

Port of Fishguard Directions, Guidelines and Procedures Manual



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1.0 Introduction

SLPL is the Statutory harbour Authority for the Port of Fishguard and its approaches as defined through Acts of Parliament. SLPL is also the Local Lighthouse Authority within the meaning of the Merchant Shipping Act 1995 and by virtue of the Pilotage Act 1987, is the Competent Harbour Authority responsible for the provision of pilotage services.

The purpose of this Manual is to provide information, operating procedures and instructions to those who navigate regularly within the port. This manual is applicable to Authorised Pilots, PEC Holders, Team Leaders, Pilot Boat crew and the skippers of smaller vessels who work regularly within the Harbour.

The contents of this Manual will be the basis for discussion at Pilotage Meetings where those who implement port operating procedures and risk control measures are positively encouraged to suggest improvements or to add to their knowledge and experiences. The manual is intended to be a working document used by those who navigate regularly within the Port.

2.0 Navigation

In order to maintain and enhance safety of navigation with the Port of Fishguard, it is important that Masters and watchkeepers are aware of the current Port of Fishguard Byelaws, Directions and Notices to Mariners. It is therefore vital that owners/agents ensure that all such relevant information and publications are promptly distributed to vessels.

2.1 Statutory Powers and Responsibilities

SLPL is the Statutory Harbour Authority, Competent harbour Authority and Local Lighthouse Authority for the Port of Fishguard. SLPL's powers and duties are derived primarily from the following legislation:

- Harbours, Docks and Piers Clauses Act 1847
- The 'Fishguard and Rosslare Railways and Harbour Company Act
- Pilotage Act 1987
- The Fishguard (Pilotage) HRO 1988
- Merchant Shipping Act 1995

2.2 Stena Line Ports Marine Safety Management System

SLPL has provided a tiered approach to developing its Marine Safety Management System (Marine SMS). This includes:

- **SLPL Marine Policy** statement which demonstrates the Harbour Authorities commitment to the safe and responsible operations of SLPL ports;
- **Group Marine SMS Manual** which sets out the Group approach on common plans and procedures; and
- **Local Port Marine SMS document for Fishguard** which identify the manner in which plans and policy are implemented within the Port of Fishguard.

2.3 Port of Fishguard Bye Laws

Under 'Fishguard and Rosslare Railways and Harbours Act', 1899, Section 20, in combination with Section 83 of the 'Harbours, Docks and Pier Clauses Act 1847 and Section 18 of the 4 British Railways (No.2) Act 1975 provides powers for the 'Company' (now SLPL) to make Bye-Laws as they shall think fit. No Bye-laws made by SLPL under these powers, shall come into operation until they have been confirmed by the Minister. This Ministerial function is now passed to the Department for Transport Ports Division.

In 1996 (with modifications on the 18th July 1997) SLPL created a set of Fishguard Harbour Bye-laws which were agreed by the relevant Ministry and came into force in 1996 and are termed the 'Fishguard Harbour Bye-laws'

2.4 Power of Direction

2.4.1 Special Directions (Harbour Master)

The Harbour Master and appointed Assistant Harbour Master (as appointed by SLPL Port of Fishguard) have the power of direction to regulate the time and manner of ship's entry to and departure from and movement within the harbour waters. It is this Power of Direction that enables a Harbour Master to regulate the movement of Harbour traffic to minimise the risk of collision and ensure the safe and timely movement of all vessels within the Port of Fishguard.

2.4.2 Navigational and Safety Guidelines

The Harbour Authority has established general rules for navigation which are enforced by the Harbour Master and marine staff. These general rules have been developed to regulate the berthing and movements of ships to ensure safety and protection of the environment.

A full list of General Directions for the Port of Fishguard are contained in Section 3

2.5 Local Notice to Mariners

The Port of Fishguard issued Notices to Mariners (NtM). Upon issue of NtM, information is posted on the Ports website and notified to all pilots authorised by the authority, all current PEC holders and masters of vessels regularly visiting the port who are not subject to compulsory pilotage. Where relevant, shipping agents are also included so that they are alerted to relevant changes.

2.6 Marine Safety and Information Circulars

The Port of Fishguard issued Marine Safety and Information Circulars on matters which do not warrant NtM or which supplement existing NtM, General Directions or Pilotage Directions. Marine Safety and Information Circulars are issued to Team Leaders, Pilots and PEC Holders and any other relevant Port Users.

3.0 Navigational and Safety Guidelines

The Port of Fishguard, in exercise of their powers under 'The Fishguard and Rosslare Railways and Harbour Company Act' which embodies the 'Harbours, Docks and Piers Clauses Act 1847', gives the following General Directions to vessels in the Port of Fishguard Statutory Harbour Authority area and the Seaward approaches.

3.1 Rule of the Road

The International Regulations for preventing Collisions at Sea 1972 (COLREGS) as published by the International Maritime Organisation (IMO) is to be followed by all vessels navigating within the Port Of Fishguard

3.2 Obstruction of Fairways

Should a vessel under pilotage be obstructed by leisure or other craft the Pilot should, in the first case report the incident to the Duty Team Leader who will advise the vessels accordingly. An incident report should be sent the Harbour Master and Assistant Harbour Master as soon as possible by e-mail.

3.3 Ferry Arrival/Departure Directions

- All vessels to call Fishguard Harbour on VHF Channel 14 giving their ETA at their berth.
- ETD is to be declared to the Harbour 10 minutes prior to departure.
- Any changes to the ETA or ETD are to be transmitted to the Harbour and reasons for the changes.
- The vessel must keep the Harbour informed of any technical problems that may affect their arrival or departure times.

3.4 Passage Planning

A port passage plan for all vessels should be completed by the pilot and fully discussed and agreed with the master. The port passage plan must be incorporated into the vessel's own passage plan. The agreed plan should contain the following:

- Shared understanding by bridge team of potential hazards;
- Agreed method of monitoring required actions;
- Abort procedure;
- Reduced visibility procedure.

