

# **Port of Holyhead Directions Guidelines and Procedures Manual**

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**Latest Edition can be found on the Holyhead Port Website**

**Previous Editions of this Manual should be Destroyed.**

**Please see Header for Revision Number**

**Issue Date: January 2022**

**Issued By: Holyhead Harbour Master**

**The Port of Holyhead 'Directions, Guidelines and Procedures Manual' is reviewed continually by the Harbour Master for the benefit of regular vessels using the port, visiting vessel masters and all harbour users.**

**Holyhead Port tidal predictions can be accessed via the Holyhead Port Authority website.**



# Port of Holyhead: Directions, Guidelines and Procedures Manual

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- B. Port of Holyhead Forms -  
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- C. Passage Plan Form
- D. Bunkering - Pre / Post Transfer Agreement and Check List
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- H. Bunker Barge Acceptance Criteria

## 1.0 Introduction

Stena Line Ports Ltd (SLPL) is the Statutory Harbour Authority for the Port of Holyhead and its approaches as identified 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, Port Control Marine Officers, Tug and Pilot boat crew and the skippers of smaller vessels who work regularly within the Harbour. Where relevant, the Manual sections identify the Act, authority and powers under which instructions are raised and issued.

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 their knowledge and experiences. The Manual is intended to be a working document used by those who navigate regularly within the port.

Please note that after the issue of the paper version of the 2020 manual, all further updates on a periodic basis will be updated to the Holyhead Port website:

[www.holyheadportauthority.co.uk](http://www.holyheadportauthority.co.uk)

Finally, please note that in future, tidal predictions and Local Notices to Mariners will be available on the port website and not issued annually in the manual.

## 2.0 Navigation

In order to maintain and enhance safety of navigation within the Port of Holyhead, it is important that vessel Masters and watch keepers are aware of current Port of Holyhead 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 Holyhead. SLPL's powers and duties are derived primarily from the following legislation:

- Harbours, Docks and Piers Clauses Act 1847;
- The British Transport Commission Act 1959, Section 4 'Holyhead Harbour';
- Pilotage Act 1987;
- Marine Act 2013
- 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 operation of SLPL ports;
- **Group Marine SMS Manual** which sets out the Group approach on common plans and procedures; and
- **Local Port Marine SMS documents for Holyhead** that identify the manner in which plans and policy are implemented within the Port of Holyhead.

### 2.3 Port of Holyhead Bye-Laws

'The British Transport Commission Act 1959', Section 37, in combination with 'The Harbours, Docks and Piers Clauses Act 1847', Section 83, provide powers for the 'Commission' (now SLPL) to make such 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. On the 10 August 1970 (with modifications on the 6 July 1971) the British Railways Board created a set of Holyhead Harbour Bye-laws which were agreed by the relevant Ministry and came into force on 4 August 1971.

## **2.4 Power of Direction**

### **2.4.1 Special Directions (Harbour Master)**

The Harbour Master and appointed deputies (as appointed by SLPL Port of Holyhead) has the power of direction to regulate the time and manner of ships' 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 Holyhead.

### **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.

The full list of Navigational and Safety Guidelines, for the Port of Holyhead, are contained in Section 3.

## **2.5 Local Notices to Mariners**

The Port of Holyhead issues Notices to Mariners (NtM). Upon issue of NtM, information is posted on the Port's Website and notified to all pilots authorised by the authority, all current Pilotage Exemption Holders (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. The latest NtM are available on the Holyhead Port website:

<http://www.holyheadportauthority.co.uk/>

## **2.6 Local Navigational Warnings**

The Port of Holyhead issues Local Navigational Warnings. These are issued to warn the mariner of new navigational dangers. For example, an uncharted shoal, wreck or extinguished navigational light.

## **2.7 Marine Safety and Information Circulars**

The Port of Holyhead issues Marine Safety and Information Circulars on matters which do not warrant NtM or which supplement existing NtM, Navigational and Safety Guidelines or Pilotage Directions. Marine Safety and Information Circulars are issued to Marine Officers, Pilots and PEC Holders and any other relevant Port Users.



### **3.0 Navigational and Safety Guidelines**

The Port of Holyhead, in exercise of its powers under 'The British Transport Commission Act 1959, Section 4', which embodies the 'Harbours, Docks and Piers Clauses Act 1847', gives the following Navigational and Safety Guidelines to vessels in the Port of Holyhead 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 Organization (IMO) are to be followed by all vessels navigating within the Port of Holyhead.

#### **3.2 Traffic Separation Scheme**

Small craft must not impede the progress of larger vessels within the Inbound and Outbound Traffic Lanes.

#### **3.3 Obstruction of Fairways**

Within the Fairway vessels should not anchor or impede the progress of other vessels. For example, when two ferries are berthing in close together time slots and bunker barge should not be allowed to go to the first berthed vessel until the second vessel is alongside and secure.

#### **3.4 Ferry Arrival / Departure Guidelines**

These guidelines are made pursuant to the slot times allocated annually by SLPL to commercial port users. Their purpose is to ensure an adequate safe separation between vessel movements within the harbour. All PEC holders must abide by these directions as a condition of annual revalidation of their certificates.

Definitions:

- Point 'Victor' is designated as a point 1.5 miles from the breakwater end and is marked on the radar recording system in Port Control.

Reporting Points and Times:

- All ferries will call Port Control giving their Expected Time of Arrival (ETA) at Point Victor, the Breakwater End and alongside at least 30 minutes before arrival at Point Victor.
- All ferries will call Port Control 3 miles from the breakwater, at South Stack and advise ETA at Breakwater End. Port Control will then give arrival information.

- Expected Time of Departures (ETDs) are to be declared to Port Control 10 minutes before departure and immediately just prior to departure. ETD is defined as time of letting go the last rope.
- As these protocols refer to Point Victor, ETA's given by vessels to Port Control must be accurate. Port Control will log ETA's to ensure compliance.
- Vessels must keep Port Control informed of any technical problems that may affect their arrival or sailing time.

#### Separations and Communications:

- All vessels, following another vessel, should maintain a minimum separation of 1 cable, when inward or outward bound.
- In order to satisfy this condition all inward bound ferries must have reached agreement on arrival procedure, prior to arrival at Point Victor.
- All those in charge of the conduct of vessels being navigated within the harbour should communicate between themselves on VHF Channel 14 when approaching and manoeuvring in the harbour.
- Nothing contained in these directions shall relieve a Master from his duty to comply with any SOLAS requirements nor Special Directions issued by the Harbour Master or issued with his authorisation.

#### These directions cover the following aspects:

- Arrival Priority Conventional Ferries T3 / T5
- Departure Priority Conventional Ferries T3 / T5
- Arrival Priority High Speed Craft Inner Harbour Berths
- Arrival Priority High Speed Craft Outer Harbour Berths
- Safety Requirements High Speed Craft
- Safety Requirements Conventional Ferries **and**
- Safety Requirements High Speed Craft and Conventional Ferries.

#### 3.4.1 Arrival Priority - Conventional Ferries - T3 / T5

1. The on time arriving vessel has priority.
2. On time is defined as an arrival at Point Victor of 25 minutes prior to allocated slot time.
3. When the first scheduled vessel's ETA at Point Victor is on time, she shall have priority to proceed to her berth with a leeway of up to 5 minutes behind schedule at Point Victor.

4. When the first scheduled vessel's ETA at Point Victor is more than 5 minutes behind schedule and the second scheduled vessel is on time, the first scheduled vessel will stand aside and allow the second vessel priority.
5. If the ETA of the second vessel at Point Victor is behind schedule and there is a time differential between the two ships of less than 15 minutes, priority will be given to the vessel nearest its allocated time on Victor. If the time differential between the two ships is greater than 15 minutes then priority will be given to the first vessel arriving at Point Victor.

### **3.4.2 Departure Priority - Conventional Ferries - T3 / T5**

1. The on time departing vessel has priority.
2. Where the ETD of the first departing vessel is more than 5 minutes behind schedule the second departing vessel will then have priority.
3. Where the ETD of the second departing vessel is more than 5 minutes behind schedule and the first departing vessel declares an ETD 5 minutes before that time the priority will transfer back to the first scheduled departing vessel.

### **3.4.3 Arrival Priority - High Speed Craft - Inner Harbour Berths**

1. Where a departing craft is occupying a berth which is to be used by an arriving craft that is on time for an allocated slot, the on time arriving craft has priority.
2. A departing craft must not delay an inbound craft and must have departed an inner harbour berth 10 minutes prior to an inbound craft's allocated slot time.

### **3.4.4 Arrival Priority – High Speed Craft - Outer Harbour Berths**

1. An on time arrival craft has priority over a departing craft.
2. Where a departing craft is occupying a berth at T3 / T5 with an arriving craft also for T3 / T5 and both craft are more than 5 minutes behind schedule, the departing craft will have priority.

### **3.4.5 Safety Requirements – High Speed Craft**

1. Once an inbound fast craft has navigated beyond Point Victor a departing fast craft may not depart from T3 / T5 until the arriving fast craft has berthed or passed clear to the south.
2. No Fast Craft are to pass each other south of an East West line through the North of the end of Terminal 5. Dolphin 5F. Latitude 53° 19.19'N.
3. Careful consideration must be given by Masters of fast craft to avoid being weather bound in Holyhead. If this occurs they shall be required to move out of berth to avoid blocking operational berths.

### 3.4.6 Safety Requirements – Conventional Ferries

1. Once an inbound conventional vessel has navigated beyond Point Victor a subsequent inbound conventional vessel must not pass the boundary marking the “Dredged to 8.0m (2011)” area until the lead vessel has declared that the vessel has swung and is safely approaching the berth at T3 or T5 as applicable. Such declaration must not be unreasonably withheld.
2. In strong winds the master of the vessel using the leeward berth must consider the benefits of relinquishing their slot to the vessel using the windward berth.
3. In strong winds the master of the windward vessel must ensure the master of the leeward vessel is aware of his imminent departure.
4. Conventional ferries when arriving and departing will maintain a 1 cable separation while in harbour limits.
5. When departing from T3 / T5 the second vessel will not depart until the first vessel has passed the North of the end of Deep-Water Jetty. Latitude 53° 19.5’N.

