

JOINT
CARLINGFORD LOUGH COMMISSIONERS
AND
WARRENPOINT HARBOUR AUTHORITY

Navigation Guidelines and Port Procedures

Issue 2 – Mar 2023

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1.0 Introduction

Carlingford Lough Commissioners is the Statutory Harbour Authority for Carlingford Lough and its approaches as defined through Acts of Parliament. CLC 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 Lough and transiting either to Port of Warrenpoint or Port of Greenore. This manual is applicable to visiting Masters, Authorised Pilots, PEC Holders, Pilot Boat crew and the skippers of smaller commercial vessels who work regularly within the Harbour and the recreational community in general.

The contents of this Manual will be the basis for discussion at Pilotage Meetings and Stakeholder Forums where those who implement port and lough operating procedures and risk control measures are positively encouraged to suggest improvements or to add to their knowledge and experiences. The manual is intended to be a working document used by those who navigate regularly within Carlingford Lough.

In order to maintain and enhance safety of navigation within Carlingford Lough, it is important that Masters and watchkeepers are aware of the current WHA 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.

2.0 Navigation Responsibilities

2.1 CLC and WHA Statutory Powers and Responsibilities

CLC is the Statutory Harbour Authority, Competent Harbour Authority and Local Lighthouse Authority for their area of jurisdiction. CLC's powers and duties are derived primarily from the following legislation:

- Harbours, Docks and Piers Clauses Act 1847
- The General Pier and Harbour Act 1861
- Improvement and Regulation of the Harbour of Carlingford Lough 1864

While WHA is the Statutory Harbour Authority, Competent Harbour Authority and Local Lighthouse Authority for their area of jurisdiction. WHA's powers and duties are derived primarily from the following legislation:

- Harbours, Docks and Piers Clauses Act 1847
- Warrenpoint Harbour Authority Order (Northern Ireland) 1971 and subsequent Amendments
- Warrenpoint Harbour Authority Byelaws (1998)

Both Harbour Authorities have powers and responsibilities they must comply with in the following legislation:

- Harbours Act (Northern Ireland) 1970
- Dangerous Vessels (Northern Ireland) Order 1991
- Dangerous Goods in Harbour Areas Regulations 2016
- Pilotage Act 1987
- Oil Pollution Planning and Preparedness Convention 1990
- Merchant Shipping Act 1995

2.2 CLC and WHA Joint Marine Safety Management System's

CLC and WHA have a joint Marine Safety Management System (MSMS).

CLC Marine Policy statement which demonstrates the Harbour Authority's commitment to the safe and responsible operations of CLC;

WHA Marine Policy statement which demonstrates the Harbour Authority's commitment to the safe and responsible operations of WHA;

- **CLC & WHA Joint Marine SMS** document which identifies the manner in which plans and policy are implemented within Carlingford Lough.

Existing WHA byelaws are currently under review. In the event of any byelaws being required, applications will be made through the instruction of the HM and after consultation with the main users of Warrenpoint Harbour.

2.3 Power of Direction

2.3.1 Special Directions (Harbour Master)

The CLC Harbour Master has the power of direction to regulate the time and manner of ship's entry to and departure from and movement within the harbour waters of Carlingford Lough.

While the WHA Harbour Master (and appointed deputy) has the power of direction to regulate the time and manner of ship's entry to and departure from and movement within the harbour waters of Warrenpoint.

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 both areas of jurisdiction.

2.3.2 Navigational and Safety Guidelines

The Harbour Authorities have established joint general rules for navigation that are enforced by the WHA Harbour Master (appointed deputy) and marine staff through WHA LPS. These general rules have been developed to regulate the berthing and movements of ships to ensure safety and protection of the environment.

A full list of **Navigation and Safety Guidelines** for WHA and CLC are contained in **Section 3** of this document.

2.4 Local Notice to Mariners

WHA and CLC issue joint Notices to Mariners (NtM). Upon issue of either NtM, information is posted on the WHA's website and notified to all pilots authorised by the authority, all current 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.

NtM's contain up to date information and advice to those navigating within Warrenpoint Harbour and Carlingford Lough. Subjects will include (but not be limited to) notification of works and events that may impact on navigation and notification of new and updated rules and regulations for navigation. Notices are consecutively numbered in their year of issue and remain effective until cancelled, however some Notices may be self-cancelling after a specified date (usually the case with 'event' type Notices).

2.5 Marine Safety and Information Circulars

WHA and CLC issue Marine Safety and Information Circulars on matters which do not warrant NtM or which supplement existing NtM, General Directions or Pilotage Directions. Marine Safety and Information Circulars are issued to LPS, Pilots and PEC Holders and any other relevant Port Users.

3.0 Navigational and Safety Guidelines

Both Carlingford Lough Commissioners and Warrenpoint Harbour Authority, in exercise of their legislative powers which embodies the *'Harbours, Docks and Piers Clauses Act 1847'*, give the following General Directions to vessels in CLC and WHA Statutory Harbour Authority areas and to 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 Organisation (IMO) is to be followed by all vessels navigating within Carlingford Lough and when vessels are transiting to/from the ports of Warrenpoint and Greenore

3.2 Harbour Master

CLC and WHA Both Carlingford Lough Commissioners and Warrenpoint Harbour Authority have an appointed a joint Harbour Master.

The Harbour Master manages the Local Port Service (LPS) and has direct access to the Warrenpoint Harbour Authority Board and CLC commissioners.

3.3 The authorised WHA Deputy Harbour Master

The authorised assistant Harbour Master has delegated powers under the *Harbour Docks and Piers Clauses Act, 1847, section 52* in their capacity of assisting the Harbour Master. Therefore, when carrying out these duties the authorised assistant Harbour Master is required to use discretion, seek advice from and as necessary keep the Harbour Master informed.

At all times the primary consideration is safety. In the event of a major incident (such as grounding, a collision, fire, obstruction to navigation, pollution or any special circumstances) within the Harbour every effort will be made to keep the Harbour Master advised. A tiered response is required:

1. If the authorised deputy Harbour Master perceives need to issue a Harbour Master's special direction or take any other actions he will do so under his delegated powers if immediate action is required.
2. If the authorised deputy Harbour Master is in any doubt, and immediate action is not required, he will call the Harbour Master.
3. In the event of any major incident the Harbour Master will be informed immediately if at all possible.

Notwithstanding 1, 2 and 3 above all incidents will be reported to the Harbour Master at the beginning of the next working day.

3.4 Contacting WHA

The LPS is the first point of contact out of office hours for all telephone calls to WHA. On a continuous basis, this is the first point of contact for marine channel VHF calls and telephone enquiries from customers; harbour users, officials and members of the general public are processed.