3.5 Under Keel Clearance

The recommended minimum under keel clearance for vessels is at least 10% of draught. Squat allowances, atmospheric pressure, prevailing wind direction and the limit of the tide table accuracy should be taken into consideration in order to achieve the above clearance. This should be incorporated into the vessel's passage plan.

3.6 Abort Procedures

Abort areas shall be a function of the passage planning agreed between the master of the vessel and pilot. In the event that a decision is taken to abort on the inward passage the Duty Team Leader shall be alerted to the situation.

3.7 Navigating in Reduced Visibility

Masters and pilots should incorporate reduced visibility navigational procedures into their passage plans. Masters of regular ships should consider that their bridge team practice, reduced visibility procedures, in good visibility. All vessels should consider that not all shipping movements, especially leisure movements are reported to the Duty Team Leader.

3.8 Safety Advice and Guidelines for Leisure Users

The following Local Notices to Mariners contain guidance to port leisure users (see Appendix D):

- LNTM 01/2011 – Commercial and Leisure Diving Operations
- LNTM 03/2011 – Summary of Bye-Laws and Harbour Regulations
- LNTM 01/2012 – Guidelines for Leisure Users
- LNTM 01/2013 – Safety Advice for Leisure Users

They are also published on the Port's website.

3.9 Towage Guidelines

The port has no tugs available for general harbour use. Tugs from other ports are readily available. A visiting vessel should consult the port on tug and tug crew availability and suitability, prior to arrival.

The decision on tug use should be based on, but not limited to, the characteristics of the vessel, the weather conditions expected and the state and height of tide.

When the assistance of a tug from another operator is necessary then the vessel requiring that outside assistance is responsible for securing these services and seeking approval for their use from the Harbour Master or his representative. Towing operations may only be conducted by

approved vessels strictly in accordance with the conditions or limitations specified in such approval.

4.0 Pilotage Directions

SLPL Port of Fishguard, as a Competent Harbour Authority within the meaning of the Pilotage Act 1987, and in the exercise of its powers under section 7 of that Act. These Pilotage Directions come into force on the date of publication shown in the top right hand corner of these instructions and immediately revoke the previous version on issue.

The following Pilotage Directions apply to the Masters of vessels bound to or from the Port of Fishguard or navigating in the SLPL Port of Fishguard Competent Harbour Authority's (CHA) pilotage area. Failure by the Master of a vessel to comply with a Direction constitutes an offence. However it is a defence for the Master of a vessel to prove that reasonable grounds existed for supposing that compliance with the Direction in question would be likely to imperil the vessel, or that a reasonable rational existed to excuse an act or failure to act.

Relevant Legislation/Codes	Section/Part	Powers/Duties	Delegated Responsibility/Function
Pilotage Act 1987	Part 1, Section 3	Authorising Pilots	Harbour Authority
Pilotage Act 1987	Part 1, Section 8	Authorising Pilotage Exemption Certificate Holders	Harbour Authority
Pilotage Act 1987	Part 1, Section 8	Suspension and revocation of Pilotage Exemption Certificates	Harbour Authority
Pilotage Act 1987	Part 1, Section 8	Re-issue of Pilotage Exemption Certificates	Harbour Authority

4.1 Compulsory Pilotage

Pilotage in the Port of Fishguard CHA area is compulsory for the following vessels:

- All vessels above 500 GRT
- All vessels with a draught exceeding 4.26 meters

The Authority may additionally require a vessel to use the services of a Pilot if:-

- The vessel's equipment is sub-standard
- The vessel has a history of difficulty in manoeuvring
- Adverse weather is prevailing or expected
- It becomes apparent that the Master of a vessel is not performing to the satisfaction of the Port of Fishguard CHA

The following categories of vessels are exempt from compulsory pilotage:

- HM Ships
- MoD owned/operated ships
- Naval vessels of Commonwealth Countries
- Foreign Naval vessels

4.2 Pilot and PEC Holders Areas of Authorisation

Authorised Pilots and Pilotage Exemption Holders (PECs) may be authorised for the whole of the Harbour or for particular parts of the Harbour, within the Fishguard Pilotage Area. Authorisation may also relate to ships of a particular description.

Pilotage applies (in addition to the Port) in so much of the waters of Fishguard Bay below high water mark as is comprised within an imaginary line drawn in a 090° direction from the Northern extremity of Pen Anglas (Latitude 52° 1.438'N Longitude 004° 56.45'W) to Longitude 004° 56.975'W and then in a Southerly direction to Needle Rock.

4.3 Revision of Pilotage Directions

The requirement for Pilotage within the Port of Fishguard is determined using risk assessment, which forms the basis for preparing the Pilotage Directions. Before issuing a revision to the requirement for Pilotage or the Pilotage Directions, the Port of Fishguard consults with ship operators who regularly use the Port and those who conduct operations within the Port, including pilot boat coxswains and the pilots. The process is undertaken as outlined in the consultation section of the SLPL Port of Fishguard SMS.

4.4 Circulation of Pilotage Directions

The Pilotage Directions as contained within this document are circulated to the distribution list shown in the Document Control section of this document. Pilotage Procedures (Chapter 5.0 of this document) are available from the Port of Fishguard website www.fishguardport.com as part of the Port of Fishguard Directions, Guidelines and Procedures Manual.

4.5 Harbour Authority's Responsibilities

The SLPL Port of Fishguard CHA keeps under consideration;

- Whether any and, if so, what pilotage services need to be provided to secure the safety of ships navigating in or in the approaches to its harbour; and
- Whether in the interests of safety, pilotage should be compulsory for ships navigating in any part of that harbour or its approaches and if so, for which ships and in which circumstances and what pilotage services need to be provided for those ships.

Having considered and decided that compulsory Pilotage is required, the Port of Fishguard is responsible for providing Pilotage Directions in accordance with the requirements laid out in the Pilotage Act 1987. The Harbour Master has operational responsibility for managing Pilotage within the Port of Fishguard.