### 3.4.7 Safety Requirements – High Speed Craft and Conventional Ferries

1. Once an inbound fast craft has navigated beyond Point Victor a departing conventional ferry may not depart from T3 / T5 until the arriving fast craft has berthed or passed clear to the south.
2. When, due to bad weather, these protocols cannot be followed a separation in distance and time between movements will be maintained which follow the general principles of the safety requirements outlined above.
3. Inward and outward vessels shall maintain a lateral separation of at least 2 cables and shall not pass each other within the Traffic Separation Scheme

### 3.4.8 Safety Requirements - Use of Alternative Terminals

The following requirements will be adhered to:

1. Where Vessel A arrives at Point Victor ‘T’ \* minutes or more ahead of Vessel B then Vessel A may berth at the Terminal used by Vessel B provided it is not already occupied and that Vessel A vacates that Terminal by the time Vessel B arrives at Point Victor. During this process the Safety of Navigation must be paramount and sufficient time must be allowed to move off the berth. To avoid any unnecessary operational congestion ashore, this protocol should only be followed by Vessel A out of necessity due to, for example, adverse weather or technical issues. Adverse weather safety requirements for leeward and windward vessels are covered in Section 3.4.6.2 and 3.4.6.3 of this Manual – *The Port of Holyhead Directions, Guidelines and Procedures Manual*.

## **N.B.**

\*Where Vessel A is a conventional ferry, 'T' = 60 minutes

\*Where Vessel A is a High Speed Craft, 'T' = 30 minutes

- 2 If Vessel B, the second arriving Vessel, be it on time or not, agrees to berth on the opposite Terminal as a result of the first vessel, Vessel A's decision then that is acceptable. This agreement would be Master to Master. However, Vessel A must vacate the berth if Vessel B's Master makes this request. Nothing in these guidelines precludes Stena Line or Irish Ferries from making arrangements between themselves but such changes must be communicated to Port Control and the SLP Duty Manager.
- 3 Both shipping companies, Irish Ferries and Stena Line, make an undertaking when complying with these guidelines not to obstruct the berth for the other vessel and not to cause the other vessel undue delay.
- 4 Vessel master's need to plan in good time regarding the possibility of requiring the implementation of these guidelines. This is to ensure that due notice is given to both Shipping companies, Holyhead Port Control and the SLP Duty Manager. Planning of storage and marshalling of shore cargo units on the appropriate Terminal is critical to ensure that the relevant Port Safety Risk Assessment findings are adhered to.

### **3.5 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 then be incorporated into the vessels own passage plan. The agreed plan should contain the following:

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

### **3.6 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 clearances. This should be incorporated into the vessels passage plan.

### **3.7 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, port control shall be alerted to the situation.

## 3.8 Navigating in Reduced Visibility

Masters and Pilots should incorporate reduced visibility navigational procedures into their passage plans. Masters of regular ships should consider their bridge teams practice reduced visibility procedures in good visibility. All vessels should consider that not all shipping movements, especially leisure movements are reported to Port Control.

### 3.9.1 Ships Visiting Deep Water Jetty

Due to the positioning of Yokohama fenders and coach parking arrangements on the Jetty, a vessel's berthing position needs to be pre-arranged and will be incorporated into the port passage plan. The port's navigational risk assessments identify that vessels should swing prior to berthing and berth starboard side to.

Vessels inbound or outbound from the Deep Water Jetty will not normally be expected to navigate in visibility of less than 3 cables. In conjunction with Holyhead Pilots, a risk assessment / simulator study has been carried out for berthing different types of vessel in different wind conditions. Current weather conditions can be obtained from port control and found on the port's website. The weather for arrival, duration of stay and departure will need to be assessed by the Master and Pilot on arrival.

Throughout the period of time that the vessel is moored at the Deep Water Jetty a constant monitor should be kept of the prevailing and forecasted weather conditions by the ship's master. If winds in excess of 35 knots (average) are forecast then the additional moorings are put out as required. In winds of 35 knots (average) or gusts in excess of 40 knots from a direction of south-south-east through east to north or sustained winds of 45 knots from any direction the following procedures should be considered:

- Pilot to be called;
- Passenger disembarking / embarking to be stopped;
- Terminal manager to be alerted;
- Bunkering operations stopped and hoses disconnected;
- Holyhead Port Control alerted; and
- Tug to be called, if available, as required by the Master in consultation with the Pilot.

Passenger operations should not resume until the wind speed drop below the stated thresholds.

Pilot and tugs may then be released from the vessel following a satisfactory assessment of the weather conditions by Master / Terminal Manager in consultation with the Pilot.

### 3.9.2 Ships Departing Deep Water Jetty

Vessel Masters/Pilots departing Deep Water Jetty are reminded that their movements must not interfere with scheduled Ro/Ro vessel inward movements to the Port. The on time arrival Ferry has priority over the departing vessel from the Deep Water Jetty unless agreement has been made "Bridge to Bridge" between both vessels. The International Regulations for Preventing Collisions at Sea 1972 (COLREGS)

as published by the International Maritime Organisation (IMO) are to be followed by all vessels navigating within the Port of Holyhead.

### 3.10 Ships/Tankers visiting Terminal 4 Berth

To avoid a situation where a vessel berthed at T4 may find the weather conditions unsuitable to remain alongside, an appraisal should be carried out by the berthing pilot as to whether the vessel can be safely accommodated on T4 for the whole of the stay or whether berthing should be postponed.

The following parameters should be used as a guide for pilots and also by Port Control Marine Officers to give early warning to those concerned.

Unsuitable conditions are:

1. Forecast wind speed over 25 knots (force 6) from any direction.
2. Forecast wind speed over 15 knots (force 4) from West through North to South-East.

Also,

If the forecast wind is off the berth and over knots, the Emergency Lines should be used.

### 3.11 Towage Guidelines

The port has one 25 tonne Bollard Pull tug for general harbour use. Tugs from other ports are not readily available. A visiting vessel should consult the port on tug and tug crew availability and suitability, prior to arrival.

The port tug has twin Kort nozzle propulsion and is consequently only suitable for ship berthing assistance in the following conditions:

- When the tug assistance is for very slow speed manoeuvring off / onto the berth;
- When the assistance is in the push / pull configuration;
- When the tow is over the tug's stern the direction of vessel and tug must be generally the same;
- To avoid a girting situation the tug must never be allowed to be pulled astern by the vessel being assisted. Therefore the tug, when towing over the stern, must not be made fast to the stern when the vessel is moving ahead or made fast to the bow when moving astern; and

- The tug assistance is clearly agreed between the Pilot, Master and tug crew and incorporated into the vessel's passage plan. (Please see **Appendix C**).

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. Approval for the use of such a tug or tugs is requested from the Harbour Master by completing the form 'Application for Approval for a Tug to Conduct Towing Operations in the Port of Holyhead' (**Appendix F**). Towing operations may only be conducted by approved vessels strictly in accordance with the conditions or limitations specified in such approval.

For towing movements requiring Pilotage assistance the Towing Plan is to be sent to Port Control for evaluation and approval by the nominated Pilot responsible for the movement in question.

Please note that Dead Tow Operations require the completion of the Dead tow pro-forma form. This is available on the port of Holyhead website [www.holyheadportauthority.co.uk](http://www.holyheadportauthority.co.uk) The completed form, with appropriate supporting paperwork, should be sent to Holyhead Port Control on [portcontrol@stenaline.com](mailto:portcontrol@stenaline.com)

### 3.12 Safety Advice and Guidelines for Leisure Users

Those LNTM principally affecting leisure users are:

- LNTM 01/2024 Summary of Byelaws, Harbour Regulations, and General Information.
- LNTM 02/2024 Guidelines & Safety Advice for Leisure Users
- LNTM 03/2024 Commercial and Leisure Diving Operations
- MISC 01/2024 Personal Water Craft (Jet Skis) Voluntary Speed Restrictions

A link to all navigational information can be found in Appendix A.

The above are distributed to the Marina and Sailing Club and are on the Port's website:

<http://www.holyheadportauthority.co.uk/>



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## 4.0 Pilotage Directions

SLPL Port of Holyhead, is 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 Holyhead or navigating in the SLPL Port of Holyhead 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

Compulsory pilotage will apply to all vessels or tows when navigating within the Harbour Limits with the following exceptions;

- a. Vessels of less than 40 metres.
- b. HM Ships and foreign warships.
- c. GLA tenders.
- d. Vessels shifting in berth.
- e. Fishing vessels of less than 47.5 metres LOA

Exceptions do not apply to a vessel in (a) above

1. With a passenger certificate.
2. Carrying a hazardous cargo or marine pollutants including vessels not gas free.
3. When visibility is less than 2.5 cables.
4. Vessels or tows with any defects.

## 4.2 Pilot and PEC Holders Areas of Authorisation

Authorised Pilots will be authorised for the whole Harbour Area. PEC holders may be authorised for the whole Harbour Area or specified parts of the area:

- The division between the Outer Harbour and the Inner Harbour is a line drawn between the Admiralty Pier Dolphin and the Outer Fairway Buoy and then South to the shore.
- The division between the Outer Harbour and the New Harbour is a line drawn between the Breakwater Light and the end of the Deep Water Jetty and then SSW along the line of the Jetty.

## 4.3 Revision of Pilotage Directions

The requirement for Pilotage within the Port of Holyhead 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 Holyhead consults with ship operators who regularly use the Port, and those who conduct operations within the Port, including towage companies, pilot boat coxswains and the pilots. The process is undertaken as outlined in the consultation section of the SLPL Port of Holyhead Marine 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 Holyhead website [www.holyhead.port.co.uk](http://www.holyhead.port.co.uk) as part of the Port of Holyhead Directions, Guidelines and Procedures Manual.

## 4.5 Harbour Authority's Responsibilities

The SLPL Port of Holyhead Competent Harbour Authority 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 Holyhead 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 Holyhead.

## 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 Masters 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 services of a Pilot within the Port of Holyhead 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 affect 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

A period of familiarisation will take place prior to a candidate commencing their authorisation training which will include Port Control, The tug 'St David' and the pilot boat 'St Columba'. The familiarisation of the St Columba will also include an emergency man overboard drill (wet drill) using a dummy and retrieval gear. Familiarisation will also include use of the pilot coat to include pre-donning checks and personal checks. Pilots are formally authorised for the Port of Holyhead Competent Harbour Area. There is a process of check-trips and re-authorisation every five years.

### 4.8.1 Probation Period

The length of training will depend on the experience and the progression of the candidate but the period will not be less than six months. A candidate who wishes to progress through to an authorised pilot should ideally be in possession of a Holyhead Port PEC and in addition must carry out, as a minimum, the following movements.

