



# CLYDE DOCKYARD PORT MARINE SAFETY & ENVIRONMENTAL MANAGEMENT SYSTEM

**REVISION 7 – SEP 24**

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# SECTION 1 – ORGANISATION & MANAGEMENT

## 1.0 DOCUMENT CONTROL

This is the top-level manual in the Clyde Dockyard Port's Marine Safety and Environmental Management System (MSEMS). The supporting documentation, policies and procedures associated with the MSEMS are part of a controlled system as described below:

- Section 1 discusses the system description and department organisation.
- Section 2 identifies the policies and arrangements implemented by the KHM department.
- Section 3 details the Supporting Documentation, Standard Operating Procedures (SOPs) and Emergency Operating Procedures (EOPs) utilised by the KHM department to achieve the aims of these policies and deliver these arrangements.

Changes to policy procedures or processes in relation to this MSEMS shall be approved by KHM or their deputy at an annual management review meeting, as part of the department's ongoing internal audit process, and incorporated into the system electronically.

Any suggested alterations or additions to this document should be submitted for consideration to the Duty KHM multiuser email account ([NAVYNBCC-KHMDUTY@mod.gov.uk](mailto:NAVYNBCC-KHMDUTY@mod.gov.uk)).

This document will be held electronically on the [KHM Clyde SharePoint](#) channel, with a redacted version also available to members of the public on the [KHM Clyde external website](#). Hard copies will also be held in the KHM's Office and on KHM Harbour Control at the KHM Renown Building, HNMB Clyde.

This document was authored by the Assistant KHM, checked by the Deputy KHM and is owned by the King's Harbour Master.

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## 2.0 PORT DUTY HOLDER COMMITMENT STATEMENT

As the Naval Base Commander of His Majesty's Naval Base Clyde (NBC(C)), under the terms of the Defence Maritime Regulations for Health, Safety and Environmental Protection (DSA02-DMR 200 and 700 series) I am the Duty Holder for marine safety and environmental protection for the Dockyard Port of Clyde. I am committed to the regulations of the DSA-02 Maritime Regulations and principles of the Port Marine Safety Code (PMSC), and compliance thereof, for the safe management of marine operations and environmental compliance throughout the Dockyard Port. I delegate functional authority for ensuring port marine safety and environmental compliance for the Dockyard Port of Clyde to the King's Harbour Master (KHM) Clyde, who is accountable directly to me for all marine safety and environmental matters.



KHM Clyde deals with thousands of movements each year including warships, submarines, commercial vessels, large oil tankers, fishing vessels and leisure craft of all sizes and descriptions; vessels using the CDP routinely operate in close proximity with other units and navigational hazards.

KHM Clyde discharges their duties through the CDP Marine Safety and Environmental Management System (MSEMS). This MSEMS will comply as closely as possible with the Port Marine Safety Code; in the event that this cannot be achieved, an applicable disapplication, exemption or derogation will be required from the Defence Maritime Regulator (DMR). KHM Clyde will report progress in achieving compliance with the PMSC and any problems doing so directly to me.

In particular, I expect that:

- Where applicable, MoD policy and legislative requirements are fully implemented.
- KHM Clyde undertakes and regulates marine operations in a way that safeguards the port, its users, the public and the environment.
- All risks are identified, assessed, recorded, and managed to ALARP. Where they cannot be managed, I expect KHM Clyde to elevate risk to an appropriate management level for ownership and control.
- All incidents are reported and investigated in order to identify root causes and ensure that lessons learned are promulgated and implemented to improve controls and prevent reoccurrence.
- An effective safety culture is maintained and continuously improved.
- Emergency and contingency procedures are implemented and continuously improved.
- MSEMS will be reviewed annually.

S L Malkin ADC CEng MRAS  
Commodore  
NBC Clyde

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### 3.0 ISSUE & AMENDMENT RECORD

Any significant alterations or amendments implemented into the latest version of the MSEMS from the previous issue shall be recorded below.

SECTION	DETAILS
1 – Organisation & Management	<ul style="list-style-type: none"> <li>• General restructuring.</li> <li>• Update to Document Control methodology.</li> <li>• Relocated MSEMS Signature Sheet to KHM Management Tracker Post-Specific Training tab. <ul style="list-style-type: none"> <li>• Update to Port Description.</li> </ul> </li> <li>• Update to KHM Departmental Structure Organogram.</li> </ul>
2 – Policies & Arrangements	<ul style="list-style-type: none"> <li>• General Restructuring.</li> <li>• Added Conservancy Policy.</li> <li>• Updated Environmental Policy.</li> <li>• Added Emergency Response Arrangements.</li> </ul>
3 – Procedures & Supporting Documentation	<ul style="list-style-type: none"> <li>• General Restructuring.</li> <li>• Added Supporting Documentation.</li> <li>• Added Standard Operating Procedures.</li> <li>• Updated Emergency Operating Procedures.</li> </ul>
Annexes	<ul style="list-style-type: none"> <li>• Updated List of Abbreviations and Terms.</li> <li>• Added Health &amp; Safety at Work Act 1974 and Marine Scotland Act 2010 to List of References</li> </ul>

### 4.0 MSEMS REVIEW RECORD SUMMARY

The dates and description of all reviews conducted on the CDP MSEMS are noted below.

