



ORKNEY ISLANDS COUNCIL
Harbour Authority

SAFETY MANAGEMENT SYSTEM

Standard Forms

**Controlled Document
(Uncontrolled when printed)**

Revision 6.0



ORKNEY ISLANDS COUNCIL
Marine Services
HARBOUR AUTHORITY • TOWAGE SERVICES • FERRY SERVICES

Standard Forms

- SF-02-001 Risk Assessment Work Sheet
- SF-02-005 SMS Reporting Form
- SF-02-006 Action Identification Form
- SF-03-003 Audit Recording Form
- SF-05-001 Prior Arrival Notification Report
- SF-05-002 VTS Operators Log
- SF-05-003 Non AIS Log
- SF-05-004 Oil Pollution Report (Polrep-OPRC Plan)
- SF-05-005 PEC Log
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- SF-07-006 Change of Vessel Berthing Arrangements
- SF-07-007 Pre-Arrival Ship's Waste Notification Report
- SF-07-008 Ships' Ballast Water Discharge Request Form
- SF-07-009 Ballast Water Reporting Form
- SF-11-001 Pre-Arrival Security Information Request

Job Description:		Location:	
Assessors:			
Date of Initial Review:		Next Anticipated Review:	

Table to establish initial risk factors that consider existing controls established by legislation or other (Not directly by OICMS actions)

Job Steps		Hazards			Existing Controls	Initial Risk Factor		
		Hazard Description	Hazard Effect	Persons at Risk	Controls	Likelihood	Hazard Severity	Risk Rating
Number	Separate the job into individual tasks and record in sequence	Describe all hazards for each task based on observations and experience. Note: Additional hazards may be caused by interaction with other work.	Describe all effects that may be realised if hazard was to occur.	Name all types of persons at risk. Persons not related to the task may also be affected.	Describe fully all existing controls applicable for each hazard eg. If PPE is used it must be specifically described. If a control can only be verified by documentation then it must be available. All controls must reduce severity, likelihood or both.	From matrix identify likelihood with controls in place for each hazard.	From matrix identify severity with controls in place for each hazard.	Classify risk rating from matrix for each hazard.
1								
2								
3								
4								

Table to establish residual risk factors following further consideration of control measures that can be applied by OICMS

		Additional Controls	Residual Risk Factor				
		Controls	Likelihood	Hazard Severity	Risk Rating		
Number from above table considering initial risk factors		Describe fully all additional controls applicable for each hazard over and above the existing controls detailed to achieve the initial risk factor. All controls must reduce severity, likelihood or both.	From matrix identify likelihood with additional controls in place for each hazard.	From matrix identify severity with controls in place for each hazard.	Classify risk rating from matrix for each hazard.	Initial risk factor	Outcome / Comments
1							
2							
3							
4							

Signatures:		

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OIC Marine Services SMS Reporting Form

Form No <small>(Office issued)</small>	Date	MR No <small>If applicable</small>	SMS Reference No(s) <small>If applicable</small>

Accident / Incident / Ship Defect / Non-Conformity / Change Request
Section 1: Details

Signed: _____ Position: _____ Date: _____

Section 2: Details of Investigation / Corrective action taken or suggested.

Signed: _____ Position: _____ Date: _____

Section 3: Harbour Office Investigation/Final action taken/Close out. **(Action Priority Rating: 1, 2, 3, 4, 5)**

Signed: _____ Position: _____ Date: _____

OIC Marine Services SMS Reporting Form

Additional details:

Signed: _____ Position: _____ Date: _____

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OIC Marine Services Action Identification Form

Action:			
Action Reference Number:			
Action Arising From:			
To be Actioned by:			
Priority Action Rating:		Deadline Date:	

Action Completion Notes

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Date Complete:		Signed:	
Closed Out:		Deputy Harbour Master (Operations)	

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OIC Marine Services – Internal Audit

Part 1 – Summary Sheet

Internal Audit No _____

Area/Task:	
Location:	
Date:	
Personnel Audited:	
Summary of Audit:	
Auditor Name:	
Signature:	

Part 2 – Audit Working Sheet

Task	Procedure No	Item	Notes

Page of

Auditor

(use additional work sheets as necessary)

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OIC Marine Services Prior Notification Form

The owner, agent or master of any vessel required to comply with the Merchant Shipping (Vessel Traffic Monitoring and Reporting Requirements) Regulations 2004 (as amended) must complete this report.