- |   |                  |              |                  |
|---|------------------|--------------|------------------|
| ▪ | Inner Harbour    | Various      | 10 in & out;     |
| ▪ | Terminal 4       | Tankers      | 10 in & out;     |
| ▪ | Deep Water Jetty | Cruise v/l's | 10 in & out; and |
| ▪ | Deep Water Jetty | Various      | 10 in & out.     |

At the examination the Pilot shall produce certificates, signed by an Authorised Pilot certifying that during his training he has accompanied a Pilot on at least the required minimum number of movements with the following breakdown:

- A minimum of 25% of the movements were performed during darkness.
- A minimum of 3 hours familiarisation in Port Control.

- The trainee pilot will be expected to be familiar with:
  - Port Marine Safety Code;
  - The Guide to Good Practice;
  - The CHA's Marine Safety Management System;
  - The CHA's Emergency Procedure Guide;
  - Pilotage Operations Manual;
  - Knowledge of the Port of Holyhead's website and information available;
  - Survey information for the Port of Holyhead; and
  - Pilotage and Law.

#### 4.8.2 Examination Criteria

The Port of Holyhead syllabus for marine pilot training is based on the National Occupation Standards for Marine Pilots which is divided into nine units:

1. Planning an act of pilotage;
2. Embarking and disembarking;
3. Assessing standards on the piloted vessel;
4. Co-operating with the bridge team and functioning within it;
5. Liaising and communicating within the Port;
6. Transiting the pilotage district;
7. Manoeuvring vessels in the harbours and their approaches;
8. Reacting and responding to problems and emergency situations;
9. Managing personal and professional conduct and development;
10. Knowledge of Holyhead Port Marine Safety Management System; and
11. Pilotage and the law.

General knowledge is required of the following pertaining to Holyhead:

1. Lights;
2. Courses and distances;
3. Fog signals;
4. General widths for swinging;
5. Contour lines 5 metre and 10 metre;
6. Depths within the Harbours;
7. Berth depths;
8. VHF Channels used in the Harbour;
9. Notice to Mariners;
10. Knowledge of Port Bye-laws, Directions, Guidelines and Procedures;
11. Pilotage – Check and Observation;
  - i. Prior to leaving the pilot station to pilot inward vessel;
  - ii. Approaching the vessel on pilot launch;
  - iii. Boarding the vessel;
  - iv. Having boarded the vessel – Pilot / Master interchange;
  - v. Procedure inwards;
  - vi. Approaching the berth;
12. Types of rudders including transverse thrust; and
13. Use of tug and moorings.

### **4.8.3 Examination Panel**

The examination panel will consist of the Harbour Master and/or Assistant Harbour Master who will be accompanied by an Authorised Pilot.

### **4.8.4 On-going Training Identification / Continued Competence**

It may be the case following a Risk Assessment, that a pilot would be required to undergo specialised training. The number of pilots required to attend and the nature of the training will be decided after consultation between the pilots and the Harbour Authority.

### **4.8.5 Simulators**

Simulator training is available at approved Nautical Colleges, which could be used for continued competence at the discretion of the Harbour Authority and in line with Pilot training and development.

## **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 authorisation as a pilot for the Port of Holyhead 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 Competent Harbour Authority.

### **4.10 Pilotage Exemption Certificates (PEC)**

A bona fide Deck Officer of all vessels subject to compulsory pilotage within limits defined in these Directions may apply for and be issued with PEC for the area, or specified parts of the area, provided the following criteria are met:

- a) A bona fide Deck Officer requesting exemption, to have completed 10 visits into and 10 visits out of the port, of which 5 into and 5 out must be in darkness.
- b) Production of a valid and satisfactory Medical certificate.
- c) Production of a valid Certificate of Competency Master Unlimited (II/2).
- d) Production of a letter from the vessel's Senior Master stating that he is satisfied with the candidate's ship handling abilities in the vessel(s) to which the exemption certificate shall apply.
- e) Unless otherwise agreed by the Harbour Master, candidates will complete section a) within a 12 month period.

- f) Successfully complete a Pilotage Exemption examination conducted by persons appointed by the Harbour Authority to ensure that they have sufficient experience, skill and acknowledge including adequate command of the English language. The examination format is set out in Form HPEC3.

A list of PEC holders and the areas that they are authorised for is held in Port Control.

#### **4.10.1 Requirement for Exemption Holders**

A PEC holder who is handling a vessel that they have not been on previously or for 6 months or more must complete 3 visits in and 3 visits out as a bona fide Deck Officer handling the vessel under the supervision of an exemption holder familiar with that vessel. On completion of these visits the supervising exemption holder must indicate in writing to the Harbour Authority that they are confident in the PEC holder's ability to discharge their duties safely in that particular vessel.

#### **4.10.2 Procedure for Adding Additional Vessels to an Existing Certificate**

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

#### **4.10.3 Temporary PEC application**

Temporary PECs will be issued on application. Requirements of 4.10 b – d above to be followed.

In addition:

- The Master/Officer will require the relevant Certificate of Competency for the vessel in question
- Pilot trip rides will be required with a Port Pilot or evidence of trip rides with a PEC Holder

- The vessel will arrive and depart the port under Pilotage
- There will be no movements in darkness unless accompanied by a Port Pilot, or there is evidence of movements with a PEC holder during the hours of darkness previously
- The temporary PEC application form (HPEC 4) and examination checklist (HPEC 5) can be found in Appendix B.

#### **4.10.4 Applications for Examination for a PEC**

Candidates for examination should apply on Form HPEC2 (Appendix B) with copies of the certificates as required in the Pilotage Directions. Candidates will be examined using checklist HPEC3 (Appendix B).

Candidates should also have in their possession at the time of examination:

1. A copy of the current Holyhead Harbour chart (BA 2011); and
2. A copy of the Holyhead 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 Holyhead pilot; or
- An authorised PEC holder for the vessel for which the PEC is sought.

#### **4.10.5 Renewal of Pilotage Exemption Certificates**

PECs will be renewed annually on the 1st July providing the following conditions are met: -

1. The exemption holder has completed 4 visits into and 4 visits out of the Port as a bona fide Deck Officer in each 6 month period to the renewal date.
2. The exemption holder must be in possession of a valid medical certificate and Certificate of Competency.
3. There has been no pilotage or berthing incident involving the exemption holder.
4. The exemption holder must satisfy the Harbour Authority that they have been a bona fide Deck Officer during their entries and exits from the port. The Harbour Master or Harbour Master's representative will check the PEC holder's movements via Port Control software to ensure that the correct in and out visits have been carried out. This will be done within 10 days following 30<sup>th</sup> June and 31<sup>st</sup> December in each year.

##### **4.10.5.1 Revalidation of PEC Holders**

Each PEC holder will require their certificate to be revalidated every 5 years. Such revalidation will consist of a minimum of;



- An interview with a Port Pilot and Harbour Master/Assistant Harbour Master in which questions from the PEC syllabus may be asked
- A Port Control visit within the 12 months prior to the date of revalidation to appraise himself/herself of any changes to marine operations and procedures.

#### **4.10.6 Reporting of Accidents and Incidents**

A bona fide Deck Officer holding a PEC or an Authorised Pilot whose vessel, for which they are responsible for the safe navigation of, has touched the ground or has been in collision or a close quarter situation with any other ship or any berth or floating object in the waters for which he holds such a certificate, shall report the occurrence to Port Control immediately and by e-mail, a full report with any supporting evidence to the CHA within 24 hours of the occurrence. Additionally, in accordance with the Port's Safety Management System, PEC holders and Authorised Pilots are required to report to the CHA any concerns they may have regarding safety of navigation in the pilotage district.

#### **4.11 Revocation or Suspension of Pilotage Exemption Certificate**

PEC holders shall attend the Harbour Office at the order or summons of the CHA to answer any complaint or charge which may be made against them for the 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 Holyhead 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 Holyhead Pilotage Meeting will be held every three months to discuss any matters relating to pilotage, navigation and berthing of vessels within the Harbour Authority area of Holyhead.

#### **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 Holyhead Bye-laws
- Port of Holyhead Directions, Guidelines and Procedures Manual
- Local Notices to Mariners;
- Local Navigational Warnings;
- Risk Assessments (MarNIS); and
- Marine Safety and Information Circulars.

## 5.0 Pilotage Procedures

### 5.1 Pre-Arrival

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

- Vessel details, dimensions and berthing requirements.
- Any defects including vessel defects, pilot boat, tugboat or mooring equipment defects.
- Latest Weather Conditions and forecast. Any weather equipment defects.
- Latest navigational warnings and movement updates.
- Any crew defect indicators.
- The Marine Officer will co-ordinate the completion of, and sign off the pre-arrival checklist.
- From the information on the completed checklist the pilot will prepare his passage plan (see Appendix C for Passage Plan form).

### 5.2 Vessel Approaching Pilot Station

Port Control will advise an approaching vessel if a pilot is to board on arrival. If it is impractical to provide a Pilot the vessel will be delayed until this can be done. No vessel requiring a Pilot is permitted to navigate within port limits.

Port Control 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, Port Control will request the vessel remains clear of the port approaches. No instructions may be given by Port Control to a waiting vessel but advice on anchoring positions may be given. However, if the approaching vessel has moved beyond the Pilot boarding point the Marine Officer should advise the vessel accordingly. The Master is responsible for the navigation of the vessel at all times, Port Control provide an Information Service only.

### 5.3 Normal Pilot Boarding Position

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

- At 1.5 miles North West of the breakwater end, or
- At the vessels designated berth or anchorage within the Port of Holyhead.

The boarding and disembarkation of a pilot at the location prescribed is weather permitting. In adverse weather conditions the pilot will advise the vessel that he is unable to board or disembark safely and that the Pilotage Service has been suspended. Vessels subject to Compulsory Pilotage are not permitted to enter or leave Holyhead Port during this time.

## 5.4 Pilot Embarkation (General)

Prior to Pilot boat transit the pilot will visit Port Control to prepare the passage plan and receive the completed pre-arrival checklist from the Marine Officer at Port Control.

## 5.5 Passage Planning

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

Passage planning for the Port of Holyhead 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 these regular ferry vessels are PEC holders, and therefore make regular calls at Holyhead. 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 Holyhead or for vessels without a PEC holder on-board the services of a Pilot will be required. SLPL requires all vessels of 40m LOA or over to take a Pilot. For these calls and departures, a Passage Plan is provided in advance, which addresses the specific transit. Information relating to passage planning, including standard passage planning forms are contained in the Port of Holyhead Navigation Guidelines and Directions. See Appendix C for Port Passage Plan Form.