In the event of concern for the safety of a vessel(s) or a particular incident they ensure that the Harbour Master, or authorised deputy, is fully informed of all relevant information as soon as possible.

The LPS is required to communicate with vessels by VHF in order to assist shipping movements and to provide information to vessels underway and to assist both general and security surveillance the Warrenpoint Harbour Authority LPS is required to operate recording CCTV.

3.5 Vessel Reporting

Vessel reporting procedures are laid down on Admiralty Chart 2800, the Harbour's official Passage Plan booklet and in the Admiralty List of Radio Signals Volume 6(1). Vessels should report when entering or leaving Carlingford Lough at Hellyhunter South Cardinal Buoy and when/if passing No.23 buoy. This requirement applies to all vessels over 20m in length.

1. A vessel first reporting in/out is to be given information as required, which may include
 - a. Any traffic information immediately relevant to the vessel's passage. This should start with the first vessel to be encountered.
 - b. Navigation Aids casualty update (if necessary).
 - c. Specific information. (e.g. speed reductions required, dredging work or diving operations in progress, etc.)
 - d. Tidal and weather information.
2. A vessel leaving berths or making in harbour movements must advise the LPS before they are ready to slip and obtain traffic information before doing so.
3. Vessels manoeuvring to provide a lee for a pilot boarding or landing will take responsibility for keeping clear of other vessels and/or advising them of their intentions.

3.6 Navigational Information and Advice To Vessels

Whilst the master is at all times in charge of the vessel with the pilot advising on the navigation, the LPS does have a duty of care for the safe passage of vessels in the harbour and pilotage district of both CHA's. If alerted to a potentially hazardous situation developing the LPS may assist with the provision of information which the master or pilot may wish to utilise.

Such information may include, but is not limited to, height of tide, wind speed, number and location of vessels currently in port, and any other advice, including instructions from the harbour master on, for example, navigational hazards or other matters he may deem essential for the safe movement of ships in the harbour and its environs.

3.7 Scheduling Arrival

Each Shipping Agent initiates the scheduling of an arrival by submitting pre-arrival notifications/vessel nomination into the arrival database. Harbour master and authorised Deputy and Port Operations personnel monitor the arrival database and plan accordingly.

The Agents are responsible for submitting any changes of information into the arrival database immediately on their receipt to ensure that the Port is well informed and the data in the Ships System is accurate.

The Agent is responsible for arranging Pilot and Towage Services when applicable.

3.8 Notification of Arrival

All vessels arriving at Warrenpoint Harbour should contact the LPS by calling 'Warrenpoint Harbour Radio' on VHF Ch.12, at least two hours in advance of their ETA at the Hellyhunter Buoy.

When required, pilotage arrangements will be made directly with the Carlingford Lough Pilots. The vessel calls in with ETA information to Carlingford Lough Pilots. The Pilots will specify a boarding point and ensure that a pilot ladder, of suitable height, will be available when required and that a crew member in direct communication with the vessel's bridge will be stationed at the ladder as per *Pilot Boarding - Code of Good Practice*.

3.9 Notification of Departure or Shifting Berth

Outward-bound vessels or vessels shifting berth report their ETD to the LPS by calling 'Warrenpoint Harbour Radio' on VHF Ch.12, 30 minutes in advance. They are required to report any changes in the status / condition of the vessel.

Vessels are not permitted to leave their berth until they have received traffic information from LPS.

3.10 Prioritising Vessels

Vessels entering and departing Warrenpoint Harbour may be prioritised in accordance with Harbour Master instructions.

3.11 Entering and leaving Warrenpoint Channel

Vessels are required to contact the LPS when entering and/or leave the channel.

3.12 Turning in the Port

There is a designated turning area within Warrenpoint Harbour, details of which are available in the WHA LPS.

3.13 Reporting Points

VHF Ch.12 is the operating channel for Warrenpoint Harbour. The reporting points are detailed in Warrenpoint Harbour's Navigational Guidelines and Chart BA2800. In addition, all vessels going to or leaving an anchorage within Carlingford Lough should report this activity to the LPS on VHF Ch. 12.

3.14 Availability of Tug Services

Tugs are available for general harbour use at both Warrenpoint and Greenore. 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 is necessary then the vessel requiring that outside assistance is responsible for securing these services from his representative. The towing operations may only be conducted by approved vessels strictly in accordance with the conditions or limitations specified in such approval.

Tugs are available on a 24-hour basis at two hours' notice. Full details of the available tugs are in the CLC/WHA Towage Manual.

Towage Information Booklet and **Towage Manual** (August 2018) are issued on Warrenpoint Harbour's web site.

The tugs are used in accordance with the "Minimum Towage Requirements". No vessel requesting a tug is permitted to enter Warrenpoint Harbour without a tug unless in exceptional circumstances and only with the consent of the Harbour Master. Such an occurrence is logged and recorded.

For a vessel departing the port, the departing vessel is not permitted to leave its berth until the tug(s) are available.

3.15 LPS Communications

The LPS broadcasts information on Ch.12 when deemed necessary, this will include details on:

- Other traffic;
- Weather;
- Hazards; and
- Other factors that may influence navigation within Warrenpoint Harbour.

Vessels within Warrenpoint Harbour are required to maintain a continuous listening watch on VHF Ch.12 and both Ch.12 and 16 when at anchor in Carlingford Lough.

3.16 Adverse Weather

If visibility falls below 0.5nm Warrenpoint Harbour will implement a one-way traffic movement system within the entire length of Carlingford Lough. A Navigational Broadcast will be issued when this takes place. Other adverse conditions are considered on a case-by-case basis and the appropriate measures are implemented based on risk assessment and instruction from the HM.

3.17 Detaining Vessels

The MCA can detail vessels for safety reasons within Warrenpoint Harbour. Warrenpoint Harbour will not permit a detained vessel to depart the port unless there is instruction to do so from the MCA.

3.18 Obstruction of Fairways

Should a vessel under pilotage be obstructed by leisure or other craft the Pilot should, in the first case report the incident to LPS who will advise the vessels accordingly. An Incident Report should be sent the Harbour Master as soon as possible by e-mail or by using the near miss incident report located in the Marine section of the WHA website. See link below.

<https://uk.hazman.org/incident/QFPr9NJdwLalzzGvRGvWQ3rU6SaRdLbxchUmBuLb>

3.19 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 be incorporated into the vessel's own passage plan. The agreed plan should contain the following:

- Shared understanding by bridge team of potential hazards;
- Agreed method of monitoring required actions; ^[1]_[SEP]
- Abort procedure; ^[1]_[SEP]
- Reduced visibility procedure. ^[1]_[SEP]

3.20 Under Keel Clearance

Under normal circumstances in the harbour a minimum under keel clearance of **0.5 metres or 10% of the vessel's maximum draught**, whichever is the greater is required. 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 clearance. This should be incorporated into the vessel's passage plan.