4.6 Pilot's Responsibilities

Authorised Pilots are responsible to the CHA and operate under the management of the Harbour Master; however, during the act of Pilotage they are also responsible to the Master of the vessel being piloted. As part of the agreement with the Master they are entrusted with the safety of the vessel they are in conduct of and the safe direction of vessels in support. It is noted that the master and crew of these vessels hold ultimate responsibility for their own vessel and crew.

4.7 Master's Responsibility

Masters and crew of piloted vessels hold ultimate responsibility for their own vessel. Masters of vessels using the service of a pilot within the Port of Fishguard shall ensure that a member of the crew who is capable of understanding and executing the Pilot's orders and advice and who is also competent to take charge of the vessel, is immediately available to do so. It is the responsibility of the Master of a ship to bring to the Pilot's attention defects or matters particular to the ship and its machinery and equipment, which are likely to effect the navigation of the ship. A Pilot may require the Master of a ship to declare its draught, length and beam and such other information relating to the ship or its cargo as the Pilot specifies as is necessary to carry out Pilot duties.

4.8 Training and Authorisation of Pilots

The training of marine pilots consists of an induction period during which time the trainee will understudy a more experienced pilot. Training will be supplemented, if necessary, by the use of ship simulator facilities.

Pilots are authorised by the Port of Fishguard to pilot vessels inward, outward and within the Port of Fishguard.

Each pilot will possess a suitable Certificate of Competency and has had previous experience as a pilot and attained local navigational knowledge in a senior sea going position. In addition they are expected to attain the standards set out in the British Ports Industry Training Handbook "Marine Pilotage National Occupational Standards". Pilots are formally authorised for the Port of Fishguard Competent Harbour Area. There is a process of check-trips and re-authorisation every five years.

Pilots are authorised, following an oral examination in pilotage matters within Fishguard Harbour and the approaches and the candidate having undertaken the requisite number of pilotage acts in effective control of the vessel and as an observer.

4.9 Conduct of Pilots

Each Pilot is directly responsible to the Harbour Authority for the provision of pilotage and related services concerned with the safe movement of vessels in the compulsory pilotage area. The Harbour Authority determines the qualifications for the authorisation as a pilot for the Port of

Fishguard in respect of fitness, time served, local knowledge, skill and any other stipulation thought necessary. The Harbour Authority may revoke or suspend pilotage duties if it appears the Pilot is incompetent, has failed to carry out his/her duty through misconduct, or has failed to continue holding the required qualifications of the post. In this event the holder would have a right to appeal to the CHA.

4.10 PECs

Bona Fide Deck Officers of certain vessels maybe granted Pilotage Exemption Certificates if they satisfy the requirements as laid down in the Pilotage Directions. A list of holders and the areas they are authorised for is held in the Port Administration Office.

4.10.1 Requirement for Exemption Holders

As directed by the Harbour Authority, a PEC holder may be required, when piloting a vessel on to a berth or in an area they have not previously visited or maybe unfamiliar with, to complete 3 visits in and 3 visits out as an observing Deck Officer with an authorised pilot or exemption holder familiar with that area/berth. On completion of these visits the exemption holder must indicate in writing to the Harbour Authority that they are confident in their ability to discharge their duties safely in that area/berth.

4.10.2 Application for examination for a Pilotage Exemption Certificate

Candidates for examination should apply on the Application Form with copies of the certificates as required in the Pilotage Directions.

Candidates should have in their possession:

1. A copy of the current Fishguard Chart Nos. 1484 and 1973.
2. A copy of the Fishguard Harbour Bye – Laws.

Examinations shall be held in such places and at such times as the CHA may direct. If a candidate fails the examination, a re-examination will not normally be scheduled within one month. If a candidate twice fails to pass the examination, any further examination shall be deferred for a period of at least 3 months from the date of the second examination. Practical on board assessments of the candidate will be required in addition to the examination as follows:

Assessment trips may be undertaken with either:

- An authorised Fishguard Pilot or
- An authorised PEC holder for the vessel for which the PEC is sought

4.10.3 Renewal of Pilotage Exemption Certificates

Renewal of exemption certificates will be granted annually provided that:-

- The exemption holder has completed 3 entry/exits of the Port each 6 month period prior to the renewal date. (e.g. a minimum of 6 visits in and 6 visits out annually)
- There has been no pilotage or berthing incident involving the exemption holder.
- The exemption holder must satisfy the Harbour Authority that they have piloted the vessel during their entries and exits from the port by completion of the Pilots Log Book Form recording qualifying entries and exits

Exemption holders whose certificates have lapsed will be required to re-sit the pilotage exemption examination or carry out such entries and exits from the port as may be required by the Harbour Authority.

4.10.4 PEC Reporting of Accidents and Incidents

A bona fide Deck Officer holding a Pilotage Exemption Certificate whose vessel has touched the ground or has been in a collision or a close quarter situation with any other ship or any fixed or floating object in the waters for which he holds such a certificate, shall report the occurrence in writing to the CHA within 24 hours of the occurrence. Additionally, in accordance with the Port's Safety Management System, PEC holders are required to report to the CHA any concerns they may have regarding safety of navigation in the pilotage district.

4.10.5 Procedures for adding Additional Vessels to Existing Certificates

The holder of a PEC may apply to have his certificate endorsed with additional vessels which he/she may act as PEC holder.

A certificate may only be endorsed with additional vessels where the PEC holder demonstrates that;

At the time of the original application;

- Evidence is provided from the vessel(s) SMS of valid familiarisation on board in the appropriate rank or
- Where the additional vessel is an identical sister ship, a letter from the vessel's Senior Master stating that they consider the candidate to be suitably familiar with the sister vessel.