Copies of the above Passage Plan are held in Port Control. 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 Control and kept with the other paperwork connected with the ship.

## 5.6 Pilot Ladder Arrangement (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 height to rig the ladder.

## 5.7 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.

## 5.8 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 also monitors Port Control on VHF to ensure familiarity with latest port and approach movements. The Pilot should commence the assessment of the conduct and condition of the vessel prior to boarding.

## 5.9 Transit to Berthed Vessel

Transit to berthed vessels is by Port Authority transport or by Pilot boat. During transit the Pilot will adhere to Port and Terminal regulations.

## 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 and issued August 2017). This is provided to all authorised Pilots, training Pilots, Pilot boat and Port Authority tug crew. Only authorised Pilots and training Pilots are to board vessels by Pilot boat during an act of pilotage. Holyhead Port Pilot Boat Embarkation and Disembarkation procedures are contained in the Holyhead Craft Port SMS Procedure.

**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

VHF contact is maintained between coxswain and master at all times during Pilot transfer. Once Pilot transfer is complete the Pilot boat moves away from the vessel and the vessel's master is informed. The Pilot will inform Port Control once the bridge is reached. The Coxswain will inform Port Control once the Pilot is safely on board the Pilot boat.

## 5.12 Embarking / Disembarking a Berthed Vessel

The Pilot must transfer by a proper gangway which is suitably lit at night or by using the pilot boat. Any deficiencies in gangway provision should be reported to Port Control, who will report to the MCA.

### **5.13 Authority to Abort Boarding**

If the coxswain, considers the approach or the holding of position alongside the vessel, to be unsafe, 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 condition of the vessel and crew standard and report any deficiencies to Port Control. These include:

- Condition and rigging of 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 condition.
- Vessels own passage plan and Holyhead chart.

If in the opinion of the Pilot there are serious deficiencies which may affect the navigation of the vessel these should be reported to MCA via Port Control. The Pilot may delay the vessel to revise his passage plan. The Port Authority may further delay the vessel or refuse port entry.

### **5.15 Number of Pilots**

The usual number of pilots required for a vessel transit is 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.

### **5.16 Communication during Act of Pilotage**

The following protocols are applied:

- The working channel for the port is VHF channel 14 and must be monitored at all times during the Act of Pilotage.
- To keep VHF channel 14 free from working traffic, additional channels to VHF channel 14 may be used to communicate with mooring parties and support craft.
- The pilot will make arrangements for VHF channel 14 to be monitored by the bridge team and support craft.

- During the passage it is the Pilot's responsibility to keep the bridge team and Port Control Marine Officer informed of his intentions.
- Mobile phones are not permitted as a means of navigational communication and may not be used in any case without the permission of the Master.

## 5.17 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.

Non-routine towage operations may include the following craft:

- Craft with no power or limited power
- Jack Up Rigs Barges – Manual/Unmanned
- Survey Buoys

The application form is available via the following link:

<https://holyheadport.co.uk/images/forms/VesselDeadTowProforma.pdf>

Finally, a Workboat Registration form requires completion on a periodic basis for visiting workboats to Holyhead Port. This is located in Appendix G. The completed form should be sent to [portcontrol@stenaline.com](mailto:portcontrol@stenaline.com)

## 5.18 Mooring and Unmooring

The provision of boatmen is organised by the Terminal / Berth operator. Responsibility for co-ordinating a mooring operation lies with the Pilot of the vessel.

## 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 Port Control who will arrange provision via the ships agent or Terminal or berth operator.

## 5.20 Completion of Act of Pilotage

A Pilot will not leave the vessel until the Act of Pilotage is completed and he has authorization from the master to do so. The Pilot will confirm to Port Control 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 ship's agent.

## **5.22 Special Operations**

For special operations such as dredging or surveying, the entry and exit requirements for a PEC may be changed at the Harbour Masters discretion following a risk assessment.

## 6.0 Port Procedures

### 6.1 Ordering a Pilot

Pilots are ordered by a ship's agent through Holyhead Port Control. The ordering of a Pilot is subject to pilotage dues and the terms contained in the published Holyhead Port Charges.

### 6.2 Pre Arrival Information

Ship details and any information which may affect the navigation of a vessel in Holyhead Harbour are to be supplied to Holyhead Port Control. Also required are completed ISPS Code Pre Arrival Information Pro Forma and a completed Ship Generated Waste and Cargo Residue form.

### 6.3 Port Control

The Port of Holyhead operates a Local Port Service (LPS) which is termed 'Holyhead Port Control'. Port Control receives, processes and disseminates information about conditions and events important to shipping and safety within Holyhead Harbour and its Approaches. This supply and dissemination of information allows the Port Control to provide a Port Information Service. This information includes vessel position, identity or intentions within the area of coverage, visibility and weather; the availability of berths or anchorages; the status of aids to navigation, and any other information that could impact a vessel's safe transit. Vessels are provided information at regular broadcast intervals, on request or whenever circumstances so require.

Port Control also provides 24-hour monitoring and marine safety coordination, covering the Statutory Harbour Authority area, Competent Pilotage Authority area and port approaches. Port Control has radar coverage of the port entrance, Traffic Separation Scheme (TSS), commercial harbour, partial coverage of the New Harbour and marina, with some limited coverage to the harbour limits in the south. In addition, Port Control has Automatic Identification System (AIS) coverage of the whole harbour area and harbour approaches. Radar and AIS coverage is augmented by CCTV coverage of the commercial harbour and port approaches, including the port entrance Traffic Separation Scheme.

Mariners are reminded that all communications with the Port of Holyhead, CCTV and radar images may be recorded by Port Control and retained for future use by the Authority.

### 6.4 VHF Procedures

Port Control is equipped with one VHF set and voice recording as follows::

- Icom F6021 with aerial mounted above Port Control

The working channels for Holyhead are VHF Channels 14. Under normal listening and use conditions the Icom F6021 short range set is on Channel 14.

It is the responsibility of Port Control 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. Marine Officers will endeavour to give accurate information to assist masters with their on-board decision making, with clear communications, to ensure minimum chance of misinterpretation.

The following information is available to vessels:

1. Any reported movements.
2. Any unreported movements i.e. yachts, fishing vessels entering harbour limits.
3. Berth occupancy.
4. Any Navaid deficiencies.
5. Wind speed / direction.
6. Tidal height
7. Any other relevant information.

If circumstances change, during a vessel's movement, the Master must be informed immediately. To avoid unnecessary information being given to Masters the content of the message may vary depending on the vessels berth.

Voice and radar recording are constantly in use, if incidents occur, these recordings may be used in subsequent investigations.

## **6.5 Inner Harbour Berths**

### **6.5.1 Refit Berth**

Refit Berth can accommodate conventional vessels, jack-rigs, barges and coasters up to 110 meters using the small Yokohama fenders (2.5m diameter).

### **6.5.2 Public Quay**

Vessels of up to 10m beam may lie alongside the Public Quay, permission must be sought from Port Control. Under no circumstances should they project North of Turkeyshore corner.

## **6.6 Bunkering in Port**

1. Masters of vessels receiving bunkers within the Port of Holyhead 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 Port Control has granted permission which can be obtained on VHF Channel 14.
  - 2) The 'Port of Holyhead Bunkering Pre / Post Transfer Agreement' (Appendix D) has been completed and signed by both parties.

- 3) In the case of a barge / road tanker that does not have its own check list, the 'Port of Holyhead Bunkering Check List' (Appendix D) 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 VHF contact with the Port Control Operator throughout the operation.
  5. Transfer of oil is to cease if requested by Port Control and must not recommence until permission is given.
  6. If any spillage or accident occurs during transfer the operation must be stopped and Port Control informed immediately.
  7. Port Control 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, at all times, comply with the provisions of the Dangerous Goods in Harbour Areas 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 the Port of Holyhead may board the vessel at any time to inspect the operation.
11. The 'Port of Holyhead Bunkering Check List' or 'Pre / Post Transfer Agreement' must be passed to the Marine Officer or Duty Manager on completion of the operation.
12. **Restrictions on transfer of oil at night (Merchant Shipping Act 1995 Section 135)**
  - (1) No oil shall be transferred between sunset and sunrise to or from a ship in the harbour.
  - (2) A general notice may be given to the harbour master that transfers of oil between sunset and sunrise will be frequently carried out at a place in the harbour within such period. See appendix H.
  - (3) Subject to subsection (2) above, the requisite notice for the purposes of this section shall be a notice given to the harbour master not less than three hours nor more than 96 hours before the transfer of oil begins.

**Bunker barges attending the port for the first time must supply the Harbour Master with documents contained in appendix H**

## 6.7 Commercial Diving

All commercial diving within the harbour limits of the Port of Holyhead must be carried out according to the 'Diving at Work Regulations 1997' Statutory Instrument 1997 No. 2776. The general definition of commercial diving is 'all diving carried out for hire or reward'.

All commercial diving operations in the harbour must be reported to Holyhead Port Control by VHF radio on Channel 14 or telephone 01407 606700 before any divers enter the water.

Before permission to dive is granted the contracting party (client), whether it is Stena Line Ports Ltd. (the Harbour Authority) 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, divers 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. The client will then issue their own 'Diving Permit to Work'.

If the Harbour Authority is satisfied that all the above conditions have been met, a Holyhead General Permit to Work will be issued and diving operations may then begin.

1. Port Control will keep the diving supervisor informed of any additional hazards that may occur during the diving operation.

2. The commencement and completion of diving operations must be reported to Port Control as must divers entering or leaving the water.
3. Port Control must put the location of diving operations on the information board and in the log sheet.

## 6.8 Sports Diving

The Harbour Authority has a responsibility to ensure the marine safety of the harbour area; we therefore request that sports diving within the Harbour Limits is reported to Port Control on commencement, and after completion. It would also be good practice to inform the Coastguard of Diving activities and to maintain a listening watch on VHF Channel 14.

## 6.9 Shore Operations - Vessel Checklist

A vessel which intends to carry out maintenance operations involving personnel working ashore or on the water is required to inform the Harbour Master as soon as possible. It is the vessel's responsibility to comply with UK health and safety legislation and Stena Line Ports Ltd shore-side working permits.