3.21 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 LPS shall be alerted to the situation.

3.22 Navigating in Reduced Visibility

Masters and pilots should incorporate reduced visibility navigational procedures into their passage plans. Masters of regular ships should consider that their bridge team practice, reduced visibility procedures, in good visibility. All vessels should consider that not all shipping movements, especially leisure movements are reported to LPS. Under normal circumstances:

- If visibility becomes less than 2.5 cables any vessel not fitted with a working radar installation shall not navigate within the harbour.
- If visibility becomes less than 5 cables, inward vessels should carefully consider aborting their approach to the Warrenpoint Channel, particularly where it is intended to use tug assistance (an anchorage is available north east of no. 25 buoy).
- If visibility becomes less than 5 cables, outward vessels should carefully consider remaining alongside until visibility improves, particularly where it is intended to use tug assistance

In conditions of visibility less than 2 nautical miles, there shall be one vessel only, irrespective of direction, in the Warrenpoint Channel. Any other vessel

shall wait until the channel is confirmed as clear of shipping before proceeding to enter.

3.23 Clear Channel Requirements

Meeting or passing of vessels is strictly prohibited within the dredged channels delineated by buoys,

- No.1 to No. 9 inclusive
- No. 11 to No. 21 inclusive
- No. 25 to Warrenpoint Harbour breakwater

Priority in these channels will be given to vessels having special needs, those requiring to maintain strict schedules and those with tide astern.

These channels may be temporarily completely closed to other traffic when a deep draught vessel is navigating the channels. A local notice to mariners may be issued to protect such a movement or the movement may be protected by harbour master's special direction during the movement.

3.24 Dangerous Goods Restrictions

Under normal circumstances, the required notification to the harbour master of the arrival of dangerous goods into the harbour shall be undertaken in conjunction with Warrenpoint Harbour Authority. The authority implements the requirements of the 'SI 2016 No.721 Dangerous Goods In Harbour Areas Regulations'. All persons should comply with these regulations when bringing such substances into the harbour area.

3.25 Entry policy for Larger Vessels

- **Length:** the maximum length of vessel is 165 metres LOA.¹ Vessels longer than 110 metres LOA. Will be referred to a 1st class pilot before acceptance.
- **Beam:** the maximum beam of vessels is constrained by the width of the navigation channel to 30 m
- **Draught:** maximum draught is variable according to berth and tidal height.

3.26 Anchorages

Vessels awaiting a pilot and/or the tide may anchor offshore from the entrance to Carlingford Lough, in Firemount Roads or SW of Killowen Point depending on the

¹ Length Over All

vessel, draft and weather. These anchorages are generally considered good holding ground.

If a vessel wishes to anchor at Killowen Point in winds of force 7 and upwards or when a gale/storm is forecast the harbour master or authorised assistant harbour master will be informed and they will assess the safety of the anchorage and, if necessary, will advise the vessel of the anchorage's limitations.

No vessel is allowed to anchor in the channels so as to restrict the passage of any vessels navigating the channel.

3.27 Safety Advice and Guidelines for Leisure Users

Good management, consultation and use of appropriate powers are all needed to strike a proper balance between the various commercial and recreational uses of the Lough and Warrenpoint Harbour.

Recreational navigation in Harbours and their approach channels include a range of differing activities and craft types. A risk assessment is likely to identify potential conflicts between the different commercial and recreational users. Generally, because of the level of shipping and recreational activities in the waters of Warrenpoint Harbour and Carlingford Lough and its approaching Channels significant risk does not occur. There are occasions when a larger scale recreational use of the Harbour or Lough waters, such as a regatta, constrains other port users. These occasions will be managed by arranging some form of segregation of use. The Harbour Authorities have the power to regulate navigation.

The WHA byelaws and use of the Harbour Master's powers of direction provide the main formal statutory mechanism for managing recreational navigation. The byelaws may be amplified by:

- the issue of a local Notice to Mariners
- the issue of specific instructions or Special Directions at the time

Recreational event organisers must consult with the Harbour Master at the earliest opportunity. Moreover, formal approval for events will only be given in the light of a proper risk assessment to be conducted by the event organiser. Before approving the event the Harbour Master will require to be satisfied that any risk to navigation or other port users has been effectively mitigated.

Any requirement for additional Harbour Authority resources, be they additional navigational marks, craft to patrol, control or escort the event etc. would normally be at the expense of the event organiser.

Having conducted a risk assessment and following any advice or requirement of the Harbour Master, the event organiser is required to promulgate clear details of the event, possibly including as appropriate:

- Names of event organisers and officials
- List of participants
- List of authorities consulted
- Timetable and programme of events
- Arrangements for controlling the event, including any special communication
- Any navigational constraints being imposed, such as restricted areas
- Emergency arrangements
- Media arrangements

Depending on the scope of the event, it may be appropriate to publish also the full risk assessment and associated mitigating measures.

In order that the co-operation of recreational users is best assured the Harbour Authority will make available to all users of the port published material of relevance to the safety of navigation, including the following:

- Bye-laws
- Local Notices to Mariners
- Port emergency arrangements

The above information will be promulgated by direct provision to local sailing and boating clubs as well as to individuals, if necessary or requested.

Any group of recreational users of the Port, such as boat or angling clubs is welcome to make representations on appropriate issues of concern to the Harbour Master. The Harbour Master may attend and address meetings of sport or recreation user groups, if requested, to monitor the concerns of the recreational users of the Port and address any issues so raised.

4.0 Pilotage Directions

Carlingford Lough has two Competent Harbour Authorities existing within its shores - Carlingford Lough Commissioners (CLC) and Warrenpoint Harbour Authority (WHA) - with adjacent jurisdictions within the Lough.

To discharge their pilotage functions equally CLC and WHA have created a Joint Committee, which takes on the responsibility of being the Pilotage Authority for Carlingford Lough in its entirety. These pilotage arrangements are as described in the Pilotage Act, Section 11.3 – *“Two or more competent harbour authorities may arrange to discharge any of their functions relating to pilotage **jointly** and such arrangements may provide for the discharge of such functions by a **joint committee** or any other body established for that purpose”*.

The Pilotage Authority is made possible by WHA having several representatives on the Commission of CLC. This allows CLC to become the ‘joint committee’ as defined by the Pilotage Act 1987. The Pilotage Authority (CLC/WHA Joint Committee) is responsible for the provision of all pilotage services to ships bound to or from the ports in Carlingford Lough.

