	tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Communication System			Agreed Pumping Rate	
Click or tap here to enter text.			Click or tap here to enter text.	
Permission from Duty Manager must be obtained (07834 619 584) before commencement of transfer				
I confirm that both delivery and receiving check lists have been completed and it is safe to commence transfer.				
	For Deliverer		For Receiver	
Signed:	Click or tap here to enter text.		Click or tap here to enter text.	
Print Name:	Click or tap here to enter text.		Click or tap here to enter text.	
Date/Time:	Click or tap here to enter text.		Click or tap here to enter text.	
Duty Manager to be informed (07834 619 584) on completion of transfer				
I confirm that transfer has been safely completed				
	For Deliverer		For Receiver	
Signed:	Click or tap here to enter text.		Click or tap here to enter text.	
Print Name:	Click or tap here to enter text.		Click or tap here to enter text.	
Date/Time:	Click or tap here to enter text.		Click or tap here to enter text.	

RETURN THIS COMPLETED DOCUMENT TO THE DUTY MANAGER line.cairnryan.operations@stenaline.com

IN THE EVENT OF AN INCIDENT CONTACT THE DUTY MANAGER ON 07834 619 584 IMMEDIATELY

Appendix No.3b Bunkering Checklists – Bunkering Checklist

this check list is to be completed by all road tankers / vessels involved in the transfer of oil or oily waste before delivery commences and is a legal requirement under the oil pollution preparedness, response and co-operation convention (oprc). return completed document to the duty manager. line.cairnryan.operations@stenaline.com
in the event of an incident contact the lps officer on 07834 619 584 immediately

Delivery vehicle/vessel:	Click or tap here to enter text.	
Receiving vehicle/vessel:	Click or tap here to enter text.	
Date:	Click or tap here to enter text.	
Berth:	Click or tap here to enter text.	
Action	Deliverer	Receiver
Handling and communication procedures agreed:	Click or tap here to enter text.	Click or tap here to enter text.
Emergency shut down procedures agreed:	Click or tap here to enter text.	Click or tap here to enter text.
Smoking/naked light regulations observed:	Click or tap here to enter text.	Click or tap here to enter text.
Hoses/connections checked:	Click or tap here to enter text.	Click or tap here to enter text.
Drip trays in place:	Click or tap here to enter text.	Click or tap here to enter text.
Vessel safely moored:	Click or tap here to enter text.	Click or tap here to enter text.
Safe access vessel/shore:	Click or tap here to enter text.	Click or tap here to enter text.
Responsible crew member on deck:	Click or tap here to enter text.	Click or tap here to enter text.
Unused bunker connections blanked (inc other bunker station):	Click or tap here to enter text.	Click or tap here to enter text.
Bunker tank lids closed and secured:	Click or tap here to enter text.	Click or tap here to enter text.
All scuppers plugged:	Click or tap here to enter text.	Click or tap here to enter text.
Pumping rate agreed:	Click or tap here to enter text.	Click or tap here to enter text.
All valves open for receiving	Click or tap here to enter text.	Click or tap here to enter text.
Permission from LPS operator must be obtained (uhf ch. 3) before commencement of transfer		
I confirm that check list has been completed and it is safe to commence transfer		
	For Deliverer	For Receiver
Signed:	Click or tap here to enter text.	Click or tap here to enter text.
Print Name:	Click or tap here to enter text.	Click or tap here to enter text.
Date/Time:	Click or tap here to enter text.	Click or tap here to enter text.
Post delivery checklist		
Action	Deliverer	Receiver
Hoses disconnected/hull openings closed	Click or tap here to enter text.	Click or tap here to enter text.
All scuppers unplugged	Click or tap here to enter text.	Click or tap here to enter text.
All valves closed	Click or tap here to enter text.	Click or tap here to enter text.
LPS officer or port operations manager to be informed (uhf ch. 3) on completion of transfer		
I confirm that transfer has been safely completed		
	For Deliverer	For Receiver
Signed:	Click or tap here to enter text.	Click or tap here to enter text.
Print Name:	Click or tap here to enter text.	Click or tap here to enter text.
Date/Time:	Click or tap here to enter text.	Click or tap here to enter text.