A vessel check list is provided (Appendix E). The checklist is a guideline to assist the vessel's Master in ensuring that all relevant legislation is observed. The port directs the Master to ensure compliance with all current legislation when a vessel arranges for any works which involves diving, working from craft ashore, when a vessel is at anchor or at any terminal, pier or jetty.

## 6.10 MoD Helicopter Operations

RAF Search and Rescue Training with helicopters is permitted within the Harbour provided they are carried out in accordance with the current SMIT / MoD operating procedures. Operations may involve any combination of helicopter, Patrol Vessel and or RIB as described below.

1. **HARBOUR DRILLS**  
Requires a RIB to be deployed where trainees are instructed how to inflate and maintain a single seat life-raft. These drills are carried out to the East of the Outer Harbour fairway or within the Inner Harbour. No helicopter is involved. The Patrol Vessel maintains look-out and VHF listening watch but may not be in attendance.
2. **DRUMS**  
Involves a helicopter lowering a float to practise hovering over a small target. The Patrol Vessel will provide look out and maintain VHF listening watch but may not be in attendance.
3. **WETS**

Single Seat WETS: involves lowering and retrieving a winchman or winchman with casualty, up and down between helicopter and single seat life-raft. This exercise lasts about 45 minutes. The Patrol Vessel will be in attendance and will recover the life-raft. Multi-seat WETS: with up to 12 casualties are normally carried out in Church Bay and last about 1.5 hrs. In strong NW'lies WETS are also permitted in the New Harbour. The Patrol Vessel will be in attendance and will recover the life-raft(s).

4. DF / RADAR TARGETING  
Patrol Vessel or RIB will act as a target for helicopter search training.
5. RIB TRAINING  
Carried out with a RIB, this exercise simulates casualty transfer to inshore lifeboat or other craft. The patrol Vessel will provide lookout and listening VHF watch but may not be in attendance.
6. LANDING  
Landing on the breakwater when it is confirmed there are no persons in vicinity

SMIT and MOD have an agreed area of operation, which meets their safe operating parameters. The Port has agreed that deployments may be made outside of, or close to the edge of the fairways, provided the following applies:

1. Port Control to be informed of intended operation area (Northeast Outer Harbour, Southeast Outer Harbour or outside of Harbour Limits) and at the end of operations.
2. Patrol Vessel will first establish a drift rate before commencing WETS to ensure life-raft remains clear of fairways during drill.
3. Operations must be clear of fairways at all times when shipping is due.
4. Port Control will inform shipping of operations prior to arrival.
5. VHF communication between Patrol Vessel and shipping will not normally be required unless operational or meteorological conditions make entry into fairways necessary or unpreventable.
6. Patrol Vessel to display special operations signal (red white red) at night (no day signal required).
7. Prior to drills passenger and crew details will be sent to MRSCC Holyhead, SMIT main office and a copy left in the crew bus.
8. Harbour Master to be notified of any intended changes to SMIT / MoD operating instructions.

## 6.11 Mooring / Unmooring of Vessels (M001)

Trained P.S.A. members of staff are responsible for mooring vessels. It is the responsibility of the Duty Manager or his deputy to ensure that the P.S.A. members of staff carry out their tasks safely and correctly. It is the responsibility of the Duty Manager or the deputy to ensure that the quayside berthing area is kept clean and to ensure that there are no obvious hazards which may affect the safety of the mooring team.

All members of staff are personally responsible for ensuring they are wearing the correct protective equipment when mooring / unmooring vessels, moving fenders and working near quay edge i.e. Life Jackets, Hard Hats, High Visibility Vests.

When mooring / unmooring vessels, the Duty Manager or his deputy is to ensure that an adequate number of men are available to conduct the operations safely (see below for T2, T3, T4 and T5 operations). In heavy weather consider additional staffing levels.

The following should be considered during mooring operations:

- Staff must be alert to the ship's crew throwing the heaving lines ashore.
- Staff must stand back, away from the ropes when the ships winches take up tension.
- A crackling or singing sound of the ship wires / ropes could be a sign of danger, so always stand well clear.
- P.S.A. staff to check with the ships bridge that the ship has been secured both ends before allowing the gangway controller to proceed with putting the gangway onto the ship.
- P.S.A. staff to ensure that all the heaving lines that have been used to moor the vessel are returned back to the ship's crew.
- Ramp-man to attend to placing the ramps into the correct position for discharging the vessel.
- No ropes / lines should be let go until instructed to do so from a member of the ship's crew.
- No ropes or heaving lines will be dropped into the water within the vicinity of ship's propellers, jets or bow thrusts.

### **6.11.1 Terminal 2 Operations**

Mooring gang is to consist of two people forward and two people aft. Of these four people, one must be nominated as being in charge of the mooring party. This person should have sufficient experience to rapidly assess and respond to abnormal situations, liaise with the ship's crew and direct other members of the party as to what procedures to follow and when. Prior to commencing operations this person should be identified and acknowledged by the other three members to prevent any misunderstandings once operations have commenced. The person in charge of each mooring party must have a VHF radio.

### **6.11.2 Terminal 3 and 5 Operations**

Mooring gang is to consist of four people forward and four people aft. Of these four people, one has to be nominated as being in charge of the mooring party. This person should have sufficient experience to rapidly assess and respond to abnormal situations, liaise with the ship's crew and direct other members of the party as to what procedures to follow and when. Prior to commencing operations this person should be identified and acknowledged by the other three members to prevent any misunderstandings once operations have commenced. The person in charge of each mooring party must have a VHF radio.

### **6.11.3 Terminal 4 Operations**

Mooring gang is to consist of three people forward and three people aft. In each mooring party of three people, one has to be nominated as being in charge. This person should have sufficient experience to rapidly assess and respond to abnormal situations, liaise with the ship's crew and direct other members of the party as to what procedures to follow and when. Prior to commencing operations this person should be identified and acknowledged by the other two members to prevent any misunderstandings once operations have commenced. The person in charge of each mooring party must have a VHF radio. If the walkway has been removed access for the mooring party to the seaward end dolphin will be via Harbour craft. The mooring teams will adhere to applicable training, safe system of work and risk assessment requirements.

The vessel must use double back springs at all times to prevent contact with the pontoon.

Great care is to be exercised at all times when mooring / unmooring the vessel. Manual handling caution should be exercised when handling heavy ropes. Special care should be taken on walkways during the mooring / unmooring operations. Members of staff are reminded that personal protective equipment should be worn at all times, including lifejacket, Hi-Viz clothing, protective shoes / boots, hard hat and gloves.

## 6.12 Terminal 3 and 5 Ramp Operations (M002)

The following procedures must be followed when taking in or out the bottom deck ramp, and top linkspan on Terminals 3 and 5.

- Operation of the linkspans should only be carried out by qualified staff and nominated contractors.
- Operation of the linkspans should be carried out as per the training manual.
- It is the responsibility of the ramp operator to ensure that he / she is familiar with the controls, that it is safe to use and that it is operated as described in the procedures.
- It is the responsibility of the Duty Manager or deputy to ensure that the operation is carried out safely and correctly complying with the procedures.

### 6.12.1 Visual Checks

- Upper and lower ramp structure and hydraulic pipes should be checked for any signs of damage as per the training manual.
- The ramp must be checked thirty minutes prior to the Ship's arrival on the berth. The ramp operator will contact Port Control via Shore Radio to confirm that the checks have been completed and they are ready for the ship. Any damage or fault should be reported to the Duty Manager or deputy / Port Control immediately so that remedial action can be taken.
- In order to avoid the possibility of ship / linkspan contact damage it is imperative to ensure that prior to the arrival and departure of the vessels from Terminals 3 and 5 the end cone fender should be set at the level of the stern belting.
- On arrival, the level of the deck must only be raised to its normal level when the ramp operator is satisfied that the vessel is all fast fore and aft. On departure, the level of the deck must only be raised to its normal level when the ramp operator is satisfied the vessel is well clear of the berth.

### 6.12.2 Arrival

- When the vessel is in position on the berth and with lines ashore the Master will give permission to the deck officer stationed aft for the stern ramp and top deck fingers to be lowered.
- The Deck Officer will communicate with the ramp operator (via the shore radio and by visual sight), to confirm that the linkspan has been moved to the correct position and is clear of obstruction in the ships' stern ramp landing area.
- The deck officer will then lower the ships' stern ramp and proceed ashore to check that its position on the linkspan is correct.
- The deck officer will then confirm with the ramp operator that the vessel is ready to receive the top deck fingers.
- When all fast the Master will give Port Control, via VHF radio, the arrival (first line ashore) and all fast times.
- No traffic is to come off the vessel, via either deck, until the ramp operator has communicated to the Deck Officer that it is safe to do so.
- At all times during cargo operations the ships' crew must ensure:
  - that vehicles are discharged in a controlled manner;
  - pedal cyclists are not allowed to ride across the ramp;
  - foot passengers are not allowed to cross the ramp unless traffic is stopped, and passengers are properly supervised.



- During periods of adverse weather, the vessel may need to keep engines and thrusters running. The ramp operator should be advised whenever this happens.
- The ramp interface must always be monitored during adverse weather especially when a heavy swell is running as this could cause excessive movement. In extreme conditions it may be necessary to suspend cargo operations to avoid damage to either the ramps or linkspan.

### 6.12.3 Departure

- On completion of loading and after checking that the vessel is still alongside its berth, the deck officer will ask the ramp operator to remove the top deck fingers using the shore radio.
- When the top deck fingers have been raised and the top linkspan is clear the Ramp operator will inform the deck officer that it is safe to start closing the ships' stern ramp; the stern ramp must not be lifted until the linkspan operator has confirmed that it is safe to do so.
- Once the ships' stern ramp has been closed the ramp operator will park the lower /upper linkspan.

**N.B. Please note that each vessel will have slight internal differences in their own Standing Orders/Instructions for Ship/Shore ramp operations Arrival/Departure requirements. However, the communication requirements as indicated above between Ship's personnel, the ramp operator and Port Control must be followed.**

## 6.13 Mooring and Unmooring of Fast Craft (M005)

- Due to a number of incidents where heaving lines have been drawn into the jet tubes of the craft, the following precautions must always be observed:
- When receiving heaving lines ashore, care must be taken that a large amount of slack is not left in the water. If it does, it should be heaved in immediately.
- Heaving lines must be thrown back to the vessel as a heaving line and not as a coil on the completion of mooring.
- Heaving lines are not to be attached to mooring lines.
- When unmooring the eye of the mooring line must be held ashore as long as possible so as not to allow a large amount of slack in the water.
- Members of staff are reminded that personal protective equipment should be worn at all times as appropriate (lifejacket, hi-viz clothing, protective shoes / boots, hard hat and gloves).