Relevant Legislation	Section	Powers/Duties	Delegated Responsibility
Pilotage Act 1987	Part 1, Section 3	Authorising Pilots	CLC/WHA Joint Pilotage Authority
Pilotage Act 1987	Part 1, Section 8	Authorising Pilotage Exemption Certificate Holders	CLC/WHA Joint Pilotage Authority
Pilotage Act 1987	Part 1, Section 8	Suspension and revocation of Pilotage Exemption Certificates	CLC/WHA Joint Pilotage Authority
Pilotage Act 1987	Part 1, Section 8	Re-issue of Pilotage Exemption Certificates	CLC/WHA Joint Pilotage Authority

4.1 Pilotage

When Warrenpoint Harbour Authority considers, in the interests of safety, that pilotage should be compulsory it will issue Pilotage Directions through the Joint Pilotage Authority with Carlingford Lough Commissioners.

Warrenpoint Harbour Authority will ensure that its Pilotage Directions define the circumstances in which pilotage is to be compulsory, how and to which vessels they apply, and in what circumstances.

In providing a pilotage service the Authority will consider the possibility that the Master of a vessel may ask for a Pilot even when not required to take one by Pilotage Directions. The Authority will seek to make allowances for each request and refer to them when reviewing whether in any such circumstances pilotage should become compulsory.

4.2 Excepted Vessels.

The Pilotage Authority will ensure that the risks associated with vessels to which the requirements of Pilotage Directions may not apply are adequately managed.

4.3 Pilotage Directions

- 1 Pilotage in Carlingford Lough is compulsory. The Compulsory Pilotage area is as follows;
- 2 On the seaward side, to a line drawn from Ballagan Point (54 00.0N 6 03.7W) to Hellyhunter Rock (54 00.9N 6 01.9W) and thence to Cranfield Point (54 01.4N 6 03.7W)
- 3 Ships exempt from compulsory pilotage are:
 - a. All ships of less than 20 metres length;
 - b. All fishing boats and sailing yachts with a registered length of less than 47.5 metres;
 - c. All ships under the control of a competent person who is in possession of a current Pilotage Exemption Certificate for the specified areas;
 - d. All ships engaged in maintenance or inspection of navigation aids;
 - e. All ships engaged in dredging operations;
 - f. All UK or RoI naval vessels.
- 4 Ship Masters or bona fide First Mates who trade regularly within Carlingford Lough may be granted a Pilotage Exemption Certificate. The holders of such certificates are interviewed annually to discuss any incidents, which may have occurred, and to ascertain that they are aware of any changes in harbour and approaches that may have taken place.
- 5 Notwithstanding directions 3 and 4, any vessel may be required by CLC to take a Pilot for reasons of safety.

4.4 Limits of Jurisdiction

In the event that Warrenpoint Harbour Authority considers that pilotage should be compulsory for ships navigating in any area outside its limits of jurisdiction, if appropriate, it will apply for a Harbour Revision Order to be made to extend its limits for the purposes of pilotage to include that area.

4.5 Compulsory Pilotage Area

The Pilot embarkation and disembarkation position is Hellyhunter Buoy:

Latitude 54°00.35'N Longitude 6°02.05'W

The pilotage area extends approximately 10 nautical miles from this point through the Carlingford Cut Channel, Greenore Channel and Warrenpoint Channel to Warrenpoint Harbour, including passing of, and access to, Greenore Port in the Republic of Ireland (which has a small jurisdiction of its own, primarily the water directly at the berths).

The statutory definition of a pilot as given in the Merchant Shipping Act 1997 is, “*a person not belonging to a ship who has the conduct thereof*”. The Pilot does not assume the role of Master, who remains at all times in charge of the safety of the vessel, including navigation. The essence of pilotage is the provision to the Master of expert navigational advice, and subject to the Master’s overall responsibility for his ship a pilot must have sole conduct of its navigation.

The Pilot is a representative of the Competent Harbour Authorities on board. The Pilot also has responsibilities to the State in addition to observance of the each Authority’s policies and procedures detailed in this manual. The Pilot has an important role in ensuring adherence to those policies by all persons operating within each Authorities area of jurisdiction. All pilotage provision for the Pilotage Authority is currently contracted to a service provider. The Pilotage Authority will monitor the provision of information, training and equipment by the pilotage contractor to ensure that they operate properly.

5.0 Pilotage Procedures

5.1 Authorisation of Pilots

The Pilotage Authority will determine the qualifications for the authorisation of its Pilots in respect of physical ability, local knowledge, skill, character and otherwise. The Pilotage Authority will ensure that proper arrangements are in place for assessing Pilot competence and keeping their fitness under review.

The Pilotage Authority is committed to exercising a clear role in the authorisation and discipline of Pilots, and on the issuing of Pilotage Exemption Certificates.

5.2 Contracts with Authorised Pilots

The Pilotage Authority will ensure that suitably detailed contractual arrangements are in place either directly with its authorised Pilots or through a contract of service, as appropriate.

5.3 Training and Authorisation of Pilots

The Pilotage Authority will ensure that authorised pilotage contractors train and qualify their staff to conduct the vessels to which they are likely to be allocated. The training standards are appropriate to the competence standards developed in parallel with the Port Marine Safety Code.

The Pilotage Authority will use best endeavour to satisfy themselves that would be Pilotage Exemption Certificate holders are properly trained on the conduct of the vessel or vessels to which a certificate applies.

5.4 Allocating Pilots

The Pilotage Authority will monitor, where applicable, that arrangements are in place in the contracted pilotage provider that Pilots to be allocated to vessels have sufficient time and information available to prepare a passage plan.

5.5 Extra Pilots

The Pilotage Authority will determine through a process of formal risk assessment any circumstances in which more than one Pilot would be needed to conduct the navigation of a vessel safely.

5.6 Pilot Launches and Workboats

The Pilotage Authority will monitor that their pilotage contractor uses only those vessels that are specifically approved for the purpose as pilot launches.

The pilot service provider will ensure that pilot launches and workboats used in the Harbour will, where applicable, comply with the *Merchant Shipping (Small Workboats and Pilot Boats) Regulations 1998* and the associated Small Commercial Vessel and Pilot Boats Code of Practice.

To ensure that timely preparation is made for any survey work that may be necessary for their revalidation, the Harbour Master shall keep an updated record of the issue and expiry dates of the certificates. The record shall be signed by both the Harbour Master and the Senior Pilot, who is the owner of the tugs, and each shall retain a copy of the form, which shall thus be available at all times for audit purposes

The Pilotage Authority requires pilot vessels to operate using guidelines laid down in *'The Boarding and Landing of Pilots by Pilot Boat – Code of Practice'*. All Pilots and boat crews are required to have a thorough knowledge of the code.

No pilot vessel should take up duty if any equipment or fitting is deficient. The pilot boat Coxswain shall ensure the vessel is fit for operational use before every departure. Any deficiency with a vessel should be advised to the Harbour Master and the vessel removed from service until rectified.