YEAR	DATE	DESCRIPTION	APPROVAL
2017	14 Nov 17	Initial Issue	KHM Clyde
2018	01 Feb 18	Pre PSMC-Compliance Audit	KHM Clyde
2019	10 Jan 20	Annual Review	KHM Clyde
2021	31 Jan 21	Annual Review	KHM Clyde
2022	31 Dec 22	Annual Review	KHM Clyde
2024	31 Jan 24	Biannual Review	KHM Clyde
2024	09 Sep 24	Restructuring	KHM Clyde

## 5.0 INTRODUCTION

This MSEMS governs the safety and environmental arrangements within the CDP, on behalf of the King's Harbour Master, in accordance with DSA 02-DMR-Defence Maritime Regulations for Health, Safety and Environmental Protection and the Port Marine Safety Code.

## 6.0 LEGISLATIVE CONTEXT

The Dockyard Ports Regulation Act 1865 provides the regulation of Dockyard Ports and the limits of which His Majesty may prescribe by Order in Council. An Order has been made in relation to the CDP; the Clyde Dockyard Port of Gareloch and Loch Long Order 2011. Further tertiary legislation has been derived from this Order, in the form of the Faslane, Coulport and Rhu Narrows Byelaws 1986 and the Rhu Narrows Byelaws 1992. This legislation prescribes KHM the power to direct not only military vessels, but commercial and pleasure craft as they deem fit.

The Port Marine Safety Code issued by the Department for Transport sets out a national standard encompassing port marine safety. Although the Dockyard Port is not a harbour authority within the meaning of the Harbours, Docks, Piers and Clauses Act 1847 and the Harbours Act 1964, the Secretary of State for Defence's Policy Statement states that where legislation is not binding on the MoD, the MoD should nevertheless comply with the legislation, so far as reasonably practical or put in place something as good as, or better. In recognising this requirement, the MoD acknowledges that the PMSC provides best practice across the industry. The port is therefore operated under the principles of the PMSC and operators of marine facilities within the harbour are expected to follow the same principles. Liaison, risk assessments and investigations conducted as part of running the harbour will be conducted on these principles.

Considering this, the Defence Maritime Regulator (DMR) has developed Regulations for Health, Safety and Environmental Protection, using the PMSC as a basis. This is also reflected in the MoU between the MoD and MCA. These regulations detail the policies to be adopted by the MoD Dockyard Ports to achieve standards at least equivalent to those provided for in the PMSC as far as is reasonable and practicable.

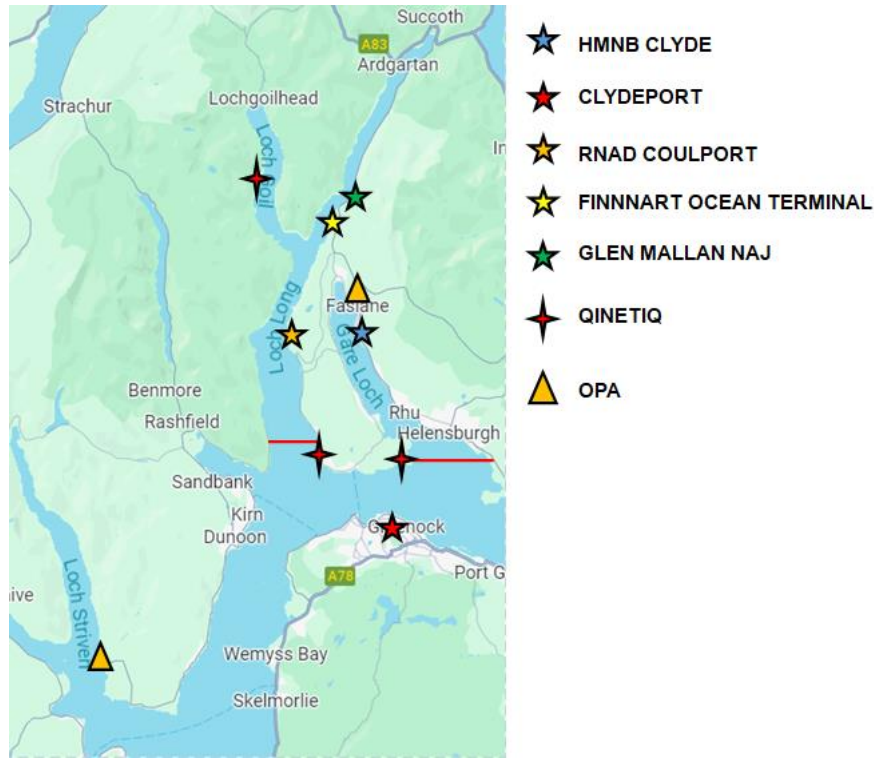
This MSEMS therefore aims to meet the requirements of guidance laid out by the DMR in the policy document DSA 02-DMR- Defence Maritime Regulations for Health, Safety and Environmental Protection.