Where the request is made after the original issue of a certificate;

- Provide evidence from the vessel's SMS, of familiarisation on board in the rank of bona fide Deck Officer
- Provide a letter from the Senior Master of the additional ship stating that he is satisfied with the candidates handling abilities

In all cases, only those vessels named on the Company's Document of Compliance will be added to the PEC holder's certificate

4.11 Revocation or Suspension of Pilotage Exemption Certificate

Pilotage Exemption Certificates holders shall attend the Port Administration Office at the order or summons of the CHA to answer any complaint or charge which may be made against them for alleged misconduct, or in respect of any marine casualty which may have occurred whilst they were in charge of their vessel in that part of the pilotage area for which they are certificated.

If following an appropriate inquiry by the CHA, the PEC holder is found to be responsible for a marine casualty or serious incident or has contravened the Fishguard CHA Pilotage Directions; the CHA may suspend or revoke the certificate subject to informing the PEC holder in writing of their intention to do so.

4.12 Pilotage Meeting

A meeting of the Port Marine Safety Committee will be held every 6 months to discuss any matters relating to pilotage, safe navigation and berthing of vessels within the Harbour Authority area of Fishguard.

4.13 Information to Pilots

The following are used by the Port Authority to keep its Pilots and PEC holders current with information relating to navigation within port limits:

- Port of Fishguard Bye-Laws
- Local Notice to Mariners
- Local Navigation Warnings
- Risk Assessments (MarNIS)
- Marine Safety and Information Circulars

5.0 Pilotage Procedures

5.1 Pre-Arrival

The Port Administration Office will co-ordinate the provision of pilot and pilot boat. Once assigned to a vessel a Pilot will be given the following information from the Administration Office:

- Vessel details, dimensions and berthing requirements
- Any defects including vessel defects, pilot boat and mooring equipment defects.
- Latest weather conditions and forecast. Any weather equipment defects.
- Latest navigational warnings and movement updates.
- From this information the pilot will prepare his passage plan.

5.2 Vessel approaching Pilot Station

The Duty PSO Team Leader will advise an approaching vessel if a pilot is to board on arrival. If it is impractical to provide a Pilot the vessel is delayed until this can be done. No vessel requiring a pilot is permitted to navigate within port limits unless in exceptional circumstances which have been assessed and recorded.

The Duty PSO Team Leader will advise the vessel to await pilot instructions regarding the rigging of the pilot ladder. If due to Pilot or berth unavailability a vessel cannot proceed inwards the Duty PSO Team Leader will request the vessel remain clear of the port approaches.

5.3 Normal Pilot Boarding Position

Unless a vessel has a pilot on board when entering the Port of Fishguard Competent Harbour Authority area, or is carrying a Pilot who is not disembarking when it leaves the Port of Fishguard Competent Harbour Authority area, Pilots will normally be boarded or landed :

- At 8 cables East of the Northern Breakwater Light
- At the vessels designated berth or anchorage within the Port of Fishguard

5.4 Unusual Pilot Boarding

If, in the opinion of the Harbour Master or Authorised Pilot it is unsafe to board a vessel at the boarding station due to weather or unsuitability of the boarding point, the vessel may, if it is safe to do so, be led into the harbour limits by the pilot boat. This must be undertaken under the direction of the Authorised Pilot by VHF radio and there he may either board when it is safe to do so or lead the vessel into the berth. This alternative is prohibited for coastal tankers carrying product/oil.

If the Harbour Master or Authorised Pilot deems the sea conditions to be beyond the safe capabilities of the pilot boat they may suspend Pilotage and entries into the port until such time as the conditions moderate and it is safe to do so.

Vessels for which pilotage is compulsory under the requirements of these directions but for which no Pilot is immediately available, shall not navigate within the Port of Fishguard Competent Harbour Authority area without having first obtained permission of the Harbour Master (or authorised deputies).

5.5 Pilot Embarkation (General)

Prior to Pilot Boat transit the pilot will visit the Port Administration Office to prepare the passage plan and receive any pre-arrival information from the Harbour Master.

5.6 Passage Planning

Passage Planning is a primary risk control for regulating the movement of vessels within the harbour waters. Everybody involved must have a clear understanding of the dangers involved, safety margins and agreed intentions.

Passage planning for the Port of Fishguard can be separated into two categories; for regular vessels calls, relating to scheduled passenger and vehicle ferries, a standard pre-defined passage plan is prepared for each vessel in agreement with the Harbour Master's department. Invariably, the Masters of the regular ferries are PEC holders and therefore make regular calls at Fishguard. The passage plan does not require prior approval before sailing, as it is a defined process for use under normal operating conditions.

For Masters of vessels not regularly calling at the Port of Fishguard or for vessels without a PEC holder on board, the services of a Pilot will be required. SLPL requires all vessels of over 500 GRT or over 4.26 metres draught are to take a pilot. For these calls and departures a passage plan is provided which addresses the specific transit. Information relating to passage planning, including standard passage planning forms are contained in the annex.

Copies of the above Passage Plan are held in the Port Administration Office. They should be carried by all Authorised Pilots and filled in to show that the Master and Pilot have discussed and agreed the arrival/departure procedures. When completed they should be returned to Port Administration Office and kept with the other paperwork connected with the ship.

5.7 Pilot Ladder arrangements (Embarking a Pilot)

During the pilot boat transit, the pilot and coxswain will agree a boarding plan, once conditions have been assessed. The coxswain will then inform the vessel on:

- Required course and speed for lee
- The side and to rig the ladder

5.8 Pilot ladder arrangement (Disembarking a Pilot)

In preparing to disembark the Pilot will arrange with the Master for the correct lee side and rigging of the ladder once the conditions have been assessed. The Pilot will then confirm with the coxswain that the rigged ladder is at the appropriate height with an appropriate lee for safe disembarkation.

5.9 Transit to vessel under way

During outward transit to board a vessel the pilot remains inside the cabin until the pilot boat is at a reduced speed and in the lee of the vessel. The pilot should monitor VHF Channel 14 to ensure familiarity with the latest port and approach movements. Pilot should commence the assessment of the conduct and condition of the vessel prior to boarding.