5.7 Boarding and Landing Procedures

The Pilotage Authority with reference to the geographical limit of the Pilotage Directions, identifies safe boarding and disembarkation areas.

5.8 Pilot and the Port State

The Pilotage Authority will ensure that the Maritime and Coastguard Agency are informed whenever reports are received from a Pilot that a vessel has deficiencies, which may prejudice the safe navigation of that vessel, or may pose a threat of harm to the environment.

5.9 Pilotage Exemption Certificates

The Pilotage Authority will ensure the provision of appropriate formal procedures for assessing the suitability of PEC applicants. The standards and procedures adopted will be published and available to applicants.

The Pilotage Authority will issue Pilotage Exemption Certificates to appropriately qualified mariners.

5.10 Use of Certificates

The Authority, in conjunction with Carlingford Lough Commissioners, will make arrangements with PEC holders and their employers, setting out agreed conditions on which PEC's are issued to ensure the use of PEC's is in accordance with the terms on which they are issued.

5.11 Pilotage Charges

The Pilotage Authority will ensure that pilotage charges are published in such manner as to bring them to the notice of those persons likely to be interested.

5.12 Directions and Passage Plans

The Pilotage Authority will utilise and promote the use of appropriately detailed passage plans within the harbour.

5.13 Publication of Port Passage Guidance

The Pilotage Authority will provide, in the most appropriate format, up to date passage guidance applicable to the harbour.

5.14 Passage Record keeping

The pilotage service provider will ensure that signed records of passage planning are retained for every vessel undertaken.

5.15 Ordering of Pilots

- Vessels bound for a port within Carlingford Lough should communicate their ETA at the Pilot embarkation point at least 24 hours in advance. This may be by either direct contact with the pilotage service provider or through the vessel's local agent.
- Vessels should communicate their ETD to the pilotage service provider as soon as possible before sailing to ensure Pilot availability.

5.16 Over-Carriage and Severe Weather conditions

Pilots will disembark from an outbound ship if it can be done safely. If over-carriage is unavoidable due to weather, the Master and ship's agent are to make every endeavour to repatriate the Pilot as quickly and efficiently as possible.

Where the case exists that a vessel wishes to depart Carlingford Lough anticipates being unable to disembark the Pilot safely, it is not expected possible that such a

request can be agreed, given the limited numbers of Pilots available. This is particularly the case where such action may prejudice other vessel movements or marine operations.

Where over-carriage does occur, the ship is liable for the full cost of the Pilot's detention and return travel, including any accommodation and subsistence costs.

It is recognised that the pilot embarkation/disembarkation position at Hellyhunter Buoy is very exposed with no sheltered water alternatives. Experience shows sea conditions at Hellyhunter Buoy rapidly build. Embarkation or disembarkation of Pilots can become very difficult if the wind builds and direction is between South through East to North.

Pilots should attempt transfer at Hellyhunter Buoy if possible, given the prevailing conditions. A vessel will not be allowed Pilot transfer in the more sheltered waters of the upper reaches of the Carlingford Cut Channel unless **both** the Master and Pilot agree that it is safe to navigate a part of the Carlingford Cut Channel without a Pilot on the bridge. There must be proper risk assessment² on every particular occasion with both the Master and the Pilot being party to such risk assessment.

The risk assessment must include:

- The previous experience of the Master in navigating the Outer Channel.
- The vessel itself including; draught in relation to the available depths of water both inside and outside the Outer Channel, windage, handling characteristics, engine power, propulsion and steering type, navigation equipment fit. Consideration will include the availability and reliability of the propulsion and navigation equipment fit.
- The likely heave, pitch and roll of the vessel and the thereby increased draught in relation to the available depths of water.
- Both the prevailing and forecast weather and tidal conditions.
- Whether it is daylight or dark.
- The feasibility of the pilot aboard the pilot boat accompanying the vessel in the Outer Channel.
- The existence and nature of any navigational aid casualties.

The pilotage service may be suspended in adverse conditions or adverse visibility conditions. The decision to suspend operations is to be taken by the pilotage contractor after consultation with the Harbour Master.

² This may be verbal due to the special exigencies.

5.18 Pilot Boarding and Landing Operations

It is the responsibility of the Ship's Master to provide an adequate lee, safe speed and proper pilot ladder or other safe means of embarkation and disembarkation.

Pilots and pilot boat crew are to be familiar with and comply with:

- The Merchant Shipping (Safety of Navigation) Regulations 2002 SI No.1473 implementing Revised Chapter V of SOLAS which covers Pilot transfer arrangements.
- The Boarding and Landing of Pilot by Pilot Boat - a Code of Practice

The pilot boat Cox is in charge of his boat and is responsible for the safety of all on board. Notwithstanding any of the foregoing the decision as to whether to attempt an embarkation or disembarkation of a Pilot is made by agreement between the Cox and the Pilot. The Pilot may veto the embarkation or boarding and he cannot order a Cox to unwillingly attempt a boarding or landing if the Cox has reasonable safety concerns. Every embarkation and disembarkation is to be risk assessed³ by both Pilot and Cox having due regard to the following:

- Pilots must not use a pilot ladder or accommodation ladder that they consider unsafe. (Defects in ships ladders or safety arrangements for pilots are immediately reported to the Warrenpoint Harbour Master. Every report will be referred to the MCA in accordance with Port State Control Regulations.)
- The prevailing sea conditions and the ability of the vessel to provide an adequate lee.
- The possibility of damage to the pilot boat, crew or Pilot by over side obstructions such as ship's fenders, rubbing strakes, discharge covers etc.

It is recognised that some pilot transfers will be made to non-standard vessels such as very low freeboard vessels (such as tugs, dredgers etc.) or other specialist vessels. In such cases, particular care is taken. At all times pilot boats, should proceed at a safe speed with due regard to the prevailing circumstances and conditions.

The Warrenpoint Harbour Master is to be informed immediately any accident or injury occurs to Pilots, boat crews or other marine staff.

5.19 Man-Overboard Drills

The pilotage service provider shall arrange for every Pilot and pilot boat crewmember to participate in a man-overboard drill at six-month intervals. The Warrenpoint Harbour Master shall witness and record each drill, the persons

³ This may be verbal due to the special exigencies.

involved and the manner in which it has been conducted. The record shall be recorded for audit purposes.

5.20 Requirement for Harbour Tugs

The information contained in this section is intended to bring to the attention of port users the requirements necessary for the Warrenpoint Harbour Master to safely regulate traffic movements in the Port of Warrenpoint by the use of tugs.