Appendix No.4 Marine Incident Report Form

MIRF (a) – To be completed by Master or Duty Manager

Date & Time
Click or tap here to enter text.
Incident, Accident or Near Miss
Click or tap here to enter text.
Location Port/Berth
Click or tap here to enter text.
Area
Click or tap here to enter text.
Names of vessels involved
Click or tap here to enter text.
Names of persons involved
Click or tap here to enter text.
Names of witnesses
Click or tap here to enter text.
Brief Description of Incident
Click or tap here to enter text.
Reported to external authority and who
Click or tap here to enter text.

MIRF (b) – To be completed by the Harbour Master

		Date & Initial done
Hazard Type See hazard information	Click or tap here to enter text.	Click or tap here to enter text.
Hazard Description See hazard information	Click or tap here to enter text.	Click or tap here to enter text.
Notification This form must be completed to formally register a Near Miss / Incident. Detailed reports can be sent electronically		Click or tap here to enter text.
Investigation All involved questioned and requested to provide electronic statements to LPS Operator / Harbour Master as soon as possible. Conclude if the incident is MAIB or HSE reportable? Berth Damage reported to the Duty Manager.		Click or tap here to enter text.
Evidence Weather Data, Tide & swell data, CCTV, IRIS Recording. Photographs, where possible obtain electronically.		Click or tap here to enter text.
Alerting Major damage / navigational danger / serious incidents may need Technical Services / Harbour Master / Port Users		Click or tap here to enter text.
Closure Cause(s) identified, consequence noted, actions assigned (if necessary). MarNIS record closed.		Click or tap here to enter text.
Transferred to Marnis Yes/No Date & Initial		Click or tap here to enter text.
Marnis Reference No.		Click or tap here to enter text.

Hazard Information

Hazard Type	Hazard Description	Hazard Explanation
Nautical Safety	Collision ship - ship	Contact between two Sea going vessels underway, drifting, under towage or otherwise not made fast to the ground.
	Striking with ship (moored)	Contact between one vessel underway or drifting and an another moored vessel.
	Equipment failure (vessel)	Failure of vessel nautical safety equipment.
	Equipment failure (port)	Failure of port nautical safety infrastructure.
	Grounding	Contact between a vessel and the bed of the berth, lock, channel or any other seabed area.
	Stranding	Ship that goes ashore (grounded) and does not re-float on the next tide.
	Sinking and capsizing	The loss of buoyancy of a vessel resulting in that vessel settling on the sea/channel/lock bed, or turning over.
	Impact with structure	Ship contact with fixed object, i.e. dock etc.
	Striking with floating object	Contact between one vessel underway or drifting and an object such as a buoy or another vessel at anchor.
	Fire/Explosion	Fire or explosion on or associated with a vessel.
	Ranging	The movement of a vessel relative to its berth due to disturbance of the water by wind, tide, current or a passing vessel, or inadequate moorings.
	Fairway obstruction	Anchoring or small craft navigation causing commercial shipping to take avoiding action.
	Pilotage Incident	Incidents on-board vessels with PEC holder or Authorised Pilot
	Mooring	Berthing and unberthing of vessel, or moored vessel breaks free of berth
Port Efficiency	Port suspension due to weather	Port activities stopped due to weather (Ice, wind, visibility, wave action, storminess).
	Availability of berths	Port berths unavailable or full resulting in vessels going to anchor or queuing.
	Availability of anchorages	Port anchorages unavailable or full resulting in vessels queuing.
	Service providers delay	Providers of port services failing to meet demands resulting in port delays.
	Customs delay	Delays created by port customs.
	Port State Control delay	Delays created by Port State Control procedures including inspections.
	Pilot logistics	Delays resulting from Pilot planning and availability problems.
	Port infrastructure delay	Delays caused by port provided equipment failure (e.g., gangways, locks)
	Road traffic congestion	Delays created by traffic congestion outside port estate, causing delays to mooring gangs, Pilots, etc.
	Berth structural failure	Failure of fendering and/or berth support
	Pilot Boat Availability	Unavailability of Pilot Boat due prop fouling
	Injury - Harbour Works	Injury during marine operations involving harbour works
	Fouled Propeller	Tug or other craft fouling propellers
Environment Protection	Contaminated sediment	Control of waste water or ship repair with the potential to contaminate dock or river sediment.
	Air pollution	Pollution to the air from vessels within the HA area, including release of gas cargoes and Emissions from ship exhausts.
	Ballast water discharge	Illegal exchange of ballast water within the ports area of authority.
	Illegal waste discharge	Illegal exchange of waste into the water from vessels within the HA area.
	Ship wash	Protection of coastal habitat subject to the effects of wash from shipping.
	Pollution (Tier 1/2/3)	Oil pollution incident requiring a response (measured in Tier levels)
	Pollution (Minor)	Minor pollution incident not requiring a response
Crisis Management	Debris in water / seabed	None Oil or HNS pollution - scaffolding/fenders/rubbish/nets/cable/ropes.
	Terrorist threat	Threat of attack from terrorists to port facilities or shipping.
	Illegal transshipment of goods	Illegal transshipment of goods through the port via shipping.
	Illegal transshipment of people	Illegal transshipment of people.
	Members of public	Members of public in dock estate, visitors, control of contractors etc
Natural Emergency	Flooding, extreme waves, tidal surge, fire.	