5.10 Embarkation and disembarkation of pilots – general

Pilot transfer will be as per the Embarkation and Disembarkation of Pilots, Code of Safe Practice (revised August 2017). This is provided to all authorised pilots, training pilots and pilot boat. Only authorised pilots and training pilots are to board vessels by pilot boat during an act of pilotage.

5.11 Embarking/Disembarking a vessel under way

The pilot must transfer by a proper gangway which is suitably lit at night. Any deficiencies in gangway provision should be reported to the MCA.

5.12 Embarking/Disembarking a Berthed vessel

The pilot must transfer by a proper gangway which is suitably lit at night. Any deficiencies in gangway provision should be reported to the Harbour Office, who will report to the MCA.

5.13 Authority to abort boarding

In the event of the coxswain considering the approach or holding position alongside the vessel unsafe he has the authority to abort the operation. In the event of the pilot considering that boarding the vessel is unsafe he has the authority to abort the operation.

“The coxswain decides if he puts the boat alongside the ladder, the pilot decides if he climbs it”

5.14 Assessing vessel condition and standard of crew.

During the transit to the vessel and during the Act of Pilotage the pilot will observe the conditions of the vessel and crew standard and if in his opinion these deficiencies may affect the navigation of the vessel these should be reported to the MCA.

These deficiencies include:

- Condition and rigging of the pilot ladder and efficiencies of boarding arrangements.
- Communications and language skills. Bridge Team make up and co-operation.
- Navigational manoeuvring, lights and signals.
- Bridge and bridge equipment signals.
- Vessels own passage plan and Port chart.

5.15 Master/Pilot exchange of information

See Appendix

5.16 Number of Pilots

The number of Pilots is normally one. Special conditions or circumstances may require more than one pilot to be used; this will be determined by Risk Assessment and agreed with the vessel's owner/agent prior to the vessels arrival.

5.17 Communication during Act of Pilotage

The following protocols apply:

- The working channel for the port is VHF channel 14 and must be monitored at all times during the Act of Pilotage.
- The pilot will make arrangements for VHF channel 14 to be monitored by the bridge team and any support craft.
- During the passage it is the pilot's responsibility to keep the bridge team and the PSO Team Leader informed of his intentions.
- Mobile phones, as a means of navigational communication are not permitted and may not be used in any case without the permission of the Master.

5.18 Mooring and Unmooring

The provision of boatmen is organised by the Duty PSO Team Leader. Responsibility for co-ordinating a mooring operation lies with the pilot of the vessel who he has the conduct of.

5.19 Marine Operations

An Authorised Pilot will not make private marine arrangements during the act of pilotage. Although responsible for co-ordinating any arrangements, these will be done through the Port admin office who will arrange provision via the ship's agent.

5.20 Completion of Act of Pilotage

A Pilot will not leave the vessel until the Act of Pilotage is completed and he has authorisation from the master to do so. The Pilot will confirm to the PSO Team leader that the vessel is safely moored on arrival and clear of port limits on departure.

5.21 Over-carriage of Pilots

In the event of disembarkation being considered unsafe a review of the situation will be held between the Port and the pilot to determine the best course of action, including re-entry into the port and disembarking at a re-assessed point. In the event of repatriation being required, all costs and arrangements for an over-carried pilot are the responsibility of the ships agent.

5.22 Special Operations

For special operations such as dredging or surveying the entry and exit requirements for a Pilotage Exemption Certificate may be changed at the Harbour Master's discretion following a risk assessment.

5.23 Working with Tugs

An authorised Pilot must be trained and be familiar with tug operations. It is the responsibility of the Pilot to demonstrate this continued ability to the authorising authority.

6.0 Port Procedures

6.1 Ordering a Pilot

Pilots are ordered by a ship's agent through Fishguard Port Administration Office. The ordering of a pilot is subject to pilotage dues and the terms contained in the published Fishguard Charges.

6.2 Pre Arrival Information

Ship details and any information which may affect the navigation of a vessel in Fishguard Harbour are to be supplied via the Port Administration Office. Also required are completed ISPS Code Pre-Arrival Information Pro Forma and a completed Ship generated Waste and cargo Residue Form.

6.3 VHF Procedures

The PSO Team Leaders' Office is equipped with two VHF sets. One set covers the inner port area through a locally mounted aerial. The other main VHF covers the area outside the Port limits by a signal relayed through a landline from the cliff above and therefore has greater range.

The working channels for Fishguard are 16 and 14. The Inner Harbour area receiver alternates automatically between these two channels.

It is the responsibility of the PSO Team Leader to ensure that the Masters of vessels entering, leaving or manoeuvring within Harbour Limits 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 must be accurate, clear and allow no chance of misinterpretation.

When giving clearance to vessels, the following information must always be given:

1. Any reported movements.
2. Any unreported movements i.e. yachts, fishing vessels in or near the approaches to the berth.
3. Berth occupancy and readiness to accept vessels.
4. Any deficiencies to navigational aids.
5. Wind speed and direction.
6. Any other relevant information.

To avoid the dangers of negative reporting, if, there are no circumstances affecting vessels movements the Master should be told 'No other information' after clearance is given.

6.4 Harbour Berths

6.4.1 Berth 1

North of Extension Quay primarily for yachts and visiting vessels.

6.4.2 Berth 2

Primarily used as a lay-by berth for the fast craft. Berth also used for visiting cruise vessels up to 130 metres and maximum draught of 3.5 metres (at all states of tide).

6.4.3 Berth 3

For small visiting vessels. Care should be taken when allocating this berth so as not to compromise access to the main loading berth.

6.4.4 Berth 4

Main loading berth for RoRo operations. The berth will accommodate vessels up to 180 metres in length and a maximum draught of 6.5 metres.

The Port and berth lay outs complete with soundings, in metres, reduced to chart datum, is placed in the Annex at the end of this document.

Berthing criteria: - The berthing limitations for each berth is dependent on the manoeuvring characteristics of the vessel, the Master's experience and the fendering arrangements of each berth.