Some understanding for the provision of tug's services for ships regularly trading to Warrenpoint Harbour exist between ship's Masters and individual companies with the Pilots and Harbour Master. In other cases, the decision upon the provision of tugs will be influenced by the Towage Guidelines within Towage Manual. In summary, in making the decision on the use of tug(s) the following will be taken into account:

- Vessel size and draught
- The efficiency of the ship's equipment and machinery
- The vessel's handling characteristics
- The presence and power output(s) of bow and stern thruster(s) which are in good working order
- The cargo
- Existing and forecasted wind and tidal conditions
- The disposition of other vessels and Port infrastructure

Ship's Masters declining to use tugs may be directed to await suitable weather and tidal conditions before movement.

In considering if towage is a requirement for safe passage and/or manoeuvring the following extract from '*The Shiphandler's Guide – Towage Allowance for Windage*', published by the Nautical Institute, may be of assistance:

5.21 Tug Availability

Short notice tug availability in Warrenpoint Harbour is limited to smaller harbour tugs with bollard pulls of less than 33 Tonnes. Advice on such tug availability can be sought from Carlingford Lough Pilots Ltd.

Carlingford Lough Pilots Ltd provides the main towage requirements for Warrenpoint Harbour. The vessels available are detailed below:

Mourne Venture Tug	23.60m x 4.1m draft. 2000hp single screw, Kort nozzle. Bowthruster 32.9t bollard pull.
Mourne Shore Tug	21.5m x 3.2m draft. 1000hp single screw, Kort nozzle.

	Bowthruster. Towing winch. 14t bollard pull.
Mourne Valley Tug	17m x 2.5m draft. 500hp single screw. 7t bollard pull.

Larger tugs are available from other independent suppliers, however there are no other tugs stationed in Carlingford Lough at present. Ship Masters, Owners or local agents must arrange their own larger tugs and, due to the distance required for travel, pre-booking would be essential.

In any case where tugs independent of those operated by Carlingford Lough Pilots Ltd. are used, the Harbour Master must be informed prior to any operation commencing. Other tug providers will normally only be accepted after consultation with the Harbour Master and Pilot(s) and production of correct certification.

The majority of larger tugs are based in Belfast Lough with several vessels in excess of 40 Tonnes bollard pull.

The local Carlingford Lough tugs, and their crews, are regularly surveyed and kept updated by liaison between the Owners and the Warrenpoint Harbour Master.

5.22 Carlingford Lough Passage Plan

The Pilotage Act, 1987 requires the exchange of certain information between the Master of a ship and the Pilot. In addition, *The Merchant Shipping (Port State Control) Regulations, SI No.3128, 1995* requires a Pilot to report to the Port State Control (MCA) through the harbour authority where appropriate, any ship deficiencies that may affect its safe navigation.

The careful planning of the movements of every ship in the confines of Warrenpoint Harbour is an essential element of the Management of Safety. The Pilot / Master exchange of information needs to be both detailed and structured, if the Pilot's advice and the Master's intentions are to have to best effect. It will include as a minimum:

- The provision by the Pilot of detailed local navigational information, including the CLC/WHA recommended printed passage plan.
- The provision by the Master of precise information about his ship. This should include; manoeuvring characteristics, equipment including details of any defects, details on how the bridge is managed and who fulfils what functions will all assist the Pilot to integrate into the bridge team.

- The effect of the above should be to ensure, firstly that the vessel has an agreed passage plan before entering Warrenpoint Harbour, and secondly that the vessel's position is monitored independently whilst the Pilot has the conduct of the ship.

In order to avoid misunderstanding, and to overcome any possible language problems, this verbal exchange between Master and Pilot will be complemented by pilotage app. Such details provide a record of the exchange, should it ever be necessary to enquire into any incident. The digital pilotage app will be completed and is to be signed off digitally by both Ship Master and Pilot prior to entering Carlingford Lough, and Warrenpoint Harbour. The completed form is to be sent to Warrenpoint Harbour on completion.

5.23 Master to Pilot

Pilot Card – this should provide, in clear, written format all relevant information and details regarding the vessel and its equipment.

Under the *Merchant Shipping (Reporting Requirements for Ships Carrying Dangerous and Polluting Goods Regulations) SI No. 2498, 1995* (as amended) the Master of any vessel carrying dangerous or polluting goods must complete an appropriate Schedule 2 checklist and hand this to the Pilot. If this checklist is not satisfactorily completed, or it is not supplied, the pilot must report this fact to the Warrenpoint Harbour Master who will pass this information to the MCA.

5.24 Pilot to Master

Port Passage Plan – this will show on the appropriate form all information relevant to the passage between pilot station and berth.

5.25 Pilot to MCA (via CHA)

Pilots have a statutory duty under the *Merchant Shipping (Port State Control) Regulations* to report ship deficiencies that may affect adversely its safe navigation. These should be reported to the CHA, which will, in turn, inform the MCA. It should be noted that if any such defects are of major concern, the Pilot shall not commit the vessel to a passage of Carlingford Lough. In this case the Harbour Master or authorised Deputy is to be contacted immediately.

5.26 Pilots Code of Conduct

European Maritime Pilots operate under a variety of different employment regimes and the training, recruitment and qualification methods for European Pilots vary from country to country, but it is accepted that high standards are set and achieved throughout Europe. The skill, knowledge and commitment required to maintain these high-quality pilotage standards are considerable. The European Marine

Pilots' Association (EMPA) has undertaken a responsibility to assist its members in continuing to maintain these objectives.

As a further step in that responsibility, and as part of the European Union policy of fostering quality shipping, which includes shipping services, EMPA has adopted a "*Code of Best Practice for European Maritime Pilots*". Carlingford Lough Commissioners and Warrenpoint Harbour Authority recognise this Code as the Code of Conduct to be observed by its pilotage contractor, specifically:

5.28 Statement of Intent

- A Pilot's primary duty is to use his skill and knowledge to protect ships from collision or grounding by safely conducting their navigation and manoeuvring whilst in pilotage waters.
- A secondary duty as the onboard representative of the State and Pilotage Authority.