The completed report must be forwarded to the Marine Operations Room at the Harbour Authority Building by one of the following methods:

E-Mail: marine.ops@orkney.gov.uk
 Fax: +44 (0) 1856 873012

This report must be received at least 24 hours prior to arrival and departure* of the vessel where possible.
 (* Vessels carrying dangerous or polluting goods DPG)

PRIOR ARRIVAL		<input type="checkbox"/>	PRIOR DEPARTURE*		<input type="checkbox"/>
1	Ship Name				
2	IMO Number				
3	MMSI Number				
4	Call Sign				
5	Last Port of Call			UNLOCODE	
6	Next Port of Call			UNLOCODE	
7	ETA	yyyy mm dd		hh : mm	
8	ETD	yyyy mm dd		hh : mm	
9	Persons on board	Passengers		Crew	

The following to be completed by vessels carrying dangerous or polluting goods (DPG)

10	INF Class				
11	Cargo Manifest Details (Options 1–4 define)				
	Additional details as required				

Additional Information for Port Requirements

12	Arrival draught (metres)	Fwd		Aft	
13	Cargo type				
14	Cargo onboard (tonnes)				
15	Ballast onboard (tonnes)				
16	Deficiencies	NO <input type="checkbox"/>		YES <input type="checkbox"/>	
	Additional details as required				
17	Contagious Illnesses	NO <input type="checkbox"/>		YES <input type="checkbox"/>	
	Additional details as required				
18	Agent				
19	Date				

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Orkney VTS - Non AIS Vessel Movement Log

Date/...../..... Sheet No.

Time (LT)	Name	Port	Rprt pt	In	Out	Destination	Remarks

Duty Marine Officer/s

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OIC Marine Services – Oil Pollution Report

OIC Marine Services - Oil Pollution Report (POLREP)

To MCA – MRCC Shetland
Copy to Agencies as required
Fax to 01595694810

INCIDENT:	
A. Classification	i) Doubtful
	ii) Probable
	iii) Confirmed
B. Date	
Time	
C. Location of the incident	
Extent of spill (m² / km²)	
D. Tide and Wind	
E. Weather	
F. Characteristics of Pollution	
G. Source and Cause of Pollution	
H. Details of vessel in the area	
J. Photographs taken?	Yes / No
Samples taken?	Yes / No
K. Remedial action taken.	
L. Forecast of likely effect	
M. Names of others informed	
N. Any other relevant information	
Name of person reporting incident	
Job title	
Details of company / organisation or address	
Call back number	

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Orkney VTS – PEC Holder Movement Log

Date/...../..... Sheet No.

Time (LT)	Name	Port	Rprt pt	In	Out	Destination	PEC Holder /Ref/Initials	Company

Duty Marine Officer/s

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OIC Marine Services Launch Inspection Report Form

Launch Inspection Report of Vessels at Anchor in Scapa Flow

During pilot launch patrols in Scapa Flow a visual waterborne inspection of any anchored vessels may be made.

To carry out the inspection and be able to complete the report, at least one full circle of the anchored vessel will be required, this manoeuvre should be made conspicuous to the bridge of the anchored vessel.

The following items should be noted where possible:

Name of vessel?	Port of registry?
Date?	Time?
Wind speed and direction?	Sea state?
Is propeller immersed?	
Anchor, cable weight and direction? (ie port anchor/straight ahead/half weight)	
Signs of pollutants from deck scuppers or overboard discharges (streaks on hull)?	
Any pollutants/waste or debris in locality?	
Accommodation ladder or other means of access deployed?	
Personnel sighted: a) At accommodation ladder? b) On bridge? c) On deck?	
GPS Position?	Drafts?
Other Comments?	

**ON COMPLETION OF THE PATROL
REPORTS ARE TO BE DELIVERED TO THE VTS DUTY OFFICER AS SOON AS CONVENIENTLY POSSIBLE**

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OIC Marine Services Port Pilotage plan briefing document

Vessel:		Date:		MR No	
From:		To:			

Information Exchange

Passage route discussed and agreed with Master (See chart over page)

Berthing/unberthing manoeuvre agreed with Master Port alongside Starboard alongside

Pilot Card sighted Adequate Bridge Team Pilot or Master Control Agreed

Appropriate Charts for Harbour Area Carried on Board

Weather forecast

Tidal Information

Drafts Forward: Aft:

Minimum UKC on route Min Depth at berth.....