## 7.0 PORT DESCRIPTION

### 7.1 Introduction

The CDP exists to serve the defence interests of the UK. Safe operation of the Dockyard Port is essential to support the operational programme of the Royal Navy but also for the safety of the commercial and recreational users of the Dockyard Port waters.

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**Figure 1 – CDP Boundaries and Major Infrastructure**

## 7.2 Major Infrastructure

The CDP extends over 65 nautical miles of shoreline, encompassing three deep water sea lochs – the Gareloch, Loch Goil and Loch Long. Major infrastructure within the Dockyard Port and its approaches includes:

- HMNB Clyde, Gareloch – Home of the Royal Navy Submarine Service and its supporting forces.
- RNAD Coulport, Loch Long – Location of a Strategic Weapons facility and the Explosives Handling Jetty (EHJ), capable of supporting the ammunitioning of Royal Navy Submarines.
- Glen Mallan Northern Ammunitioning Jetty, Loch Long – The NAJ at Glen Mallan is the marine facility of DM Glen Douglas, capable of supporting the Royal Navy’s surface flotilla.
- QinetiQ ranges – The Static-Noise Range (SNR) in Loch Goil and the degaussing (DG) ranges off the Kilcreggan peninsula are capable of supporting submarine operations.
- Oil and Pipelines Agency Oil Fuel Depots – The OPA OFDs at Garelochhead and Loch Striven support the provision of fuel to Royal Navy and Royal Fleet Auxiliary vessels.
- Finnart Ocean Terminal, Loch Long – The FOT, operated by Petrolneos, is a major commercial oil depot utilised by the Merchant Navy.

## 7.3 Adjacent Harbour Authority

The CDP is operated under parallel jurisdictions by the MoD, through the KHM, and Peelports Clydeport. KHM, however, has primacy within the Dockyard Port.

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Peelports Clydeport Ltd. are the adjacent port authority, with offices at the Greenock Ocean Terminal. Clydeport act as both the Competent and Statutory Harbour Authority for the River Clyde.

#### 7.4 Dockyard Port Limits

The statutory limits of the CDP are defined in the Clyde Dockyard Port of Gareloch and Loch Long Order 2011. They are also referenced in the British Admiralty NP66A South-West Coast of Scotland Pilot Sailing Directions publication and shown in British Admiralty Chart 2000.

These limits are defined as follows:

- The waters in and the approaches to the Gareloch to the North of an imaginary line commencing at the Rosneath Point, 55°59'267"N 004°46'085"W, and drawn in an easterly direction to Ardmore Point 55°59'267"N 004°41'798"W.
- The waters in Loch Long and Loch Goil to the North of an imaginary line at latitude 56°N, bounded by the shores of Loch Long.

### 8.0 ORGANISATION & RESPONSIBILITIES

In any organisation, the efficiency and effectiveness of safety and operational management is dependent upon the establishment of clearly defined roles and responsibilities. It is essential therefore that those carrying out functions within an organisation are 'Suitably Qualified and Experienced Personnel' (SQEP) to ensure that their duties are carried out effectively.

The internal structure of the KHM department is shown in Figure 2 below, followed by brief overviews of each position contained therein.

#### 8.1 Naval Base Commander (Port Duty Holder/Accountable Person)

The Naval Base Commanders are the Port Duty Holders and Accountable Persons for Marine Safety within their respective Dockyard Ports. Specifically, they are to promulgate a Port policy and ensure the development of plans and procedures for Marine Safety based on a formal assessment of the hazards and risks, and the development of a formal safety management system. In achieving this, they should maintain a close working relationship and thorough understanding of the requirements of Platform and Operational Duty Holders. Safety risks are to be identified and managed, including escalation through the Duty Holder chain where it is not possible to mitigate a risk to ALARP locally. Further, they are responsible for ensuring that adequate resources are allocated from their budgets to meet the policy and safety management system requirements.

