



## Hamble Harbour Authority

## Port Marine Safety Code Audit

**18 Nov 2020**

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## Contents

1	Background .....	3
2	Executive Summary.....	3
3	Recommendations .....	4
4	Close-out of previous recommendations .....	5
5	Incident reports.....	5
6	Risk Assessment .....	6
7	Key Dates .....	6

## **1 Background**

We are appointed as the Designated Person required by the Port Marine Safety Code. Our role is to provide independent assurance directly to the Duty Holder that the Marine Safety Management System (MSMS), for which the duty holder is responsible, is working effectively. Our main responsibility is to determine, through assessment and audit, the effectiveness of the Marine Safety Management System in ensuring compliance with the Code.

We audit Hamble Harbour Authority's compliance with the Port Marine Safety Code twice a year, reporting to the Duty Holder annually, or directly should we have any concern which requires their immediate attention.

The 'battle rhythm' of the PMSC is a triennial review cycle of the Safety Plan for Marine Operations.

We last audited using the MCA 'PMSC Audit Aide Memoire' three years ago and use elements of the same checklist at each audit.

In-keeping with this, we have on this occasion audited wholly against the aide memoire to ensure that the Port's MSMS continues meets its requirements.

This audit was remotely conducted by Andy Langford 18<sup>th</sup> November 2020.

We would like to thank the Director and Harbour Master Jason Scott, for his help in conducting this audit.

## **2 Executive Summary**

As a consequence of this audit and subject to the findings in this report we can continue to independently assure the Duty Holder that the Marine Safety Management System (MSMS) for which they are collectively and individually responsible, continues to operate effectively.

### **3 Recommendations**

We have the following recommendations from this audit (PMSC Aide Memoire reference in brackets):-

#### **Recommendation 1 (11/20)**

##### Effectiveness of Local Port Services (LPS) (14.4, 14.5)

The effectiveness of Local Port Services (LPS) has been subject to informal review against a backdrop of similar year-on-year traffic (and berth numbers), however, this is not documented. Formal review of the RA and provision of services, equipment and manning is recommended.

#### **Recommendation 2 (11/20)**

##### Review of Objectives (or KPIs) from RHHA Marine Safety Plan 2017-2020 (7.3.2)

The first iteration of the RHHA Marine Safety Plan has now been replaced with an updated Plan covering the period 2020-2023. The Objectives (which can be regarded as KPIs) can now be measured against performance over the last 3 years. We recommend that these are reviewed internally as a 'Management health check' on the effectiveness of the SMS.

## 4 Close-out of previous recommendations

### 01/20 Recommendation 1:

Conduct annual reviews of contact numbers in the OSCP and log these in an amendment sheet at the front of the document.

*An annual check is to be conducted and recorded to confirm the currency and continued integrity of relevant institutions' contact details. Closed.*

### 01/20 Recommendation 2:

Conduct (and record) pollution training for Casual River Patrol Officers upon joining.

*Theoretical training by the Environment Officer and practical training by the Deputy Harbour Master are to be given within one week of joining - this will be recorded in training records. Closed.*

### 01/20 Recommendation 3:

Assign version numbers to operational documents (where not already implemented) and maintain version control on a 'Master List of Documents'.

*Created and inserted at the second page of the Manual of Risk Assessments and SOPs. Closed.*

## 5 Incident reports

Selected incident Reports were reviewed as standard audit practice. Reports were fully completed with frank and factual disclosure and the findings acted upon where appropriate. A process is in place to use findings to amend, if necessary, the Risk Assessment and underlying Operating Procedure and understand lessons learned.

There is continuing evidence to show that the analysis of incident reports continues to inform development of the MSMS.

## 6 Risk Assessment

A sample of risk assessments were examined and were found to be comprehensive and related to the underlying SOPs. At the time of audit, review of all Risk Assessments as part of the annual review cycle was up-to-date.

## 7 Key Dates

Last letter of compliance to MCA	12 Jan 2018 (3 years)
Last Tier 2 oil spill exercise	1 <sup>st</sup> Oct 2019 (3 years)
Latest published Safety Plan for Marine Operations	10 <sup>th</sup> Oct 2017 (3 years)

With thanks to the Harbour Master and his staff for their assistance.

Respectfully submitted,



Andy Langford

For and on behalf of NautX Ltd

Appendices:-

Appendix A - PMSC Audit Aide Memoire.

*The following forms part of this report:-*

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