Tugs used

Escort EINAR ERLAND HARALD OTHER:

Manoeuvre EINAR ERLAND HARALD OTHER:

Remarks/Incidents

Master's Signature		Pilot's Signature	
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OIC Marine Services Assessment
for Pilotage Exemption Certificates Prior to Issue

Candidate Name: _____ Certificate Type/Number: _____

Date: _____ Vessels: _____

Observed From: _____ To: _____

Item Observed	Assessment
Bridge Management	Satisfactory? (Yes/No):
	If not satisfactory, give reasons below:
Knowledge of Navigational Aids Found Within the Pilotage Area	Satisfactory? (Yes/No):
	If not satisfactory, give reasons below:
Ship Handling – Pilotage	Satisfactory? (Yes/No):
	If not satisfactory, give reasons below:
Ship Handling – Berthing/Unberthing	Satisfactory? (Yes/No):
	If not satisfactory, give reasons below:
Knowledge of Local Marine Information Promulgation and Radio Procedures	Satisfactory? (Yes/No):
	If not satisfactory, give reasons below:
Knowledge of Local Byelaws	Satisfactory? (Yes/No):
	If not satisfactory, give reasons below:
Candidate Visit to Marine Operations Room (Orkney VTS)	Date
	Duty Marine Officer
	Signed

Observer Name: _____

Observer Signature: _____

Candidate Name: _____

Candidate Signature: _____

**OIC Marine Services Re-Assessment of
Pilotage Exemption Certificate(s) Prior to Re-issue**

Candidate Name: _____ PEC Number(s): _____

Date: _____ Vessels: _____

Observed From: _____ To: _____

General Remarks of Observer	
Candidate Remarks	

It is recommended that revalidation candidates visit the Marine Operations Room to observe the role of Orkney VTS including the capabilities of the monitoring and communication systems in place. (When a candidate is not able to visit due to the period the vessel is in port, it will not hinder the issue of revalidation assuming all other requirements are met.)

Candidate Visit to Marine Operations Room (Orkney VTS)	Date
	Duty Marine Officer
	Signed

I recommended / do not recommended the re-issue of PEC (delete as necessary)

Observer Name: _____

Observer Signature: _____

Candidate Name: _____

Candidate Signature: _____

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OIC Marine Services STS Information Card

VHF Channels

- Orkney VTS: VHF Channel 11
- Berthing Operations: VHF Channel 09
- Preferred STS Working: VHF Channel 06 (Unless otherwise agreed at the Pre-STs Meeting)

Weather Forecast

The weather forecast is received by Orkney VTS twice daily and is broadcast on VHF Channel 20 at 0915 and 1715 including a summary of local notices to mariners. Verbal update can be obtained out with these times by contacting VTS on Channel 16/11 or by telephone 01856 87 3636

Adverse Weather

All cargo operations are to cease in the event of either of the following weather conditions:

- Mean wind speed exceeds 35 knots
- Electrical storm

Close communications should be kept with Orkney VTS in the event that either of these conditions is expected.

Reporting Times

The following times should be reported to the duty VTS Operator:

- All fast
- Hoses connected
- Commence cargo
- Complete cargo
- Hoses disconnected
- Let go
- Any other significant events eg. hose failure, suspension of cargo ops.

Trim requirements

All vessels must arrive in Scapa Flow with their propeller submerged and trimmed no greater than 3 metres by the stern. A trim must be maintained which allows the vessels to be manoeuvred without difficulty throughout their stay.

Counter Pollution

Orkney Marine Services will provide a manifold spill kit to be kept on one of the vessels throughout the operation as detailed in the letter provided for the ship's Master. Any and all instances of loss of containment must be reported to Orkney VTS immediately.

Other Requirements

All navigation equipment to be tested prior to arrival or subsequent movements with Orkney VTS informed of any defects.

During personnel transfers on pilot launch, all persons to wear appropriate PPE including lifejackets and safety footwear.