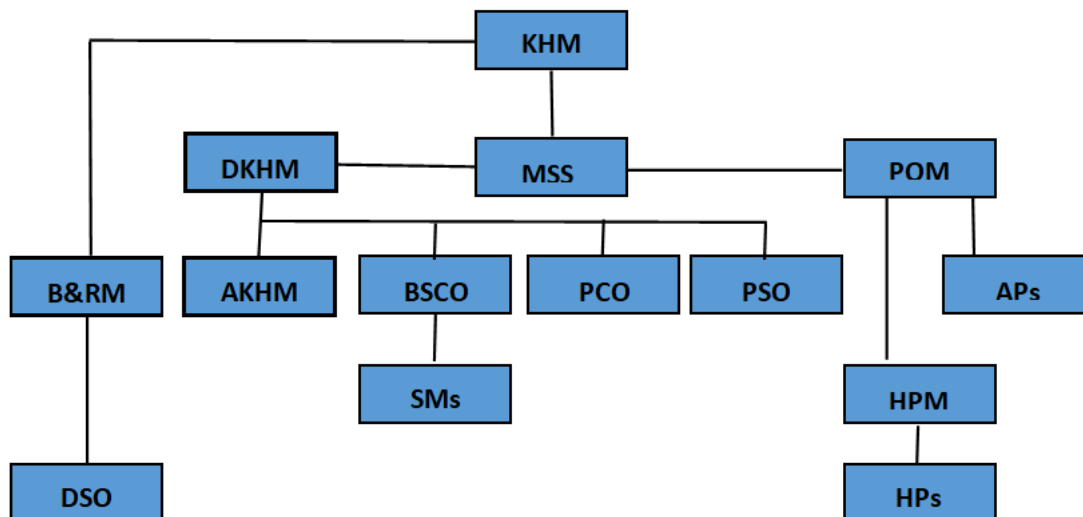
#### 8.2 Designated Person

Captain Port Operations is the Designated Person (DP) and will provide independent assurance of the operation of a Port, Harbour or Marine Facility's Marine Safety and Environmental Management System (MSEMS), directly to the Port Duty Holder (PDH). However, within the MoD, the DP may also provide assurance to other levels within the accountability chain and to DMR. Captain Port Operations has been appointed as the Designated Person for Navy Command TLB Ports, Harbours, and Marine Facilities by Director Force Generation (Dir FGen). Captain Port Operations provides independent assurance to the CDP under a CSA with DirSM.

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### 8.3 The King's Harbour Master

The King's Harbour Master has significant responsibilities which are assigned by the Delivery Level Duty Holder. The KHM is responsible for the implementation of the CDP's policies, plans and procedures based on the requirements of their Dockyard Port's MSEMS. As an Output Director KHM should ensure that they maintain a thorough understanding of, and works closely with, other Output and Support Directors in the Clyde for other areas which may impact on marine safety.



**Figure 2 – KHM Departmental Structure**

### 8.4 The Deputy King's Harbour Master

The Deputy King's Harbour Master (DKHM) is responsible to the KHM for the daily management of the CDP and to act as KHM's deputy in their absence, being able to assume their duties and responsibilities. DKHM's first principal role is Port Safety including supervision of the Port Marine Safety and Environmental Management System and be the subject matter expert on the Nuclear Site Authorised Conditions for Port Nuclear Operations and author of the Port Nuclear Site Safety Case. DKHM will consult with a wide range of stakeholders, agencies, and groups to satisfy the requirements of both safety management systems. The DKHM's second principal role is overall management and implementation of conservancy within the Dockyard Port ensuring all navigational aids and the Vessel Traffic System and supporting equipment is fully operational.

### 8.5 The Port Operations Manager

The Port Operations Manager (POM) is responsible to KHM for the planning and execution of all Port Operations, including movements and harbour operations, ensuring that safety, environmental and commercial guidelines are incorporated in the delivery of the service. The POM will oversee the delivery of Harbour Control and its associated activities, policy, and personnel; in addition, the POM will act as the line manager for the Admiralty Pilots and Harbour Planning Manager. The POM will be the lead for all seamanship and local navigation advice as it applies to the port, ensuring that base-ported and visiting port units are briefed as directed and that local navigational acquaints are provided.