## 6.14 Terminal 3 Gangway Operation Procedure (M011)

The procedure when taking in or out the gangway on Terminal 3 is given in the following:

### 6.14.1 Arrival

- On arrival in the berth the Ship's Master will advise Port Control that the ship is moored fast alongside and is ready to receive the gangway.
- Port Control will then notify the operators of the above status.
- The gangway operator will enter the gangway into the ship.
- The Ship's Master at Arms and gangway operator must ensure that passengers discharge in a controlled manner; no more than four at a time across the brow of the gangway. (The gangway is fitted with an "Auto Lift Off" safety feature. This monitors the relationship between the vessel and the gangway.
- If the sensors and operating system PLC suspect that the vessel may be inadvertently leaving the Berth; an alarm will sound and the gangway will automatically lift and withdraw from the vessel side).

### 6.14.2 Departure

- On completion of embarkation the Ship's Master informs Port Control via the VHF Radio that embarkation has been completed and the gangway may now be taken out. Before doing so he must ensure the ship is still alongside the berth.
- Port Control notifies gangway operator to take out the gangway.
- The gangway operator informs Port Control that the gangway is in the stowed position.

Note: In the event that the gangway is taken out when a vessel is still in berth, the procedure shown above must be followed. Firstly, to remove the gangway, the ship contacts Port Control to ask for the gangway to be removed, Port Control contacts the gangway operator, and the requirements of the departure procedure are followed. Similarly, when the ship requires the gangway again, the ship contacts Port Control, and the requirements of the arrival procedure are followed.

## 6.15 Fish Dock

The Fish Dock is now managed by Stena Line Ports Ltd.

## 6.16 Wave Wash

Operators of all vessels, high speed or conventional, using Holyhead 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 are reminded that the transfer of pilots at sea is a hazardous operation. Masters of vessels, especially fast craft must be aware of the effect their wave / wash may have on sea conditions in Holyhead Bay when pilot transfers are taking place. Port Control will issue warnings to all other vessels in the vicinity when these operations are taking place.

All Masters and Pilots of High Speed Craft must ensure the Port Passage Plan includes consideration of adverse wash. All Masters and Pilots 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 the beaches and launching sites on the West coast of Anglesey and the North coast of Holy Island. They read as follows:

**WARNING:**

*All persons using the foreshores and Holyhead Harbour should exercise caution during and after the arrival of ferries when large, unexpected waves may be encountered.'*

The notices are posted at the following sites:

- Porth Swtan (Church Bay);
- Porth Trwyn;
- Porth Trefadog;
- Porth Tywyn-Mawr;
- Penrhyn Caravan Park (2);
- Penrhos Beach Car Parks (2);
- Newry Beach (5);
- Breakwater; and
- Breakwater Park (2).

## 6.17 Berth Damage Procedures

Within Port Limits all vessels proceeding to a Terminal or berth will have their movements monitored and recorded by the duty Marine Officer using visual, radar and CCTV coverage.

If an incident involving berth damage subsequently occurs it will be dealt with in the following way:

- Duty Managers will have instructed their mooring teams to report any significant impacts during mooring / unmooring operations; if such an incident occurs the Duty Manager (or a person designated by him) will report the incident to Port Control by email, and the names of any witnesses will be included.

- Port Control will contact the vessel and request that a Master's Statement be sent to the Harbour Master by email.
- When damage is significant the Duty Manager and Marine Officer will confer to determine if Technical Services should be informed immediately to ensure the berth remains operational.
- Port Control and Duty Manager will email any gathered information, including wind data and photographs, to the Harbour Master and Technical Services.
- The Harbour Master will issue any insurance letters as appropriate.
- Technical Services will advise the Harbour Master as to the operational condition of the berth and or fenders.
- The Harbour Master will issue information to shipping as to the berth suitability by Local Notice to Mariners or Local Marine Safety Circular.
- Port Control will advise shipping of any berth damage by VHF prior to Port arrival.

## **6.18 Ship Generated Waste Management**

Ship generated waste shall be dealt with in accordance with Holyhead Waste Management Plan April 2017.

## **6.19 Oil and HNS Spillage Procedures**

Oil, Hazardous and Noxious substance spillages shall be dealt with in accordance with the Holyhead Oil Spill Contingency Plan 2017.

## **6.20 Storage and Handling of Hazardous Containers in Port**

It is the responsibility of vessel operators to comply with MSN 1741 (M) Reporting Requirements for Ships Carrying Dangerous or Polluting Goods. Operators must at all times have Dangerous Goods manifests, expected and arrived, available to Holyhead Port Authority in case of spillage, accident or any other requirement.

### **6.20.1 Import**

- Operators will e-mail the Port Authority ([portcontrol@stenaline.com](mailto:portcontrol@stenaline.com)) with Dangerous Goods manifests as soon as possible after departure from previous port.
- Accompanied Dangerous Goods will be driven out of the port immediately after discharge.

- Unaccompanied Dangerous Goods trailers will be taken to the Dangerous Goods bays in the upper trailer park.

### 6.20.2 Export

- Shippers will provide operators with prior notification of Dangerous Goods for shipment.
- At check-in Operators will ensure paperwork is in order and labels correctly attached. If not correctly labelled driver will be issued labels to attach to container.
- Accompanied Dangerous Goods will be directed to the designated Dangerous Goods lane to await loading.
- Unaccompanied Dangerous Goods trailers will be directed to the Dangerous Goods bays in the upper trailer park to await shipment.
- Operators will advise loading officer of expected Dangerous Goods.
- On vessels' departure operators will send Dangerous Goods manifest to destination Port Authority.

### 6.21 Berth Fit

When a vessel comes into the Port for the first time a berth fit may be required by the Port Engineer. This is to include, but not be limited to:

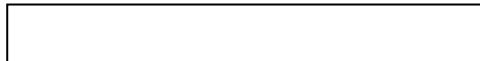
- Mooring arrangements;
- Ramp fit to vessel and setting up of software in Ramp PLC Hardware;
- Berthing line positioning;
- Requirements for transition plates, as applicable; and
- Vessel to ramp operator/Port Control communication requirements.

# Appendices

# Appendix A

Please follow the link below to view the LNTM for 2024:

[LNTM's \(holyheadport.co.uk\)](https://www.holyheadport.co.uk)



# Appendix B

## Port of Holyhead Forms

- HPEC1                    PEC Return
- HPEC2                    PEC Application
- HPEC2a                  Port and Tug Visit
- HPEC3                    PEC Examination
- HPEC4                    Application for Temporary PEC
- HPEC5                    Temporary PEC examination



# Appendix B. Port of Holyhead Forms

Note: returns must be made within ten days following 30<sup>th</sup> June & 31<sup>st</sup> December in each year.

## STENA LINE PORTS.HOLYHEAD

Return of Vessels piloted by

Certificate No

Master or Mate of

In Service of

During Half-year ending

Date	Name of Ship	Draft of Water	Tonnage Gross	Net	Pilot in / out	Shifting in Port	Bound from or To

Master /Mate.....

Senior Master / Marine Superintendent.....

HPEC1

## Stena Line Ports Ltd.

### Port of Holyhead

#### Application for a Pilotage Exemption Certificate.

Name of Applicant (in full)	
Address	
In the Service of.	
Age.	
Height.	
Colour of Hair.	
Colour of Eyes.	
Complexion.	
Whether Master or Mate.	
Name of ship which he /she is Master or Mate.	
Has Applicant been examined before ? If so state date	

Signature of Applicant.....

Date.....

Name of ship or ships to which the Pilotage Exemption Certificate is to extend, and the qualifying entries and exits must be set out on the reverse of this form.

This form is to be filled in and returned to the address below, together with copies of the following documents:

A valid Certificate of Competency.

A Valid Seafarers Medical Certificate.

A letter from the Senior Master / Marine Superintendent stating he/she is satisfied with the candidates ship handling abilities.

Return to :

The Harbour Master , Stena Line Ports Ltd, Station Approach , Holyhead , Anglesey. LL64 1D

HPEC 2

**Port Control Familiarisation**

**Applicants Details:**

Forename: \_\_\_\_\_

Position/Rank: \_\_\_\_\_

Surname: \_\_\_\_\_

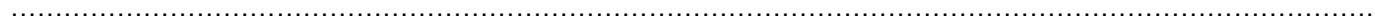
Vessel: \_\_\_\_\_

**Port Control Details:**

Duty Marine Officer: \_\_\_\_\_

Date/Time of Visit: \_\_\_\_\_

Duration of Visit: \_\_\_\_\_



**Tug Familiarisation**

**Applicants Details:**

Forename: \_\_\_\_\_

Position/Rank: \_\_\_\_\_

Surname: \_\_\_\_\_

Vessel: \_\_\_\_\_

**Tug Details:**

Tug Skipper or his  
Ddeputy: \_\_\_\_\_

Date/Time of Visit: \_\_\_\_\_

Duration of Visit: \_\_\_\_\_

**EXAMINATION OF CANDIDATE FOR PILOTAGE EXEMPTION CERTIFICATE.**

**HPEC3**

**Name of Candidate:**.....**Date:**...../...../ 20.....

**Authorisation applied for:**

**Vessels:**.....

**Pilotage Areas**.....

Pre examination requirements:

Application form HPEC 2 received by Harbourmaster.	
Qualifying entries in order. (10 in, 10 out – of which half must be in darkness)	
Valid medical certificate	
Valid Certificate of Competency	
Letter from superintendent / senior master stating ship handling abilities	
Candidate can demonstrate command of English Language	
Candidate in possession of Holyhead Harbour chart and Harbour Bye-laws	
Thorough understanding of own vessel characteristics including squat	
In Possession / knowledge of Bye-laws, LNTM, LNW and Standing Orders	

Candidate to satisfy examiner on knowledge of:

Communications VHF, signals and reporting procedures	
Currents, sets and rates in harbour and approaches.	
Meteorological and tidal conditions in the area.	
Navigational aids and marks in harbour and vicinity.	
Knowledge of Berths and Terminals,	
Knowledge of anchorages in harbour and vicinity. Prohibited areas	
Depths in harbour, berths and approaches.	
Procedures for navigating in reduced visibility	

Candidate to demonstrate awareness / knowledge of:

Holyhead Directions, Guidelines and Procedures	
Wave wash, interaction on other vessels and shoreline. Tug limitations	
Local shipping movements and harbour activities.	
Requirements and procedure to report an incident.	
Port Marine Safety Code applicable to PEC's and Pilots	
Oil Spill Contingency Plan and Port Emergency procedures	
Conditions for annual revalidation of PEC	

Candidate to show competence in ability to.