5.29 Pilot's Duty

1. To not commence duty, or whilst on duty not conduct act of pilotage, whilst fatigued or under the influence of inappropriate medication, drugs or alcohol. To this end the pilot will sign a statement on the Pilot/Master Information Exchange form declaring that he has had adequate rest before commencing his current act of pilotage.
2. To conduct any ship under pilotage with all due care and diligence necessary to safeguard that ship and its crew, other ships, people and fixed structures from harm.
3. To take all necessary steps to protect the environment.
4. To prepare a passage plan appropriate to local circumstances.
5. To undertake a proper Pilot / Master exchange of relevant information regarding the ship and the intended pilotage.
6. To assist, whilst engaged in an act of pilotage, where it is safe and practical to do so, the safe navigation and manoeuvring of other ships in the pilotage area by providing appropriate information as to the conduct of the vessel under pilotage.
7. To comply with all relevant legislation and regulations including IMO Resolutions and Recommendations.
8. To assist all relevant maritime and other agencies in accordance with laid down procedures and requirements. In particular, to bring to the attention of the appropriate authorities' non-compliance with laws, byelaws or regulations.
9. To abide by all relevant safety rules, codes and practices.
10. To take all necessary personal safety precautions whilst boarding, landing or onboard of a ship.
11. To use and operate onboard equipment in an appropriate manner.
12. To be polite, courteous, co-operative and respectful to all other personnel onboard or elsewhere in the working environment – respecting in particular differences of race, gender, religion or culture.
13. To co-operate with, and give mutual respect and assistance to all other Pilots in order to provide safe, efficient and effective pilotage services.

14. To uphold proper standards of appearance and demeanour when on duty.
15. To maintain to the best of their ability physical and mental fitness appropriate to the tasks required to be undertaken in the course of their duties.
16. To not incur unnecessary additional costs in the course of conducting pilotage duties.
17. To act in an ethical manner and with integrity.
18. To act lawfully in accordance with all local public legislation and regulation.
19. To abide by and act in accordance with all rules and regulations laid down by any relevant Maritime Authority.
20. To immediately report to the relevant authority any irregularity, damage or absence of any navigation aids.
21. To properly maintain and utilise personal safety equipment in accordance with safe operational practices.
22. To properly maintain the operational viability of personal and other equipment.
23. To maintain the necessary professional knowledge consistent with the proper execution of a Pilot's duties.
24. To keep up to date on developments in ship design, equipment, maritime law and other matters relevant to the Pilot's task.
25. To keep up to date with local navigational, hydrographic and meteorological information.
26. To comply with and complete all administrative tasks relating to pilotage in due time.
27. To immediately report any incidents or potential incidents involving any vessel in the CHA's area of jurisdiction.
28. To comply with the directions of the Harbour Master.

5.30 Co-ordination of Shipping Movements

In co-ordinating the movement of vessels, it may be necessary for the Harbour Master to direct certain vessels to remain alongside or at anchor to wait or regulate their time of entry, departure or progress.

Although a radar based VTS is risk assessed as not required given the Port's traffic levels, the movements of vessels and the general situation in the Port and its approaches is monitored continuously by Port Information, manned 24 hours, 365 days per annum. Information will be passed to Masters on request to "Warrenpoint Harbour Radio" (VHF Channel 12). The Harbour Master or the authorised Deputy is normally available at short notice during office hours and outside these times usually available at longer notice if required. In the presence of the Harbour Master "Warrenpoint Harbour Radio" can offer a navigational advice service.

5.31 Information Exchanges

The following information should be supplied to Warrenpoint Harbour Operations Department by the vessel or its agent a minimum of 24 hours in advance:

- Name of vessel
- Type of vessel
- Port of Registry and nationality of vessel
- Master's name
- Length overall, maximum beam and the draught, fore and aft of vessel
- Tonnages (Gross Tonnage and Nett Tonnage)
- Last / next port of call
- Cargo (to be) loaded/discharged (including bill of lading tonnages)
- Defects
- Any limitations, which the vessel may have, such as structure, etc.
- Dangerous or Polluting Goods Schedule 2 check list (if required)
- Towage requirements
- ETA at Hellyhunter Buoy and/or ETD Berth
- Port Information will supply the following information to Pilot and a vessel's Master as requested:
 - Any navigational aids casualty information
 - Pilot boarding time
 - Other shipping movements
 - Weather conditions at Warrenpoint Harbour
 - Tidal information
 - Information on any other activities (such as diving operations or works) and occurrences (such as wreck or obstruction) that may affect navigation.

6.0 Port Procedures

6.1 Ordering a Pilot



Pilots are ordered by a ship's agent through Carlingford Lough Pilots Service. The ordering of a pilot is subject to pilotage dues and the terms contained in the published Pilotage Authority 'Charges'.

6.2 Pre Arrival Information

Ship details and any information which may affect the navigation of a vessel in Carlingford Lough are to be supplied to the pilots via the ship's agent. Also required are completed standard CERS Report to include ISPS Pre Arrival Information and a completed Ship Generated Waste and Cargo Residue Form. Which must be sent a minimum of 24 hours before entry to any UK port failure to provide this documentation will result in the vessel having to go to Anchor upon arrival.

6.3 VHF Procedures

All members of the LPS team, pilots, boat crews and any employee of the authority will follow the following VHF operational instructions:

The harbour utilises the following VHF channels:

- Channel 12 (port operations)
- Channel 13 (tug operations)
- Channel 16 (calling, safety and distress)

The harbour's call sign for all traffic is '**Warrenpoint Harbour Radio**' and the LPS will normally be set to listening on **Channel 12**.

It is a condition of the issue of the Warrenpoint Harbour Authority radio licence that correct VHF procedures are used at all times. To ensure that our LPS staff complies with this requirement they undergo refresher training as and when deemed necessary.

The MCA's MGN 324 "*Radio: Operational Guidance On The Use Of VHF Radio And Automatic Identification Systems (AIS) At Sea*". This guidance will be adhered to. Particularly:

- Use of low power (1 watt) whenever possible.
- Avoidance of unnecessary transmissions and keeping messages succinct.
- Avoidance of transmissions when a pilot is using the frequency to control tugs when manoeuvring a vessel.
- Acknowledgement of receipt of a message.

6.4 Standard Marine Vocabulary

All VHF radio messages will be factual, as brief as possible and given in a professional manner in accordance with standard radio communications procedure. Where practicable the IMO Standard Marine Vocabulary⁴ will be used.

6.5 Change Of Frequencies

The principal marine operations frequency for Carlingford Lough is **VHF channel 12**. Vessels manoeuvring within this area are required to maintain a listening watch on this channel unless otherwise directed. For operational reasons pilots, may use other channels for controlling tugs etc. On these occasions the pilot will advise the vessels involved in the operation of the change.

6.6 Broadcasts

The LPS do not routinely issue 'traffic information' broadcasts however may offer traffic information to vessels operating within the harbour and its approaches. The need to issue a safety broadcast may arise in the event of adverse weather conditions, as well as a minor or major incident. In such cases the harbour master or authorised deputy harbour master would determine if a "Securite" or simple routine "all ships" message is warranted. LPS determine the frequency of these broadcasts.

6.7 Mooring Operations

The mooring of ships is carried out by Warrenpoint Harbour authority staff, and is compulsory (i.e. ship's crew or shore crew cannot provide the service with the exception of Seatruck Ferry terminal staff that has received specific training and fishing vessels less than 47.5m²).