## 8.6 The Marine Services Superintendent

The Marine Services Superintendent (MSS) is to ensure that the contract for marine services meets its defined outputs and deliverables as provided by the Marine Services Contractor (MSC) to the requisite performance standards at Clyde, and that all involved in the delivery of such outputs undertake their respective responsibilities such that there is no deviation from, or dilution of, the core elements of the Contract. The MSS will also provide assurance that Marine Services work conducted locally is in accordance with the Contractor and Authority's MSEMS and other safety cases. The MSS also assures that vessels and equipment are compliant with current safety and statutory legislation. The post is responsible for the provision of professional Marine Services advice and providing intelligent customer support to KHM and DMS. The MSS is responsible for overseeing that the contractor complies with all relevant maritime legislation and applicable codes and that the contractor provides a quality service with value for money.

## 8.7 The Assistant King's Harbour Master

The Assistant King's Harbour Master (AKHM) is responsible to the KHM through the DKHM for the daily supervision of operations and activities within the CDP. Their first principal role is the management of the Port's Command and Control systems. They will also manage the Port's Harbour Operations and supporting operational documentation and be the lead for the controlled documentation that supports Port and Harbour Operations. They will consult with a wide range of stakeholders, agencies, and groups to satisfy the requirements of both outputs and the safety management. AKHM runs the licensing for fishing in the Loch Long Fishing Exclusion Zone, high speed craft and any other activities which require KHM's written permission under the Clyde Dockyard Port Order 2011.

## 8.8 The Port Safety Officer

The Port Safety Officer is responsible to KHM, through DKHM, for the delivery and operation of the Dockyard Port's Marine Safety and Environmental Management System (MSEMS) under DSA02-DMR the MoD Ports and Harbours Regulations for Safety and Environmental Protection. Their duties will include the development and delivery of an MCA approved Oil Spill Response Plan, monitoring the capability and performance of the Tier 1 and Tier 2 Oil Spill Responders, being the KHM focus for all incident reporting and investigation, overseeing KHM's Risk Assessment suite, safety inspections and to deputise for KHM on appropriate Authority and Local Safety Forums.

## 8.9 The Port Conservancy Officer

The Port Conservancy Officer (PCO) provides KHM through DKHM with assurance that the Dockyard Port is safe for navigation including ensuring the Port is surveyed appropriately and mariners warned of anomalies and dangers. The role also involves making sure that navigational aids for the Dockyard Port are always serviceable and if not that the relevant authorities are informed, and repair action taken. The PCO consults with Northern Lighthouse Board ensuring that all returns are met. PCO runs the licensing within CDP waters for moorings. The PCO may also deputise for KHM on appropriate Authority and Local Safety Forums.

## 8.10 The Base Services Coordination Officer

The Base Services Coordination Officer (BSCO) is responsible to the DKHM for the coordination of resources required to be supplied to all vessels within the Dockyard Port. The BSCO and their team provides the primary point of contact for all vessels within the Dockyard Port and deals with

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the routine organisation and practical support matters concerning the logistical requirements of both Base-ported and visiting vessels.

### 8.11 Base Services Ship Managers

The Base Services Ship Managers are responsible to the BSCO for the co-ordination of Base-wide services for vessels within the CDP. They provide the primary point of contact for all vessels within the CDP and deal with the routine organisation and practical support matters concerning the logistical requirements of both Base-ported and visiting vessels. The Ship Managers monitor and action LOGREQ signal requirements.

### 8.12 The KHM/SFS Business & Risk Manager

The KHM/SFS Business & Manager is a post shared between the KHM and Superintendent Faslane Site (SFS) directorates. They are responsible directly to KHM for the coordination of all departmental business requirements.

### 8.13 The Harbour Planning Manager

The Harbour Planning Manager (HPM) is accountable to KHM through the POM for the planning of all harbour movements and operations. The HPM monitors the KPIs for the waterfront which fall under the remit of KHM and reporting any findings to the Business Department for the monthly contract Service Delivery Group meeting.

### 8.14 KHM Harbour Planners

The KHM Harbour Planners are accountable to KHM, through the Harbour Planning Manager, for the planning and movements for vessels and harbour operations.

### 8.15 The Departmental Support Officer

The Departmental Support Officer (DSO) is responsible to KHM through the Harbour Planning Manager. The primary purpose of the DSO is to provide administrative and business support to the KHM, ensuring routine administrative tasks are carried out and maintained to allow Port Operations to function effectively and to act as focal point for KHM departmental queries in relation to this tasking.

### 8.16 KHM Admiralty Pilots

KHM's Admiralty Pilots conduct Pilotage of Military and Government Ships and Government Contracted Ships within the CDP. They also provide Pilotage Advice to Government Ships proceeding to designated MoD Facilities outside the Port. In addition, they provide a Harbour Control service to maintain safe navigation and security within the CDP and its approaches.

### 8.17 Duty Harbour Controller

The Duty Harbour Controller, on behalf of KHM, regulates the conduct of all marine activity within the CDP from KHM Harbour Control, HMNB Clyde.

