

Stena Line Ports Ltd
Port of Holyhead
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VESSEL MAINTENANCE CHECKLIST

The following applies to all vessels and craft within the Port of Holyhead, Lying at anchor or in berth in the New, Inner and Outer Harbours.

If a vessel arranges for work to be carried out within the Port of Holyhead, 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 the form to be filled in above and signed below.

Signature of Master / Chief Engineer

Safe System of Work

Activity	Work Done Y/N & Responsibility for task	Remarks/Further Action required
Has Holyhead Port Control been informed of programmed works as soon as possible?		
Method statement agreed between Vessel & Contractors		
Method statement distributed between contractors, ship & Port Control		
Who is responsible for supervision of any shore work? Named Individual		
Risk Assessments agreed between contractors & vessel. Copies distributed to Port Control		
Permits to work issued by ship and/or Technical Services.		
Notification to Port Control 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: Will vessel maintain compliance.		
Access to vessel –can all persons reach their place of work safely? Provision of gangway/net as appropriate.		

Safe Place of Work

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? Named Individual.		
Scaffolding – Are scaffold erected, altered & dismantled by competent persons? Named Individual.		
Scaffolding – Is the scaffold secured to the structure in enough places to prevent collapse? Named Individual.		
Scaffolding – Does a competent person inspect the scaffold regularly, and always after it has been substantially altered, damaged and following extreme weather? Named Individual.		
Powered access equipment (where used)		
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		
Has the working area for crane operations been prepared?		
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 legislative 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?		
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		
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?		

Name of vessel

Date commence work

Estimated duration

Signature of Master

Signature of Chief Engineer