



# Forth Ports Limited Port of Burntisland

Welcome Pack

April 2022



# Port of Burntisland

**You are about to arrive at the Port of Burntisland. It's a port with a long, illustrious history.... and an exciting future!**

For further information regarding the Port and its capabilities, please follow this link:

<https://www.forthports.co.uk/our-ports/fife-ports/>

Forth Ports Limited is the Statutory Harbour Authority for the Port of Burntisland and the River Forth. This pre-arrival information is to inform you of important safety and environmental information that you will require whilst berthed in the Port of Burntisland.

Please use this pack in conjunction with the marine section of the Forth Ports Limited website <https://www.forthports.co.uk/marine/ftns/> where you will be able to find all the forms, publications and guidance relevant to your call.

You must make yourself aware of the following publications and forms that you may require prior to arriving at the Port of Burntisland:

- Forth Byelaws and General Directions for Navigation
- River Forth Marine Procedures, Guidelines & Information
- Forth Pilotage Direction
- Notice to Mariners
- Marine Safety Alerts
- Port of Burntisland Waste Management Plan

Prior to arriving at the Port of Burntisland, you will require a Port Agent or representative of the vessel to make an application for a berth and book various marine services (such as pilotage and line-handling etc.) for your vessel.



Forth & Tay Navigation Service can assist with details of local agents and any further information required. Please contact [FTNS@Forthports.co.uk](mailto:FTNS@Forthports.co.uk).


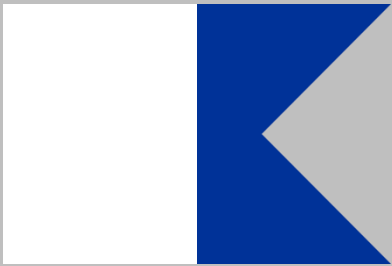


Forth Ports Limited expect all vessels operating within the Statutory Harbour Authority area to comply with the Code of Safe Working Practices for Merchant Seafarers which can be found here <https://www.gov.uk/government/publications/code-of-safe-working-practices-for-merchant-seafarers-2020>

We ask that whilst in the Port of Burntisland, all crew adhere to the Life Saving Rules and all appropriate direction and signage within the port estate.

# Ten Key Requirements for Port of Burntisland

The safety and security of all users of the Port of Burntisland is paramount, so we expect all users of the Port estate to follow the Port's requirements:

<p>1</p>	<h2>In Case of Emergency</h2> <p>In the event of an emergency raise the alarm as follows;</p> <p>Emergency Services (Police, Fire, Ambulance) – 999</p> <p>Forth &amp; Tay Navigation Service (FTNS) via <b>VHF CHANNEL 71</b> (Call sign “<b>Forth Navigation</b>”) or by telephone <b>01324 498584</b>.</p> <p>Ensure you have the following information ready;</p> <p><b>Who</b> - Name  <b>What</b> – Details of Incident or event  <b>Where</b> – Location / Berth within the Port  <b>When</b> - Time of incident or event.</p>	
<p>2</p>	<h2>Security</h2> <p>Security is of highest importance. No person is permitted within the Port of Burntisland unless on lawful business.</p> <p>Whilst in Port, you and your crew must be extra diligent with security. You are advised to carry out the following:</p> <ul style="list-style-type: none"> <li>• Ensure all ships personnel have available photographic identification.</li> <li>• <b>Young Persons</b> under the age of 16 are not permitted in the Port unless prior approval has been received by Port Manager or Deputy. Contact FTNS for further details or visit Forth Ports website.</li> <li>• Never leave visitors or strangers alone on your vessel; ensure you escort them ashore.</li> <li>• Maintain a gangway watch at all times.</li> <li>• <b>Be suspicious and challenge any suspicious characters or activity and report to FTNS.</b></li> </ul>	