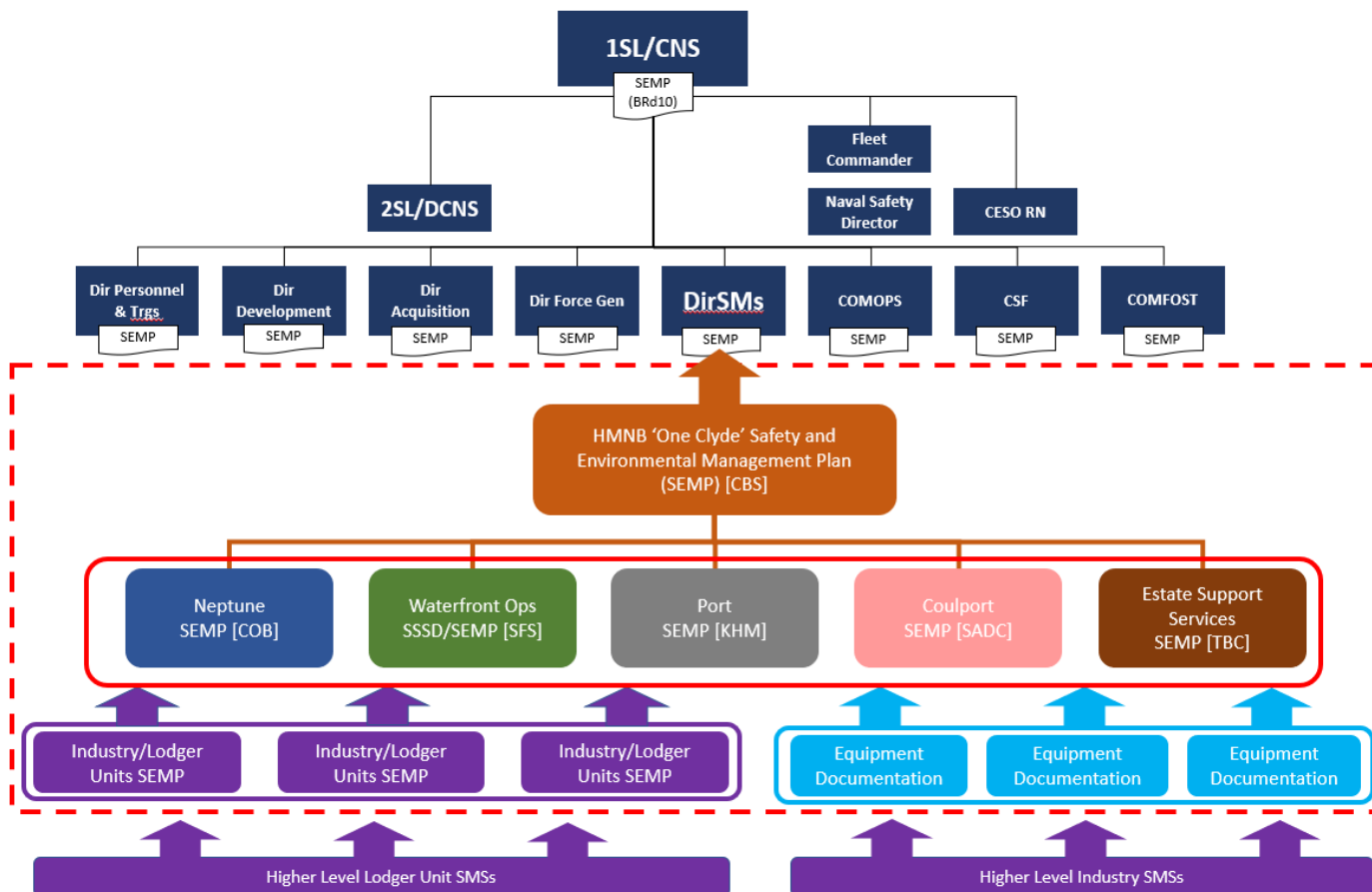
### 8.18 Duty KHM

The Duty KHMs are SQEP members of the department who are delegated most of KHM's powers and are available to the Duty Harbour Controller and/or the Duty Naval Base Officer for immediate advice and guidance. These duties are undertaken on a weekly rotational basis, with the individual at 1 hours' notice to return to the port in the event of an emergency. Circumstances for activating the Duty KHM are contained in Harbour Control Orders.

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## 9.0 HMNB CLYDE SEMP

This MSEMS is itself a component document supporting the HMNB Clyde Safety & Environmental Management Plan (SEMP). Its position within this hierarchy is shown in Figure 3 below.