6.5 Bunkering in Port

Masters of vessels receiving bunkers are required to adopt the following procedures when transferring oil or a mixture of oil and water whether from ship/shore or by tanker on board the vessel.

- 1) No transfer of oil is to commence until the port has been informed and granted permission, VHF channel 14 or telephone 01348 404477 and the bunker barge/tanker has confirmed, in the case of a vessel/tanker that has its own check sheet.
- 2) Before any transfer of oil takes place the Master or a responsible officer must ensure that:-
 - Scuppers are properly sealed, adequate trays are in position under hose connections and all precautions have been taken to avoid spillage.
 - The bunker hose joints and connections to ship manifold are tight and the hose is of adequate length, properly supported and without defect.
 - An agreed system of communications has been established between 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.
 - Both tanker and receiving vessel have completed their pre-delivery checklist.

- 3) The bunker barge/tanker must have adequate fendering and both vessels must be securely moored.
- 4) The bunkering vessel must remain in VHF/telephone contact with the port throughout the operation.
- 5) Transfer of oil is to cease if requested by the by the port and must not recommence until permission is given.
- 6) If any spillage or accident occurs during transfer the operation must be stopped and the port informed immediately.
- 7) The port 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 port may, at its discretion, order the cessation of operations. This order must be complied with immediately.
- 9) Vessel must comply at all times with the provisions of the Dangerous Substances in Harbour Area Regulations 1987 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 person may board the vessel at any time to inspect the operation.

6.6 Commercial Diving

All commercial diving within the harbour limits of the Port of Fishguard must be carried out according to the "Diving at Work Regulations 1998" Statutory Instruments 1997 no. 2776. The general definition of commercial diving is '*all diving carried out for hire or reward*'

1. Before all commercial diving operations within the Port of Fishguard are started, the Ship Operations & Port Manager or his Deputy must be notified.
2. Before permission to dive is granted the contracting party (client) whether it is Stena Line Port Ltd or another body must be satisfied that all legislative requirements have been met. Specifically they should have sighted and checked the risk assessment, diving project plan, diving operations records, diver record books, that the equipment seems in a satisfactory condition and that the diving operation will be carried out in a proper manner. The client should advise the diving contractor of any hazards or other conditions that may affect the diving operation.
3. If the Harbour Authority is satisfied that all the above conditions have been met they will issue a Fishguard General Permit to Work to the client identifying any other known hazards. Diving operation may then begin.

4. Team Leaders will keep the diving supervisor informed of any additional hazards that may occur during the diving operation.
5. The commencement and completion of diving operations must be reported to the Team Leaders as must divers entering or leaving the water.
6. Team Leaders must put the location of diving operations in the Team Leaders' Log Book.
7. No permission for sports diving is to be granted within the Inner Harbour Limits.

6.7 High Speed Craft Entry and Operational Protocol

Operators of all vessels using Fishguard Harbour must ensure their Masters and Officers are aware of the dangers to other users of the harbour and foreshores around the harbour that may be created by the wave/wash from their vessels.

All Masters and Pilots of vessels must ensure a Risk Assessment Passage Plan is prepared and complied with for every passage. A copy of this plan should be sighted by the Harbour Master.

All Masters and PEC holders of conventional vessels must ensure their Passage Plan does not involve their vessel operating at high speeds in shallow waters and thus generating a Depth Froude Number in excess of 0.85.

Notices to warn the public of the possible dangers of waves caused by ferries are posted at all beaches and launching sites on the Goodwick foreshore. They read as follows

WARNING

All persons using the foreshores and Fishguard Harbour should exercise caution during and after the arrival of Ferries when large unexpected waves maybe encountered.

6.8 Berth Damage Procedures

If berth damage occurs it will be dealt with in the following way.

- Duty Team Leader will have instructed their mooring teams to report any significant impacts during mooring/unmooring operations, if such an incident occurs the Duty Team Leader (or a person designated by him) will report the incident to the Port Administration Office by e-mail, included will be the name of witnesses
- The Port Administration Office will contact the vessel and request a Masters' statement be sent to the Assistant Harbour Master
- When damage is significant the Duty Team Leader and the Assistant Harbour Master will confer to determine if any action is required to ensure the berth remains operational.

- The Assistant Harbour master will issue any Insurance letters as appropriate.
- The Assistant Harbour Master will issue information to shipping as to the berth suitability by Local Notice to Mariners or Local Marine safety Circular.
- Duty Team Leader will advise shipping of any berth damage by VHF prior to Port arrival.

6.9 Ship Generated Waste Management

Ship generated waste shall be dealt with in accordance with the Fishguard Port Waste Management Plan.

Appendix B. Bunkering - Pre / Post Transfer Agreement and Check List

PORT OF FISHGUARD– BUNKERING 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:		
Person in Charge:		
Rank / Position:		
Company / Agent:		

	Product	Tonnes	Tank No	Capacity
Quantity and type of product to be transferred				

Communication System	Agreed Pumping Rate

**PERMISSION FROM DUTY MANAGER MUST BE OBTAINED (VHF 14) 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:		
Print Name:		
Date / Time:		

DUTY MANAGER TO BE INFORMED (VHF 14) ON COMPLETION OF TRANSFER

I CONFIRM THAT TRANSFER HAS BEEN SAFELY COMPLETED

	For Deliverer	For Receiver
Signed:		

Print Name:		
Date / Time:		

**RETURN THIS COMPLETED DOCUMENT TO THE DUTY MANAGER AND DELIVERER TO
RETAIN COPY ON BOARD**

**IN THE EVENT OF AN INCIDENT CONTACT THE LPS
OPERATOR
ON VHF CHANNEL 14 IMMEDIATELY**

APPENDIX C - VESSEL MAINTENANCE CHECKLIST

The following applies to all vessels and craft within the Port of Fishguard , lying at anchor or on a berth.