<p>3</p>	<p><b>Smoking in Port</b></p> <p>Smoking can only take place in designated places onboard your vessel unless the berth operator specifies otherwise.</p> <p>The Port of Burntisland has a strictly <b>NO SMOKING</b> policy.</p>	
<p>4</p>	<p><b>Vessel Maintenance Whilst in Port</b></p> <p><b>Painting</b> Painting or chipping over the side of your ship is not permitted whilst in the Port of Burntisland.</p> <p><b>Hot Work Consent</b> No hot work or any work that produces a spark, flame or radiated heat is permitted on board your vessel unless you have first received consent for such work to take place from FTNS. To request a hot work permit please completed the form found on the website and send in an e-mail to <a href="mailto:FTNS@Forthports.co.uk">FTNS@Forthports.co.uk</a></p> <p><b>Diving Consent</b> No diving is permitted unless you have first received consent from FTNS. If you require a diving Permit please email the completed form to <a href="mailto:FTNS@Forthports.co.uk">FTNS@Forthports.co.uk</a></p> <p><b>Use of Ships Boats</b> If you require to lower any boat into the water, for any reason such as emergency drills, permission must first be obtained from FTNS, see Contact List for further guidance. Whilst permission may be granted by the Duty Harbour Master, when lowered into the water a boat must always remain within close proximity to your vessel.</p> <p>Any works requiring the use of external contractors must be planned via the local agent to ensure the activities are co-ordinated through the relevant Port Departments.</p>	 
<p>5</p>	<p><b>Bunkering Operations</b></p> <p>Bunkering from shore to ship and barge to ship are the only ways you can take on fuel whilst in the Port of Burntisland. Please arrange all bunkering through your local agent.</p> <p>Further guidance can be found within the Forth Ports Marine Procedures, Guidelines and Information Document which can be found on the <a href="http://www.forthports.co.uk">Forth Ports Website</a></p>	



# 6

## Fresh Water Provision & Black/Grey Water Disposal

If you require fresh water for your vessel please request this ideally with 24 hours' notice via your agent.  
 Fresh water equipment will be provided by the Port.  
 To ensure we maintain the standards of the watering equipment you are asked to ensure that on completion of operations all hoses are arranged in coils and placed on a non-contaminated area of the quay, along with all other equipment on loan for collection.  
 Please inform the operations department when equipment is ready for collection.  
 The Company reserves the right to recover any costs resulting from failure to take reasonable care of water supply equipment.

Disposal of Black or Grey water must be arranged via local agent.



# 7

## Port Waste Reception Facilities

Port of Burntisland provide waste reception facilities for General Waste and International Catering Waste.  
 These facilities are provided to ensure that all vessel generated waste must be disposed of in an environmentally sustainable and legally correct manner.

International Food Waste – all food stuffs or items that have been produced whilst travelling outside the EU. This waste requires Category 1 disposal and must be placed in a designated ICW receptacle only.

General waste - (e.g. office waste, paper etc.) including recycling such as plastics and cans – these will be separated out at the waste contractor depot.

All other wastes must be removed via a port approved licensed waste contractor and organised by the ships agent.

- Such wastes could include: pallets, oils and oily contaminated materials, paints/paint pots, chemicals, cargo residues (e.g. dunnage), scrap, clinical/medical waste, batteries, sewage.
- This waste must not be placed on the quayside until waste provider is onsite and must be collected prior to vessels departure.

Charges are made for the waste reception facilities for all vessels – these can be found in the Port Tariff via your local agent.

A copy of the approved Port Waste Plan can be found on the [Forth ports Website](#).

Annex V of MARPOL has been put into place to minimise the pollution of garbage from ships.



The Port of Burntisland does not tolerate pollution from any hazardous or non-hazardous garbage, whether it is in the water or on the quayside.

Persons throwing or emptying garbage into the water or onto the quayside may be liable for prosecution.

## 8

### Crew on the quayside

In the interests of safety, crew must not walk across any operational area.

The operational area of the port is an area of high activity involving many items of heavy plant and equipment. When proceeding ashore all crew must wear high visibility clothing, hard hat and safety boots.