**Figure 3 – CDP SEMP Hierarchy**

## SECTION 2 – POLICIES & ARRANGEMENTS

### 1.0 INTRODUCTION

Safety and environmental arrangements are aligned into the below policies, with corresponding procedures outlined in Section 3, identifying how all marine activities are carried out in the CDP on behalf of KHM.

### 2.0 NAVIGATIONAL SAFETY POLICY

The MoD has a primary responsibility to facilitate the safety of navigation within the CDP.

To this end, it is MoD policy for KHM to:

- Establish and maintain an effective MSEMS, based on a continuing, formalised assessment and mitigation of risk in consultation with navigational users.
- Review regularly the effectiveness of, and if necessary, seek amendments to, its legal powers, Orders in Council and Directions in respect of navigational safety.
- Maintain a formal Policy towards the provision of a Local Port Service, its interface with port harbour traffic, and periodically review management of the navigation of vessels within the port jurisdiction.
- Regularly review towage capability to determine that it remains appropriate to the levels of service required in the port.
- Facilitate, with the CMU, an appropriate patrol service for the CDP proportionate to navigational use.
- Maintain, and regularly review, a formal Policy towards enforcement.
- Conserve the CDP so that it is fit for use as a port, and in a fit condition for a vessel to resort to it including:
  - Provide such aids to navigation as are necessary for safe and efficient navigation within port limits.
  - Maintain close liaison with the owners of other aids to navigation for which KHM does not have maintenance responsibility.
  - Undertake or require such Hydrographic surveys as are necessary for safe and efficient navigation within port limits.
  - Maintain oversight of any changes in hydrology affecting the depth of water within channels.
  - Maintain records of all Hydrographic and hydrological reports.
  - Supply the UK Hydrographic Office with information that may be needed for publication on official charts.
  - Provide regular returns and other information in relation to aids to navigation as the General Lighthouse Authority may require.
- Assess and where necessary require removal of sunken or derelict or abandoned vessels and other obstructions that are, or may become, an impediment to safe navigation.
- Make available relevant navigational information to all harbour users.

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- Maintain liaison with harbour stakeholders and seek input as required on matters influencing navigational safety.
- Provide professional advice in the planning process for any form of development affecting navigational safety within the CDP jurisdiction.
- Be empowered to:
  - Regulate the time and manner of ships' entry to, departure from and movements within the CDP.
  - Require the owner or master of a ship to provide information about the vessel, cargo, and its passage.
- Delegate powers of direction to the DKHM or any other person designated for the purpose.

### 3.0 ENVIRONMENTAL POLICY

KHM recognises our environmental responsibilities and shall actively work to minimise pollution and the effects of our activities on the environment and local community.

KHM is committed to develop and implement management and control methods which prevent or minimise environment damage. These methods will be regularly reviewed to ensure that KHM continuously improves its environmental performance.

As part of this undertaking, in relation to the activities and operations within the physical limits of the port, we are committed to:

- Continual improvement of our environmental habitat.
- Prevention of pollution with due regard for nature conservation.
- Compliance with environmental good practice and legislative guidelines.
- Consult with the local community and relevant organisations on activities which may have an environmental impact.
- Use resources as efficiently as possible, encouraging staff and contractors to do likewise and consider the environment sympathetically.
- Work to prevent environmental incidents and maintain preparedness response to reduce any adverse effects that may occur there from.
- Work to reduce our carbon footprint and improve the sustainability of our environment.
- Ensure that the necessary resources are made available to implement and maintain this policy.

KHM recognises the value of communicating these objectives to employees, partners and other people linked to its Port, and is committed to a programme of regular discussions about its approach to securing a high standard of environmental management.

### 4.0 HARBOUR CONTROL POLICY

KHM, to provide for safe navigation in the CDP, in implementing the risk control measures outlined in the whole-port Navigational Risk Assessment, has a commitment to provide, in accordance with The IALA Standards for Training and Certification of Vessel Traffic Service (VTS) personnel (IMO MSC Circa 952), a Local Port Service (LPS) and, where required, a Traffic Organisation Service (TOS). The provision of a Navigational Assistance Service (NAS) is not available. This service is not formally declared to the MCA.

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To this end it is MoD policy that KHM Harbour Control will:

- Operate an LPS to support its published Navigational Safety Policy.
- Monitor all commercial movements and maintain VHF communications with such vessels.
- Ensure that the LPS is appropriately equipped to allow a continuation of essential services in the event of failure of either hardware or software.
- Immediately inform all users of any temporary reduction in service and/or coverage.
- Regularly review the performance of the system and seek improvements through technical enhancement, staff development, training, and effective management as necessary.
- Provide timely navigational information and advice as required.
- Assist Category 1 responders (Emergency Services and local councils) in respect of the harbour response to emergency incidents within the harbour jurisdiction.
- Adopt a local training programme and facilitate continued professional development.
- Formally authorise all personnel serving in the LPS.
- Record all relevant RADAR and VHF communications as an aid to enforcement and incident reconstruction and investigation.
- Maintain a narrative of vessel movements, harbour operations and any incidents within the Port limits.
- Report all safety, security and environmental events occurring within the CDP to the Duty KHM.
- Report all Command & Control Systems defects to the Duty KHM.
- Report all AtoN defects to the Duty KHM.