Appendix 5 Towage Checklist

Tow Details			
Tug Name	Click or tap here to enter text.	Date	Click or tap here to enter text.
Tow Name	Click or tap here to enter text.	Port Officer	Click or tap here to enter text.
Bollard Pull	Click or tap here to enter text.	Chart System	Click or tap here to enter text.
Propulsion	Click or tap here to enter text.	Number of Crew	Click or tap here to enter text.
Contact	Click or tap here to enter text.	Company Address	Click or tap here to enter text.
Email	Click or tap here to enter text.		
Phone Number	Click or tap here to enter text.		
Notes	Click or tap here to enter text.		
General Requirements			
No	Task	Initials	
1	Towage risk assessment	Click or tap here to enter text.	
2	Weather forecast available	Click or tap here to enter text.	
3	Vessel has up to date charts and publications	Click or tap here to enter text.	
4	Visual inspection of towing wire	Click or tap here to enter text.	
5	Check towage plan	Click or tap here to enter text.	
6	Check planned tow configuration	Click or tap here to enter text.	
7	Check deployment of towing gear	Click or tap here to enter text.	
8	Watertight doors closed	Click or tap here to enter text.	
9	Check correct documentation for the tug	Click or tap here to enter text.	
10	Check correct documentation for the tow equipment	Click or tap here to enter text.	
11	Check emergency tow release has been tested	Click or tap here to enter text.	
12	Check tug navigation equipment	Click or tap here to enter text.	
13	Check crew suitably qualified	Click or tap here to enter text.	
14	Confirm communication requirements	Click or tap here to enter text.	
15	Check emergency procedures in place	Click or tap here to enter text.	
16	Check gob/bridle arrangement	Click or tap here to enter text.	
17	All LSA inspected and in good condition	Click or tap here to enter text.	
Ship Towage			
1	Vessel details available	Click or tap here to enter text.	
2	Check vessel movements in the area	Click or tap here to enter text.	
3	Confirm minimum speed to maintain steerage	Click or tap here to enter text.	
Non powered vessel towage			
1	Check arrangements for streaming emergency tow line	Click or tap here to enter text.	
2	Check lighting arrangements	Click or tap here to enter text.	
3	Confirm tow is seaworthy	Click or tap here to enter text.	
4	Check passage plan available	Click or tap here to enter text.	
5	Verify tug requirements for the tow	Click or tap here to enter text.	
6	Check tow survey completed	Click or tap here to enter text.	