Navigate safely in the harbour.	
Manoeuvre on to and from berths under varying conditions.	

Has candidate demonstrated suitability to be issued with a P.E.C.

Candidate suitable for issue of PEC	
Candidate not suitable for issue of PEC	

Name	
PEC Number	
Vessels covered by PEC	Restrictions / Conditions
Areas covered by PEC	

Authorised by.	Name	Signature
Harbourmaster		
Pilot (If Present)		
Date of issue:		

Date for revalidation	
-----------------------	--

**(5 years from date of issue)**

**HPEC 4 Application for Temporary PEC Certificate**

**Stena Line Ports Ltd.**

**Port of Holyhead**

**Application for a Temporary Pilotage Exemption Certificate**

Name of Applicant (in full)	
Address	
In the Service of	
Age	
Height	
Colour of Hair	
Colour of Eyes	
Complexion	
Whether Master or Mate	
Name of ship which he/she is Master or Mate	
Period of eligibility for PEC. Insert dates.	

**Signature of Applicant**.....

**Date**.....

This form is to be filled in and returned to the address below together with copies of the documents:

- A Valid Certificate of Competency
- A valid Seafarer's Medical Certificate
- A letter from the Senior Master/Marine Superintendent stating he/she is satisfied with the candidate's ship handling abilities

•

Return completed form to:

The Harbourmaster, Stena Line Ports' Ltd, Stena House, Station Approach, Holyhead,  
Anglesey, LL65 1DQ

**HPEC 5**  
**EXAMINATION OF CANDIDATE FOR TEMPORARY PILOTAGE EXEMPTION**  
**CERTIFICATE.**

**Name of Candidate:**.....**Date:**...../...../ 20.....

**Authorisation applied for:**

**Vessels:**.....

**Special Operation (As applicable):**.....

Pre examination requirements:

Application request received by Harbourmaster.	
Qualifying time on board / training received by vessels operator	
Valid supporting written information	
Candidate in possession of Holyhead Harbour chart, Harbour Bye-laws and Port of Holyhead, Directions Guidelines and Procedures Manual.	
Thorough understanding of own vessel characteristics including squat	

Candidate to satisfy examiner on knowledge of:

Communications VHF and signals and reporting procedures	
Tidal conditions, sets and rates in harbour and approaches.	
Navigational aids and marks in harbour and vicinity.	
Knowledge of Berths, Terminals, Breakwater, piers and jetties	
Knowledge of anchorages in harbour and vicinity. Prohibited areas	
Depths in harbour, berths and approaches.	

Candidate to demonstrate awareness / knowledge of:

How special operations may affect other port users	
Reporting procedures, shipping movements and harbour activities.	
Requirements and procedure to report an incident.	
Procedures for navigating in reduced visibility	
Oil Spill Contingency Plan and Port Emergency procedures	
Aware of Conditions of use and revocation of PEC	

Candidate to show competence in ability to.

Navigate safely in the harbour.	
Manoeuvre on to and from berths under varying conditions.	

Has candidate demonstrated suitability to be issued with a P.E.C.

YES	Candidate suitable for issue of PEC	
NO	Candidate not suitable for issue of PEC	

Name	
PEC Number	/
Vessels and special operations covered by PEC	<p>Temporary PEC will only be valid during the hours of daylight unless extra controls are required.</p> <p>PEC Validity dates:.....</p>

Authorised by.	Name	Signature
Harbourmaster/ Assistant Harbour Master		
Pilot		
Date of issue:		



# Appendix C

## Passage Plan Form

- Holyhead Port Passage Plan



**Port/Pilot/Master Information Exchange and Passage Plan**

**This section to be completed by Holyhead Port.**

Date / ETA (LT): \_\_\_\_\_

Vessel Name: \_\_\_\_\_

Port Reg: \_\_\_\_\_

LOA: \_\_\_\_\_

Beam: \_\_\_\_\_

GRT: \_\_\_\_\_

Declared Draft: \_\_\_\_\_

Masters Name: \_\_\_\_\_

Declared Defects: \_\_\_\_\_

Last / Next Port: \_\_\_\_\_

Agent: \_\_\_\_\_

**TIDES BEFORE AND AFTER ETA (LT)**

Time	Height	Time	Height

**FORECAST WIND AT ETA**

Direction		Speed	

**DESIGNATED BERTH**

Name	Side To	Depth Alongside

**Port/Pilot/Master Information Exchange and Passage Plan**

**This section to be completed by Holyhead Pilot**

IN	OUT	SHIFT	MULTIPLE	CANCELATION
----	-----	-------	----------	-------------

Expected Wind \_\_\_\_\_

Nearest HW/LW Time \_\_\_\_\_ Rising / Falling

Min. Passage Depth \_\_\_\_\_

Height of Tide \_\_\_\_\_ @ \_\_\_\_\_

Available Depth \_\_\_\_\_

Draught + 10% \_\_\_\_\_

UKC \_\_\_\_\_

Time Boarded: \_\_\_\_\_

Place Boarded: \_\_\_\_\_

Time Disembarked \_\_\_\_\_

Place Disembarked \_\_\_\_\_

Pilot's Name: \_\_\_\_\_

Pilot's Signature: \_\_\_\_\_

Master's Name: \_\_\_\_\_

Master's Signature: \_\_\_\_\_

## Port/Pilot/Master Information Exchange and Passage Plan

### Pilot/Master Exchange

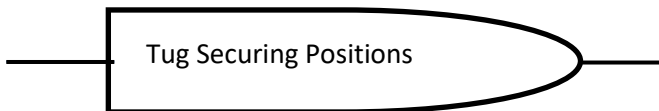
Yes/No

Latest Nav. Warnings Discussed	
Potential Hazards/margin of safety discussed	
Turning and handling characteristics discussed	
Tug limitations and use discussed	
Defects listed and agreed	
Use of anchors agreed	
Pilotage passage plan agreed	
Passage plan monitoring - method agreed	
Abort procedures agreed	
Reduced visibility procedures agreed	

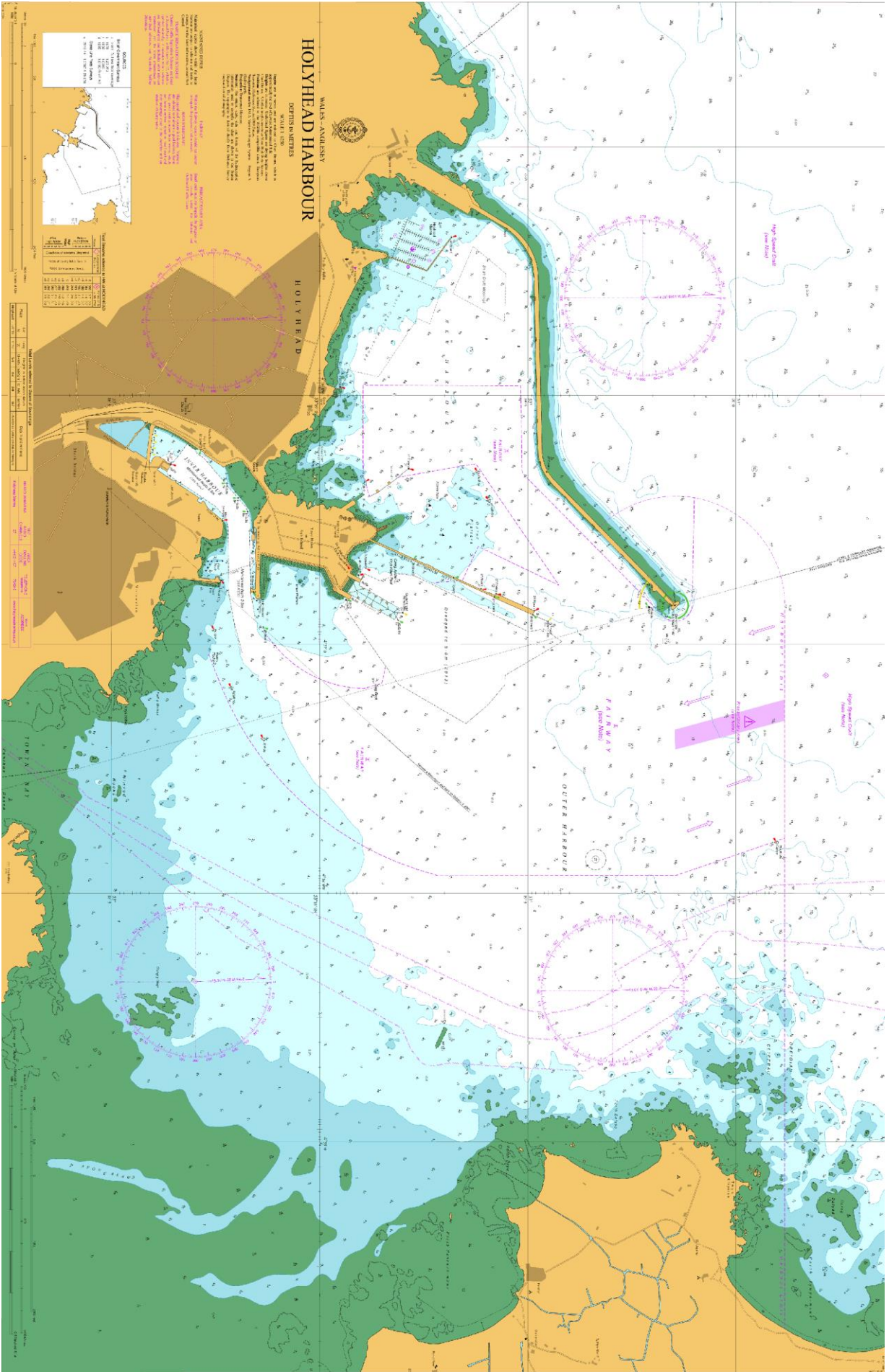
### MOORING REQUIREMENTS

For'd	
Aft	

TUG: St David – 25 tonne – 2 x Kort Nozzles



### Additional Information and Comments

**HOLYHEAD HARBOUR**  
WYLLYVAUGHAN

DEPTHS IN METERS

Scale: 1:50,000

Chart No. 100

Scale of Accuracy: 1:50,000

Scale of Detail: 1:10,000

Scale of Soundings: 1:10,000

Scale of Symbols: 1:10,000

Scale of Bearings: 1:10,000

Scale of Distances: 1:10,000

Scale of Heights: 1:10,000

Scale of Depths: 1:10,000

Scale of Bearings: 1:10,000

Scale of Distances: 1:10,000

Scale of Heights: 1:10,000

Scale of Depths: 1:10,000

**NOTES**

1. This chart is based on the latest available information.

2. The chart is subject to change without notice.

3. The chart is not to be used for navigation without the aid of a compass.

4. The chart is not to be used for navigation without the aid of a compass.

5. The chart is not to be used for navigation without the aid of a compass.

6. The chart is not to be used for navigation without the aid of a compass.

7. The chart is not to be used for navigation without the aid of a compass.

8. The chart is not to be used for navigation without the aid of a compass.

9. The chart is not to be used for navigation without the aid of a compass.

10. The chart is not to be used for navigation without the aid of a compass.

**SYMBOLS**

1	Lighted Buoy
2	Unlighted Buoy
3	Lighted Buoy
4	Unlighted Buoy
5	Lighted Buoy
6	Unlighted Buoy
7	Lighted Buoy
8	Unlighted Buoy
9	Lighted Buoy
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92	Unlighted Buoy
93	Lighted Buoy
94	Unlighted Buoy
95	Lighted Buoy
96	Unlighted Buoy
97	Lighted Buoy
98	Unlighted Buoy
99	Lighted Buoy
100	Unlighted Buoy

