**FORTH PORTS LIMITED**

**Self-Mooring Procedures Forth and Tay**

This procedure has been created due to the dangerous nature of self-mooring operations and the number of serious incidents that have occurred in the marine sector.

**Self-Mooring**

Vessels should where possible utilise the services of licensed linesmen. However, it is recognised that the act of mooring or unmooring a vessel with the exclusive use of the vessel’s crew (self-mooring) – is a common occurrence in the small vessel sector. It is recognised that this may be a reasonably practicable operation provided that the hazards have been mitigated.

Any vessel intending to self-moor at a Forth Ports owned berth must have a Risk Assessment and Safe System of Work (SSOW) in place. The Master remains responsible for the safety of their crew during self-mooring operations.

The SSOW should consider the following:

* Access - some quays/berths have additional risk; for example, working at height with unguarded edges and vertical ladders.
* The size and type of vessel including its manoeuvrability, ability to hold position alongside in the prevailing circumstances and the conditions for the transit of personnel to conduct the mooring operation.
* Potential dangers posed to personnel from the prevailing environmental conditions, communication between those involved and appropriate supervision by a competent person.
* As none of our berths have been designed for the conduct of self-mooring, a risk assessments should be carried out by the vessel wishing to use the berth to address the risks.
* Where crew numbers allow consideration should be given to posting a member of the crew, with good communication with the helmsman, to monitor that those leaving and returning to the vessel do so safely.
* Where the vessel side is guarded, personnel should not climb over bulwarks or transit along a rubbing band.
* The mooring arrangement is effective in restricting movement of the vessel for the foreseeable weather and tidal conditions.

**Self-Mooring Hierarchy**

The following self-mooring operations may be permissible, in order of hierarchy:

1 A means of self-mooring that can be conducted safely within the confines of the vessel using pre-rigged lines or lassoing bollards from the vessel. The vessel should be fully secured before opening the bulwark gate and/or transiting to the quay/berth

2 A safe and effective means of partially self-mooring within the confines of the vessel using not less than two lines before opening the bulwark gate and/or transiting to or from the quay/berth to complete the operation. In such circumstances, additional control measures may be necessary to address hazards regarding unrestrained movement of the vessel.

3 Only if it is not possible to achieve full or partial mooring of the vessel prior to embarkation or disembarkation, in the manner detailed above, should crew transit to or from the quay or berth while the vessel is unsecured. The risk assessment should account for the manoeuvrability of the vessel, its handling characteristics, the stability of the platform, the vessel’s ability to hold position alongside in the prevailing circumstances and the conditions for the transit of personnel to conduct the mooring operation.

Where additional hazards have been identified or existing control measures have been assessed as impractical or ineffective given a change of condition or defect. The use of licensed linesmen should be used.

**Notification**

Before any self-mooring operations, the Master first needs to comply with the following process.

The vessel’s Master must complete the “Notification of intention for self-mooring” checklist which you will find attached to the end of this document.

The vessel’s Master will also be required to send over a risk assessment specific to this operation. A written procedure or method statement outlining the vessel’s process for self-mooring will also be required before any operation can commence as well as any emergency procedures related to the operation.

These documents must be submitted to ftns@forthports.co.uk at least 24 hours prior to arrival.

Once the notification has been received by Forth and Tay Navigation Service (FTNS) and approved, the relevant port should be contacted before and after each self-mooring operation.

1. **Contacts**

**Forth & Tay Navigation Service (FTNS)**

Phone – 01324 498584

E-Mail – ftns@forthports.co.uk

Within the Ports below, communications on commencement and completion of self-mooring operations should be with;

**Grangemouth**

Grangemouth Locks

Phone – 01324 498584

VHF – 14

**Leith**

Leith Harbour

Phone - 01324 498584

VHF – 12

**Dundee**

Dundee Harbour

Phone - 01324 498584

VHF – 12

**All Other Ports**

Forth & Tay Navigation

Phone – 01324 498584

VHF – 71

1. **References**

For more information relating to the safe operation of self-mooring please refer to the below stated documents:

*COSWP chapter 26 – Anchoring, mooring and towage operations*

*Forth Ports Limited – Marine Procedures Guidelines and Information*

*SIP 005 – Guidance on mooring*

*SIP 014 – Guidance on safe access and egress*

*SIP 021 – Guidance on safe access to fishing vessels and small craft in ports*

**Notification of Intention for Self-Mooring**

This form must be submitted with the relevant risk assessment, method statement/ procedure and emergency procedures to the Forth Ports Marine department (ftns@forthports.co.uk) at least 24 hours prior to arrival.

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| Applicant |
| **Masters Name** | Click here to enter text. |
| **Vessel’s Name** | Click here to enter text. |
| **Company**  | Click here to enter text. |
| **Address** | Click here to enter text. |
| **Contact Telephone No.** | Click here to enter text. |
| **Email address** | Click here to enter text. |

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| Operation |
| **Location of intended mooring operation** | Click here to enter text. |
| **Reason for self-mooring operation** | Click here to enter text. |
| **Risk assessment for operation (Please send to FTNS)** | Click here to enter text. |
| **Safe System of work for self-mooring operations available?****(Please send to FTNS)** | Click here to enter text. |
| **Dates/Time of ETA** | **From** | Click here to enter text. | **To** | Click here to enter text. |
| **Are all personnel trained and experienced in this operation?**  | Click here to enter text. |
| **Confirm there is safe means of access from ship to shore – what method will be used?** | Click here to enter text. |
| **Confirm there will be sufficient lighting for the operation** | Click here to enter text. |
| **Confirm that appropriate PPE will be worn at all times (including lifejackets)** | Click here to enter text. |
| **Confirm that all equipment and lines used are regularly inspected and maintained** | Click here to enter text. |
| **Confirm that consideration will be given to prevailing weather conditions. Linesman available if required** | Click here to enter text. |
| **Confirm communications are tested prior to the operation**  | Click here to enter text. |
| **Confirm FTNS will be contacted prior to arrival to confirm berthing arrangements** | Click here to enter text. |

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| Declaration |
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| --- | --- | --- | --- |
| **Signed** | Click here to enter text. | **Date** | Click here to enter text. |

Acknowledgement by Master that “Self-Mooring Procedures Forth and Tay” has been read, understood and fully complied with at all times. We have checked, the items of the check-list in accordance with the instructions and have satisfied ourselves that the entries we have made are correct to the best of our knowledge. **The Master remains responsible for the safety of their crew during self-mooring operations.** |

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| --- | --- |
| **FTNS/ Harbour Master /Marine Manager Approval:**  |  |
| **Signed** | Click here to enter text. | **Date** | Click here to enter text. |