When these services are required, the vessel will not be permitted to enter Warrenpoint Harbour limits or leave its berth until the LPS has positive confirmation that the mooring services will be available when required. This is recorded using the LPS checklist.

Any mooring operation incidents or accidents are reported to and recorded by the pilot, Port Control or harbour master using the incident report form. Deficiency in the provision of service will be reported to the harbour master for investigation.

⁴ See (IMO) Standard Marine Communication Phrases (SMCP)

6.8 Vessels Bunkering in Port

Oil shall not be transferred to or from a ship in the Harbour unless the requisite notice has been given to the Harbour Master in accordance with *Merchant Shipping Act, 1995 (Section 135)*. The Harbour Master may detain a vessel if he has reason to believe that it has committed an offence by discharging oil into the harbour (section 144). The Harbour Master has the power to board ships to investigate possible offences (section 259(6)).

6.8.1 Application

Bunker transfers between road tanker or bunker barge and vessels alongside are the responsibility of the road tanker driver or the master of the bunker barge. LPS will monitor the procedure at all times, and the Authority may make random checks on such operations under its duty of care as promulgated by the *Dangerous Goods in Harbour Area Regulations*.

6.8.2 Notification

The approval of Warrenpoint Harbour Authority's Harbour Master must be sought and confirmed prior to commencing any bunker operation.

The Master of a vessel intending to take bunkers shall notify Warrenpoint Harbour Authority in writing or e-mail or by VHF radio (Channel 12) **not less than 24 hours in advance**.

The notification should include:

- a. the place
- b. the type and quantity of bunker oil to be transferred.
- c. the expected time bunkering will commence.

Notification of commencing and completing of the bunkering operation, and any spillage occurring, must be made to LPS on VHF Ch.12.

6.8.3 Bunkering Conditions

All bunkering operations should be carefully planned and executed in accordance with MARPOL regulations. Pollution caused when heavy oil is spilt is particularly damaging and difficult to clean up. Personnel involved in the bunkering operation should have no other tasks, and should remain at their work stations during topping off.

This is particularly important when bunkering operations are concurrent with cargo work, in order to avoid conflicts of interest hose is of Masters of vessels receiving bunkers, masters of bunkering barges and road tanker drivers, are advised that all bunkering operations within the jurisdiction of Warrenpoint Harbour Authority must

be carried out in accordance with these Bunkering Conditions and are to be controlled under the procedures that are promulgated in the vessel's Safety Management System:

1. Prior approval must be obtained from Warrenpoint Harbour Authority.
2. The Warrenpoint Harbour Authority notification procedure is to be completed (as per Section 6.3.2.) before the transfer begins.
3. Before any transfer of bunkers takes place the Master or Responsible Officer on each vessel must ensure that:
 - Scuppers are properly sealed, adequate drip trays are in position under bunker hose connections, and all precautions have been taken to avoid overside discharge.
 - The bunker hose joints and connections to the vessel's manifold are soundly made, and the bunker hose is of adequate length, properly supported and without any visible defect.
 - An agreed system of communication has been established between bunker barge or road tanker and the vessel, and provision has been made to continually monitor the operation.
 - Prior to beginning bunker operations, the maximum pumping rate and maximum pressure (including starting and topping up rate) must be agreed by both vessels.
 - The emergency shutdown procedure must be agreed upon by both vessels prior to the commencement of the bunkering operation.
 - The entire bunkering operation must be supervised by a responsible person.
4. The bunker barge must have adequate fendering and both vessels must be securely moored.
5. The Master or Officer in charge of the receiving vessel must contact LPS before bunker transfer begins, confirming that all appropriate checks and precautions have been made, and both vessels must remain in radio contact with LPS throughout the transfer. The vessel's Officer in charge will act on behalf of the road tanker on these occasions through an agreed pre-bunkering communications procedure.
6. If spillage or other accident occurs during bunker transfer, the operation must be stopped and LPS informed immediately. Information provided should include:
 - a. the location of the spill
 - b. the type of oil spilt
 - c. the approximate quantity
 - d. any action taken so far

The Warrenpoint Harbour Authority oil pollution response plan will be implemented.

7. The Master of the bunker barge must inform LPS when the operation has been safely completed and all hoses and other gear disconnected.
8. Transfer of bunkers will be permitted only when weather and other conditions are considered suitable. The Harbour Master may, at his discretion, order the cessation of the operation, and such an order must be complied with immediately upon receipt.
9. Warrenpoint Harbour Authority cannot accept any responsibility or liability for any cancellation, curtailment or delay of the bunker operation for any reasons whatsoever.
10. The Harbour Master or a Designated Officer may board the vessels to inspect the bunker transfer at any time.
11. Vessels must comply at all times with the provisions of the *Dangerous Goods in Harbour Area Regulations (1987)*, and must exhibit the warning signals required Section 8, namely:
 - By Day:** A red flag (Code Flag 'B')
 - By Night:** An all-round red light (visible at 2 miles)
12. Only approved contractors may carry out bunker operations. All non-approved contractors must register with Warrenpoint Harbour Authority at least seven days prior to carrying out any bunker operations.
13. Warrenpoint Harbour Authority reserves the right to amend or vary all or any of these Conditions from time to time.

6.8.4 Approved Bunkering Contractors

Companies intending to provide vessel-to-vessel bunkering services within the jurisdiction of Warrenpoint Harbour Authority will be required to pre-register with Warrenpoint Harbour Authority as approved bunkering contractors. The registration process will require the Bunkering Contractor to provide WHA with:-

1. Technical details of the bunker barges or tankers.
 - a. Vessel Safety Plan
 - b. Oil pollution emergency plan
 - c. Vessel particulars
2. Copy of the Company's safety policies & bunkering procedures/ precautions
 - a. Safety Management Certificate
 - b. Document of Compliance
 - c. Safety Management System – Bunkering Operations
 - d. Bunkering Operations check lists
3. The competency of bunker vessel crews
 - a. Crew manning Certificates

6.8.5 Bunker Check Lists

Sample lists for bunker barges and road tankers are attached. However, bunker barges, tankers and receiving vessels may use their own forms, provided that they submit samples to the Harbour Master, who will ensure that they contain all the information required by WHA, even if in a different format.

6.9 Commercial Diving

No diving is permitted within the harbour area without a permit to work issued by the harbour engineer. In the case of commercial diving this will only be permitted if undertaken by a diving contractor registered with the Health and Safety Executive.

6.10 Ship Generated Waste Management

Ship generated waste shall be dealt with in accordance with the WHA Port Waste Management Plan.

6.11 Oil and HNS Spillage Procedures

Oil, Hazardous and Noxious substances spillages shall be dealt with in accordance with the WHA/CLC Oil Spill Contingency Plan.