All persons within 1 metres of any quayside should wear a suitable buoyancy aid or lifejacket (unless directly embarking or disembarking to or from the gangway).

Unauthorised vehicles (e.g. Taxis) are not permitted within operational areas (e.g. Quayside). This includes collections and drops offs. In addition, the riding of bicycles is not permitted within the operational area (e.g. Quayside).

Please note that the taking of pictures, making of sketches and filming of any part of the Port of Burntisland estate is prohibited under the Port of Burntisland Bye-Laws.



## 9


### Safe Means of Access

**Merchant Shipping and Fishing Vessels (Health and Safety at Work) Regulations 1997 & MGN533 Means of Access** are strictly enforced. Failure to provide safe means of access will not be tolerated and may result in delays to cargo operations until an approved safe means of access has been supplied.

#### ***Code of Safe Working Practices Ch. 22***

“Safe means of access must be provided between the ship and the shore or another ship alongside to which the ship is secured. Providing safe access to and from a ship is considered to be an integral part of ensuring a safe working environment on board, as required by the Safe Access - Merchant Shipping and Fishing Vessels (Health and Safety at Work) Regulations 1997, regulation 5(2)(e). Following the principles and guidance in this chapter will generally be considered to demonstrate compliance with the duty to ensure a safe working environment on board ship. Where different measures are taken to provide a safe means of access,



	these alternative measures must provide at least an equivalent level of safety in the operating conditions at the time.”	
10	<b>Photography in port</b> Permission must be sought for any filming or photography in the port	

NAME	TELEPHONE NUMBER / EMAIL	VHF CHANNEL
Forth and Tay Navigation	+44 (0) 1324 49 8586	71
Duty Harbour Master	+44 (0) 1324 49 8584 / <a href="mailto:FTNS@Forthports.co.uk">FTNS@Forthports.co.uk</a>	
Port Health Authority – Fife Council	<a href="mailto:food.safety@fife.gov.uk">food.safety@fife.gov.uk</a>	
NHS Public Health (Health Protection Team)	+44 1786 45 7283	



# LIFE SAVING RULES



Our vision is clear: we are all **one team**, with **one goal** – to make injury **unacceptable in our business**



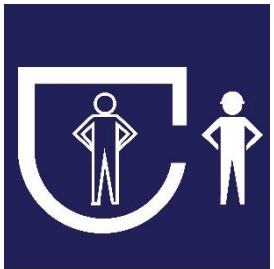
ENERGY ISOLATION

Check isolations before starting work; and use lock out/tag out.



CONTROL OF WORK

Hazards must be identified, communicated and controlled prior to starting work.



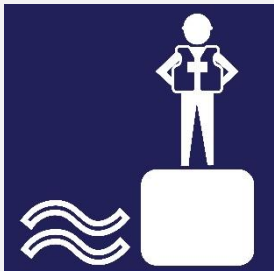
CONFINED SPACE

Only enter a confined space if you are competent and authorised to do so; always check the atmosphere.



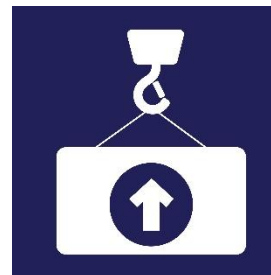
VEHICLE OPERATION

Obey the speed limit, wear a seat belt and don't use a phone when driving or operating machinery



WORKING NEAR WATER

Be aware of how close you are to the water's edge and wear a lifejacket when required



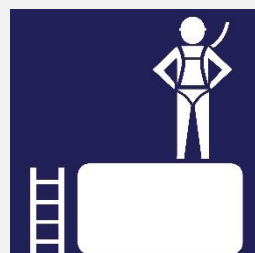
LIFTING OPERATIONS

Lifting operations must be planned, supervised and carried out by competent people



PPE

Wear your Personal Protective Equipment, and take care to store and maintain it properly.



WORKING AT HEIGHT

Protect yourself and others against a fall when working at height.