If a vessel arranges for work to be carried out within the Port of Fishguard, either ashore or in or on the water, it is the **vessel's responsibility** to ensure compliance with current UK shore, health and safety legislation, diving regulations and the Port Marine Safety Code.

This form should be used as a **guideline** for the vessel to ensure its compliance.

Name of vessel:.....

Nature of work:.....

Date work will commence:.....

Date work will be completed:.....

How this checklist is used / completed is for the vessel to decide.
The Port requires this form to be filled in above and signed below.

Signature of Master / Chief Engineer:.....

Safe System of Work

Activity	Work Done Y/N Person from Vessel Responsible.	Remarks/Further Action Required
Has Hothe Port Manager/Duty Manager been informed of programmed works as soon as possible?		
Method statement agreed between Vessel & Contractors		

Activity	Work Done Y/N Person from Vessel Responsible.	Remarks/Further Action Required
Method statement distributed between contractors, ship & Port Manager/Duty Manager		
Who is responsible for supervision of any shore work?		
Risk Assessments agreed between contractors& vessel. Copies distributed to Port Manager/Duty Manager		
Permits to work issued by ship and/or Technical Services.		
Notification to Port Manager/Duty Manager of any works on Linkspan or from Shore?		
Diving permits - Port Authority & legal requirements adhered to?		
Has the provision of safety boat/s been considered if working over water or with diving operations?		
Tool box talks agreed between all parties to plan and discuss progress of works?		
Personal Protective Equipment (PPE) Risk assessments checked for adequacy with particular reference to high risk activities, such as, working over water movement of traffic ashore, welding, Confined Spaces and crane/cherry picker work.		
Bye-Laws and Port Regulations: compliance.		
Access to vessel –can all persons reach their place of work safely? Provision of gangway/net as appropriate.		

Safe Place of Work

Activity	Work Done Y/N Person from Vessel Responsible.	Remarks/Further Action Required
Is the working area adequately lit? Is there a requirement to consider provision of additional lighting?		
Is the site tidy & are materials stored safely?		
Is the shore working area fenced off & “Authorised Access” only signs in place?		
If work has to stop is the fencing secure and undamaged?		
If work has to stop is all plant immobilised to prevent unauthorised use?		
Are Safety boats operated in line with the requirements of the Work Boat Code of Practice and Port Marine Safety Code?		
Pontoons and craft used in the Harbour – are they adequately secured when in use and after completion of work?		
Scaffolding – Are scaffold erected, altered & dismantled by competent persons?		
Scaffolding – Is the scaffold secured to the structure in enough places to prevent collapse?		
Scaffolding – Does a competent person inspect the scaffold regularly, and always after it has been substantially altered, damaged and following extreme weather?		

Powered Access Equipment

Activity	Work Done Y/N Person from Vessel Responsible.	Remarks/Further Action Required
Has the equipment been erected by a competent person?		
Does the working platform have adequate guard rails and toe boards or other barriers to prevent people and materials falling off?		
Is the equipment used and maintained to UK Health & Safety legislative requirements?		
Are the operators trained and competent?		
If work has to stop is all plant immobilised to prevent unauthorised use?		

Cranes and Lifting Appliances

Activity	Work Done Y/N Person from Vessel Responsible.	Remarks/Further Action Required
Is the working area for crane operations suitable?		
Have arrangements been made to meet the crane operator and discuss the method statement/risk assessments and plan the lifting operations prior to commencement of work?		
Is the equipment used and maintained to UK Health & Safety requirements?		
Is the crane on a firm level basis and is there sufficient working area?		
Are the safe working loads and corresponding radii known and considered before any lifting begins?		

Activity	Work Done Y/N Person from Vessel Responsible.	Remarks/Further Action Required
Has the banksman/slinger been trained to give signals and to attach loads correctly?		
Does the crane have a current test certificate?		
Has the lift been planned by an “appointed person”?		
Provision of risk assessment from crane operator?		
If work has to stop is all plant immobilised to prevent unauthorised use?		

Fire and Emergency Requirements

Activity	Work Done Y/N Person from Vessel Responsible.	Remarks/Further Action Required
Development of plans: a Fire rescue b Confined space rescue c Man overboard d Habitat failure (Where appropriate)		
Agreed Assembly Point (s)?		
Are there adequate escape routes?		
Do all contractors know the emergency arrangements, including how to raise the alarm and the role of Port Control?		
Are there the right number and type of fire extinguishers available/required?		

This checklist should be signed and sent to Fishguard Port Manager/Duty Manager

Appendix D - Notices to Mariners

- Commercial and Leisure Diving Operations 01/2011
- Bunkering or Transferring Oil and Fuel 02/2011
- Summary of Bye-Laws and Harbour Regulations 03/2011
- Guidelines for Leisure Users 01/2012
- Safety Advice for Leisure Users 01/2013

FISHGUARD – LOCAL NOTICE TO MARINERS 01/2011

COMMERCIAL AND LEISURE DIVING OPERATIONS

Commercial Diving

Commercial diving is deemed to be any diving activity carried out for gain or favour. Commercial diving is not permitted within or near the approaches to the Harbour without the express permission of the Harbour Authority.

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 sighted 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 given to Port Control.

If satisfied, the Harbour Authority will issue a 'Port of Fishguard 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 Port Control by VHF channel 14, as must the end of operations. Port Control 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.

Sports Diving

It is recommended that the start and finish of sport diving activities are reported to Port Control and Fishguard Coast Guard. Dive boats should monitor VHF channel 14 for shipping movements. Divers should be aware of strong currents near the breakwater end and that large ferries, operate daily, in the area. HSE leaflet: "Are you engaged in a diving project?" It is recommended that anyone involved in a diving project has read the above document. Fishguard Port Control maintains a listening watch on VHF channel 14 Tel: 01348 404453 Mobile: 07901507187.

Carl Milne, Assistant Harbourmaster, Port of Fishguard

FISHGUARD – LOCAL NOTICE TO MARINERS 02/2011

BUNKERING OR TRANSFERRING OIL AND FUEL

Masters of vessels using the Port of Fishguard are required to adopt the following procedures when transferring oil or mixtures containing oil whether from ship/shore or by tanker on board the vessel.