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OIC Marine Services Pre STS Meeting Checklist

Names of Vessels:

Date:

Mother Vessel Length:

Draft:

Propulsion:

Daughter Vessel Length:

Draft:

Propulsion:

Item	Notes	Yes/No
Anchoring position agreed?		
Confirmed anchored vessel and berthing side?		
Confirmed day and night berthing/unberthing?		
Number of Pilots Required for Operation?		
Mooring plan drawn, received and agreed?		
Deployment of tugs?		
Deployment of fenders – time/name of tug? (To which ship, what side and number of fenders)		
Informed of pollution response gear? (NOFI booms on Scapa Pier and at Harbour Building. Hoyle Booms at Scapa and Flotta. Ship provided with manifold spill kit. Flotta notified)		
Passed oil pollution information? (Any and all loss of primary containment on board either vessel during operation to be reported to Orkney VTS regardless if contained on vessel)		
Passed VHF radio channel information? (Orkney VTS Ch 11, Berthing Ops Ch 09, Preferred STS Working Ch 06)		
Latest weather forecast available? (Informed that forecast will be broadcast on VHF Ch 20 at 0915 and 1715 daily)		
Informed criteria for ceasing operations? (Operation must be ceased if mean wind speed reaches 35 knots or in the event of an electrical storm)		
Suitability of weather to commence operations?		
Reporting of times required by SOP? (SOP requires times for All Fast, Hoses Connected, Commence Cargo, Complete Cargo, Hoses Disconnected, Let Go, other relevant events)		
Informed of Maximum Trim Requirements? (Maximum allowable arrival/departure trim is 3 metres by the stern)		
Harbour Authority grants permission for STS		

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OIC Marine Services Change to Vessel Berthing Arrangements Checklist

Ship details

Date		ETA ETD	
Ships Name		LOA (m)	
Movement ref no.		Drafts (m)	Fwd Aft

The pilot will have fully discussed the berthing arrangements with the master of the ship and considered the current and forecasted weather for the duration the ship is in port.

The pilot having confirmed with the master that the berth is requested the following prerequisites must be received and arrangements in place prior to berthing: -

Prerequisites & comments	Yes	No	N/A
Permission from Harbour Master or the Deputy Harbour Master (Operations)			
Port Security arrangements agreed with PFSO			
Permission granted by ship's owners via the ship's agent			
Pier masters available			
Shore gangway required			
Cranage for shore gangway available			
Linesmen available			
Courtesy buses available			

The duty marine officer will liaise with the pilot in confirming the above prerequisites and will be responsible for making the necessary contacts both internally and externally.

The completed form must be returned to the duty marine officer.

Signed (duty Pilot).....Date.....

Ships Master.....Date.....

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ADVANCE NOTIFICATION FORM FOR WASTE DELIVERY TO PORT RECEPTION FACILITIES



INFORMATION TO BE NOTIFIED BEFORE ENTRY INTO THE PORT OF:

The master of a ship should forward the information below to the designated authority at least 24 hours in advance of arrival.

1.0 Name of Ship:	1.1 Distinctive number or letters:				
1.2 IMO number:	2.0 Flag State:				
3.0 Estimated Time of Arrival:	4.0 Estimated Time of Departure:				
5.0 Previous Port of Call:	6.0 Next Port of Call:				
7.0 Last Port where waste was delivered as per table below:					
8.0 Are you delivering (tick appropriate box)	all	<input type="checkbox"/>	some	<input type="checkbox"/>	none
of your waste into port reception facilities?					

Masters are to note that in terms of Environmental Health regulations, the Harbour Authority is unable to handle wet food waste. Food waste is to be dewatered as much as practicable and double bagged to prevent leaks and spills. The Harbour Authority reserves the right to refuse the reception of food waste that does not meet Environmental Health standards.

If delivering all waste, complete second and last columns as appropriate. If delivering some or no waste, complete all columns

Type	Waste to be delivered (m ³)	Maximum dedicated storage capacity (m ³)	Amount of waste retained on board (m ³)	Port at which remaining waste will be delivered	Estimate amount of waste to be generated between notification and next port of call (m ³)	Waste that has been delivered at the last port of delivery identified under point 7 above (m ³)
Waste Oils						
Oily bilge water						
Oily residues (sludges)						
Other (please specify)						
Sewage						
Garbage						
Plastics						
Food wastes						
Domestic wastes (eg. paper products, rags, glass, metal, bottles, crockery, etc.)						
Cooking oil						
Incinerator ashes						
Operational wastes						
Animal carcass(es)						
Cargo residues						

I confirm that the above details are accurate and correct and that there is sufficient dedicated onboard capacity to store all waste generated between notification and the next port at which waste will be delivered.

Date: Name and Position:

Time: Signature:

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OIC Marine Services Ship's Ballast Water Discharge Request Form (Scapa Flow)

Ship's Name	Port Of Registry	Call sign	IMO Number

Section 1.