# Appendix D

**Bunkering - Pre / Post Transfer Agreement (to be used with a bunkering checklist)**

**If you do not have a bunkering checklist, one can be found at [holyheadport.co.uk](http://holyheadport.co.uk)**

## Appendix D. Bunkering - Pre / Post Transfer Agreement

<b>PORT OF HOLYHEAD – BUNKERING PRE / POST TRANSFER AGREEMENT</b>
---

<b>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)</b>
--

	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

<b>PERMISSION FROM PORT CONTROL MUST BE OBTAINED (VHF 14) BEFORE COMMENCEMENT OF TRANSFER</b>
---

I CONFIRM THAT BOTH DELIVERY AND RECEIVING CHECKLISTS HAVE BEEN COMPLETED AND IT IS SAFE TO COMMENCE TRANSFER.		
	For Deliverer	For Receiver
Signed:		
Print Name:		
Date / Time:		

<b>PORT CONTROL OR DUTY MANAGER TO BE INFORMED (VHF 14) ON COMPLETION OF TRANSFER</b>
---

I CONFIRM THAT TRANSFER HAS BEEN SAFELY COMPLETED		
	For Deliverer	For Receiver
Signed:		
Print Name:		
Date / Time:		

RETURN THIS COMPLETED DOCUMENT TO PORT CONTROL AND DELIVERER TO RETAIN COPY ON BOARD

<b><u>IN THE EVENT OF AN INCIDENT CONTACT PORT CONTROL ON VHF CHANNEL 14 IMMEDIATELY</u></b>
--

# Appendix E

## Vessel Checklist



## **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? <b>Named Individual</b>		
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? <b>Named Individual.</b>		
Scaffolding – Are scaffold erected, altered & dismantled by competent persons? <b>Named Individual.</b>		
Scaffolding – Is the scaffold secured to the structure in enough places to prevent collapse? <b>Named Individual.</b>		
Scaffolding – Does a competent person inspect the scaffold regularly, and always after it has been substantially altered, damaged and following extreme weather? <b>Named Individual.</b>		

### 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:**.....

# Appendix F

Application for Approval for a Tug to conduct Towage Operations in the Port of Holyhead

## Port of Holyhead

Stena Line Port Ltd., Station Approach, Holyhead. LL65 1DQ  
 Tel: +44 (0) 1407 606 700 E:portcontrol@stenaline.com

### To the Harbour Master Port of Holyhead

### Application for Approval for a Tug to Conduct Towage Operations in the Port of Holyhead

<p>1. Name of the Tug, its owners, the contact details and home port.</p>	
<p>2. Full details of the Tug. Data sheets to include but not limited to: BHP, bollard pull, towing speed, the maximum dimensions and tonnages, the maximum draught, type of propulsion system (twin screw, asd, etc.) Details of equipment for towing, in particular quick release mechanism. The general condition and fit for purpose to be confirmed and copies of certification attached</p>	
<p>3. Name of the Master in charge of the Tug, confirmation of certification to MCA required standards for the particular class of vessel, including any relevant MCA towage endorsements.          Detail their experience and local knowledge of the Port of Holyhead area.  <i>If a Tug has a length overall &gt;20m then please consult the Pilotage Directions and Regulations available on the Ports website.</i>  <i>If more than one Master please complete this section for each Master.</i></p>	
<p>4. Details of manning levels with certification requirement policy of Owners for that vessel   <i>ie 2 additional crewmen certified to STCW level with additional relevant safety training and experience.</i></p>	
<p>5. Does the Tug operate under a Safe Management System? Have thorough Risk Assessments (RA) been conducted for each type of Towage Operations planned to be undertaken in Holyhead.  <i>Approval will only be granted for operations that have been thoroughly Risk Assessed. RAs are to be submitted with this application</i></p>	
<p>6. Additional pertinent information</p>	

## Port of Holyhead

Stena Line Port Ltd., Station Approach, Holyhead. LL65 1DQ  
Tel: +44 (0) 1407 606 700 E:portcontrol@stenaline.com

### Applicants details

Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Contact Details

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ e-mail: \_\_\_\_\_

Approval Granted / Refused

Subject to the following conditions

Holyhead Harbour Master/Assistant Harbour Master

Date

**All non-routine towage is subject to consultation with the Harbour Master at least 48 hours prior to the commencement of the tow**



# Appendix G

## Holyhead Harbour: Workboat Registration Form

# Holyhead Harbour: Workboat Registration Form

A Workboat means a small vessel in commercial use for purposes other than sport or pleasure, including a dedicated pilot boat. (Workboat Code Ed 2)

## Vessel information

Date .....	Time .....
Vessel name .....	Official number. ....
Type of vessel .....	Hull identification .....
Length over all (m) .....	Date of build .....
Max draught (m) .....	Date of last examination .....
Beam (m) .....	
Gross tonnage (GRT) .....	Persons on-board .....

---

## Use of vessel

Duration .....	Equipment .....
Berth .....	Working hours .....
Location .....	Limitations .....

---

## Insurance

Owner .....	Operator .....
Contact .....	Contact .....
Insurance company .....	Policy reference .....
Level of insurance .....	Period of cover .....

---

## Vessel certification

Class/Certifying body .....	Certificate number .....
Certificate type .....	
Maximum persons on board .....	
Maximum loading condition .....	
Permitted area of operation .....	Category ..... GMDSS area .....

---

## Manning certification

Masters certification .....	Endorsements .....
	.....
	.....

Mate/Watchkeeper ..... Endorsements .....  
 .....  
 .....

Engineer .....  
 Catering .....

Crew competence Name and position	Type	Medical Expiry	Function- specific training	SEA or Equivalent
1. .....	.....	.....	.....	<input type="checkbox"/>
2. .....	.....	.....	.....	<input type="checkbox"/>
3. .....	.....	.....	.....	<input type="checkbox"/>
4. .....	.....	.....	.....	<input type="checkbox"/>

Additional crew members to be attached separately

- This vessel is manned in accordance with the requirements as described in the Workboat Code Edition 2 Section 26 and Annex 3.
- This vessel is operated in accordance with the minimum hours of rest provisions as detailed in MSN 1842 and the Maritime Labour Convention 2006.
- Seafarer employment agreements or equivalent for each crew member is available for inspection on request of the Port.
- Records of crew training are available for inspection on request of the Port.

**Statement**

I hereby declare that this vessel is manned and operated in compliance with the Maritime and Coastguard Workboat Code Edition 2.

Name ..... Position .....

Signature ..... Date .....

**References and links**

The Workboat Code Edition 2  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/767824/Workboat\\_Code\\_2\\_FINAL\\_12.18\\_002\\_002.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/767824/Workboat_Code_2_FINAL_12.18_002_002.pdf)

The Port Marine Safety Code Guide to Good Practice (section 'workboats' 11.4)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/697196/MCGA-Port\\_Marine\\_Guide\\_to\\_Good\\_Practice\\_NEW-links.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/697196/MCGA-Port_Marine_Guide_to_Good_Practice_NEW-links.pdf)

Health and Safety Executive Guidance

<http://www.hse.gov.uk/guidance/index.htm>

The Merchant Shipping (small Workboats and Pilot boats) Regulations 1998

<http://www.legislation.gov.uk/uksi/1998/1609/made>

# Appendix H

## Barge Acceptance Criteria

**The following documents are to be supplied at least seven days in advance of the first port call of a bunker barge intending to undertake bunker operations: Submission of documents does not imply acceptance by the Port of Holyhead**

- 1.1 An up-to-date copy of OCIMF Vessel Particulars Questionnaire (VPQ).
- 1.2 Evidence of Pollution Insurance Cover.
- 1.3 Operations Manual extracts for 'Bunkering Procedures' and 'Lightening Procedures', including copies of relevant Safety Check Lists used.
- 1.4 Shipboard Emergency Procedures.
- 1.5 Owners/Operators emergency contact details.
- 1.6 Fuel transfer training, recording and communications procedures.
- 1.7 Oil Spill Response Plan and reporting procedure.
- 1.8 Full list of oil spill response/clean up equipment (including booms) carried on-board.
- 1.9 Copy of personnel training records for Oil Spill Response.
- 1.10 Evidence of Safe manning (Drug and alcohol policy).
- 1.11 The barge must carry a minimum of 100 metres of oil containment boom (two 50 metre lengths), which must be of a suitable type for use in offshore conditions.
- 1.12 Vessel booming drill must be undertaken upon first arrival of the barge and if more than 50% of undrilled crew join the vessel.

Merchant Shipping Act 1995: night bunkering requirements will be complied with. A request letter from the operators needs to be sent to the Harbour Master stating the following:

*In compliance with Section 135 of the Merchant Shipping Act 1995, we, as operators of the oil tanker barges listed below, hereby give notice that it is our intention to transfer oil between the hours of sunset and sunrise at installations or vessels within the limits of your Port Authority's jurisdiction during the year to 31st December 20XX.*