1. No transfer of oil is to proceed until permission has been granted by Fishguard Port Control.
2. Transfer of oil is to cease if requested to do so by Port Control and not to recommence until permission has been granted by them.
3. Vessels transferring oil ship/shore must cease transfer when another vessel is passing.
4. On completion of transfer, Port Control must be informed and a signed “PORT OF FISHGUARD PRE / POST TRANSFER AGREEMENT” delivered to them.
4. Port Control are to be notified immediately of any spillage of oil into the harbour or onto the surrounding land.

PRE / POST TRANSFER AGREEMENTS can be obtained from Port Control: Tel: 01348 404453 VHF Channel 14.

Carl Milne, Assistant Harbour Master, Port of Fishguard.

FISHGUARD – LOCAL NOTICE TO MARINERS 03/2011

SUMMARY OF BYE-LAWS AND HARBOUR REGULATIONS

Speed Limits: Harbour Minimum speed 5 Knots. Approaching Ferry Berth and Moorings Dead Slow.

Vessels not to be made fast to Navigation Buoys: No vessel to be made fast or lie to any buoys or beacons marking the channels or shoals of the Harbour.

Inner Harbour: No vessel shall, except with permission, enter or leave the Inner Harbour. A Precautionary Area is established within the inbound and outbound lanes at the entrance to the Harbour. Small vessels should not impede the progress of large vessels within the fairways.

Events, boat races, regattas etc: The organizer of any race, regatta or marine event should give at least 7 days notice in writing to the Harbour Master for approval.
Obstruction to fairways and berths: Anchoring and the laying down of, buoys, tackle, nets or pots is not permitted within the fairways. Obstructions which may cause a danger to navigation are liable to be removed without notice.

Collisions, groundings, injuries and sinkings: The above and damage to navigational buoys or beacons are to be reported immediately to the Harbour Master.

Moorings: No mooring buoy or tackle, for the purpose of establishing a mooring, shall be laid down, within the Harbour, without written consent of the Harbour Master.

Anchoring : Anchoring is not permitted in the Outer Harbour or fairways without permission. Anchoring is subject to the payment of Harbour Dues.

Carl Milne, Assistant Harbour Master, Port of Fishguard

FISHGUARD – LOCAL NOTICE TO MARINERS 01/2012

GUIDELINES FOR LEISURE USERS

GENERAL All Mariners are advised to maintain a listening watch on VHF channel 14 (Fishguard Port Control), for shipping movements and navigational warnings.

SWIMMING Strong currents are found near the breakwater end. Support craft for swimmers should report their whereabouts to Port Control and other port users on VHF channel 14.

SAILING VESSELS Sailing vessels should bear in mind that a group of small craft, while individually being well clear, may, as a group, present a restriction to a large ferry. Sailing vessels must ensure they do not obstruct ferries and other large vessels. This also applies to sailing vessels when racing.

PERSONAL WATERCRAFT, SPEEDBOATS AND WATER SKIING Due to the large number of moored boats within the Harbour, Users of the above should ensure they do not create excessive wash, especially near Moorings. They must navigate in a manner that shows consideration to other Harbour users and very importantly, the marine wildlife in and around the confines of the Harbour especially porpoise and dolphin feeding and breeding areas. All craft must adhere to the Harbour speed limits.

CANOES AND WINDSURFERS The above may use the Harbour but they are advised against crossing the Fairways especially during the Ferry operating times.

DIVING Mariners engaged in providing support craft for sports diving should ensure these activities are undertaken clear of the Fairways and that other users, Port Control and the Coast Guard are adequately warned of their whereabouts and when entering or leaving the water. Commercial diving (for gain or favour) is strictly not allowed within the Harbour without a permit.

NAVIGATIONAL SAFETY Mariners are also advised to be aware of the following LNTM:

- LNTM 01 / 2011: COMMERCIAL AND LEISURE DIVING OPERATIONS
- LNTM 03 / 2011: SUMMARY OF BYE-LAWS AND HARBOUR REGULATIONS
- LNTM 01 / 2013: SAFETY ADVICE FOR LEISURE USERS.

Carl Milne, Assistant Harbour Master, Port of Fishguard

FISHGUARD – LOCAL NOTICE TO MARINERS 01/2013

SAFETY ADVICE FOR LEISURE USERS

Lif jackets All those engaged in marine leisure activities are strongly advised to wear a lifejacket that is maintained, correctly worn and fit for purpose whilst at sea.

Navigation and Communications.

The working channel for the harbour is VHF channel 14. Fishguard Port Control operates on channel 14. All craft should monitor this channel when approaching or navigating within the harbour. Ferry movements and navigational warnings are broadcast on this channel. Fishguard Coastguard monitors channel 14 and maintains a listening watch on channel 16.

Harbour Regulations and Information: Information about the port and regulations that apply in the harbour, are contained in Bye – Laws and in Local Notices to Mariners. Those principally affecting leisure users are:

- LNTM 01 / 2011 – COMMERCIAL AND LEISURE DIVING OPERATIONS
- LNTM 03 / 2011 – SUMMARY OF BYE-LAWS AND HARBOUR REGULATIONS
- LNTM 01 / 2012 – GUIDELINES FOR LEISURE USERS..

Safety of Life at Sea : The MCA produce a two page leaflet “SOLAS V – For Pleasure Craft” This leaflet gives safety advice and outlines what regulations leisure users are required to observe when at sea. It also contains advice for passage planning. Copies can be obtained from the port and MCA websites and are also available at the local sailing club and Coast Guard.

Weather conditions and tidal information Strong tides can flow across the entrance to the harbour. Local sets and rates can be obtained from the navigation page of the port website. Weather information can be obtained from Fishguard Port Control.

Carl Milne, Assistant Harbour Master, Port of Fishguard.