In accordance with the information supplied by the accompanying Ballast water Reporting form the following Ballast water tanks are requested to be discharged within Scapa Flow.

I declare that the information submitted is correct and that the appropriate pre-arrival minimum ballast water exchange criteria for Scapa flow has been adhered to.

Master: _____

Date: _____

Section 2.

The Orkney Harbour Authority grants permission for the above vessel to discharge ballast water as per the Master's request in accordance with Port procedures and subject to the following restrictions; (If any)

Signed: _____ Position: _____

Date: _____

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OIC Marine Services BALLAST WATER REPORTING FORM

1. VESSEL INFORMATION

2. BALLAST WATER

Vessel Name:	Type:	IMO Number:	Specify Units: m ³ , MT, LT, ST
Owner:	GT:	Call Sign:	Total Ballast Water on Board:
Flag:	Arrival Date:	Agent:	
Last Port and Country:		Arrival Port:	Total Ballast Water Capacity:
Next Port and Country:			

3. BALLAST WATER TANKS BALLAST WATER MANAGEMENT PLAN ON BOARD? YES____ NO____ HAS THIS BEEN IMPLEMENTED?

TOTAL NO. OF TANKS ON BOARD____ NO. OF TANKS IN BALLAST____ IF NONE IN BALLAST GO TO NO. 5 YES____ NO____

NO. OF TANKS EXCHANGED____ NO. OF TANKS NOT EXCHANGED____

4. BALLAST WATER HISTORY: RECORD ALL TANKS THAT WILL BE DEBALLASTED IN PORT STATE OF ARRIVAL; IF NONE GO TO NO. 5

Tanks/Holds (list multiple sources/tanks separately)	BW SOURCE				BW EXCHANGE : circle one: Empty/Refill or Flow Through					BW DISCHARGE			
	DATE ddmmyy	PORT or LAT. LONG	VOLUME (units)	TEMP (units)	DATE ddmmyy	ENDPOINT LAT. LONG.	VOLUME (units)	% Exch.	SEA Hgt. (m)	DATE ddmmyy	PORT or LAT. LONG.	VOLUME (units)	SALINITY (units)

Ballast Water Tank Codes: Forepeak=FP, Aftpeak=AP, Double Bottom=DB, Wing=WT, Topside=TS, Cargo Hold=CH, O=Other

IF EXCHANGES WERE NOT CONDUCTED, STATE OTHER CONTROL ACTION(S) TAKEN: _____

IF NONE, STATE REASON WHY NOT: _____

5. IMO BALLAST WATER GUIDELINES ON BOARD (RES. 868(20))? YES____ NO____

RESPONSIBLE OFFICER'S NAME AND TITLE (PRINTED) AND SIGNATURE: _____

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PRE-ARRIVAL SECURITY INFORMATION

Name of ship							
IMO Ship ID Number							
IMO Company ID Number							
Registered Flag State							
Date of ship's last visit to UK							
Dangerous Goods carried (over 10 kg) and UN Class No. (See attached table).							
Mandatory questions to be answered by ships entering a UK port							
1	Does the ship have a valid International Ship Security Certificate (ISSC)? (If this is the ship's first visit to this Port, please provide a copy of the ISSC.)	YES	NO - Please detail why, Does vessel have SSP:				
2	What Security Level is the ship operating at?	Security Level 1	<input type="checkbox"/>	Security Level 2	<input type="checkbox"/>	Security Level 3	<input type="checkbox"/>
3	What were the last 10 ports of call and what was the Security Levels of the ship during those ship / port interfaces? (Please note this applies only to ports visited after ISPS Code implementation deadline of 1 st July 2004) Start with No.1 as the most recent port visited.	Name of Port & Country		Date Port Visited		Security Level	
		1.				SL =	
		2.				SL =	
		3.				SL =	
		4.				SL =	
		5.				SL =	
		6.				SL =	
		7.				SL =	
		8.				SL =	
		9.				SL =	
10.				SL =			
4	Have any special security arrangements been taken by the ship during ship / port interface at the last 10 ports of call?	YES - Please detail:					NO
5	Have appropriate procedures been followed during any ship / ship activity during the last 10 ports of call, for example have these interactions been governed by the security requirements in the SSP?	YES	NO - Please detail:				
6	Any other practical security related information, for example have you witnessed any suspicious activity during the voyage?	NO - Please detail:					NO

Agents Name / Company

Date of completion