## 5.0 PILOTAGE POLICY

The CHA, Peelports Clydeport, is responsible for the pilotage of non-military ships within the Clyde Pilotage District (which includes the CDP) whereas KHM is responsible for the pilotage of Government Ships within the CDP. The CHA and KHM policy in respect of pilotage is to:

- Ensure that the operation of the pilotage service is compliant with national regulations and guidelines.
- Monitor to ensure there is an appropriate level and competence of the pilotage service in accordance with the Pilotage Act 1987.
- Develop and keep under review Pilotage Directions to ensure that the risks associated with the CDP are managed in accordance with the needs of the MSEMS.
- Develop and maintain a formal interface between Harbour Control and both the COL Pilotage Service and Admiralty Pilotage Service.
- Administer the Pilotage Exemption Certificate monitoring system to ensure that all Pilotage Exemption Certificate applicants and holders fully meet the requirements laid down in the Pilotage Directions.
- Ensure close liaison between the COL Pilotage Service and the Admiralty Pilotage Service to ensure that the Pilotage Policies and practice of the two organisations are mutually supportive.
- Ensure that a Memorandum of Understanding or contract is in place to cover the relationship between the CHA and KHM, within the CHA area of jurisdiction for the delivery of pilotage services to the CDP.

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## 6.0 CONSERVANCY POLICY

KHM employs a Port Conservancy Officer (PCO) to oversee a range of marine conservancy and environmental issues. In accordance with the PMSC, the PCO ensures that KHM, as an LLA accepted by the GLA (the Northern Lighthouse Board) requirements, such as regular surveying of the navigation channel and the implementation and upkeep of navigation marks, are being met. The core conservancy process is described and managed through Procedures outlined in Section 3 below.

## 7.0 TRAINING POLICY

KHM recognises that training is fundamental to delivering a safe, efficient, and compliant operation. Responsibility for training rests with management and supervision is essential to help achieve its objective. KHM will develop its human resources by a systematic approach applicable to its requirement and under the following specific aims. Training requirements are stated in each role's TORs and detailed in the Post-Specific Training Matrix held on the KHM Management Tracker.

KHM intends to achieve this by:

- Providing induction training for all new employees.
- Ensuring mandatory Civil Service training for all staff is completed in accordance with directives laid out by NBC(C) as the Head of Establishment.
- Ensuring post-specific training is completed as required.
- Fostering a regular discussion between management and employees concerning the employee's progress in the job and aims for the future in accordance with the performance review and, determine future training needs resulting from such discussions.
- Providing adequate and appropriate training before and after all promotions and transfers to all employees to allow them to reach the required level of competence, as specified in their job description.

KHM Admiralty Pilots undergo their own training, development and CPD scheme under the auspices of POM. The Admiralty Pilotage and Harbour Control Service Handbook provides general instructions, an overview of training and qualifications and other pertinent information for Admiralty Pilots.

## 8.0 CONSULTATION POLICY

The PMSC emphasises the importance of maintaining effective communications with all parties utilising the CDP. Considering this, KHM will make available information and guidance on the rules which apply to those operating within the Port via our internal and external websites and through engagement at appropriate meetings and forums. The methodologies for delivering the requirements of this policy are outlined in the appropriate Procedure found in Section 3 below.

## 9.0 ENFORCEMENT POLICY

KHM, as the Harbour Authority, is empowered to investigate and prosecute offenders for breaches of Orders in Council or Directions made under the Dockyard Ports Regulation Act 1865 or the Clyde Dockyard Port of Gareloch and Loch Long Order 2011.

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This document sets out what port users and others being regulated by KHM can expect from enforcement officers. It commits us to good enforcement policies and procedures. It may be supplemented by additional statements of enforcement policy.

The effectiveness of legislation in protecting the port and its users depends crucially on the compliance of those regulated. KHM recognises that most port users wish to comply with the law and will therefore, take care to help port users meet their legal obligations without unnecessary expense, while taking firm action, including prosecution where appropriate, against those who flout the law or act irresponsibly. All port users will reap the benefits of this policy through better information, choice, and safety.

KHM believes that prevention is better than cure and that our role therefore involves actively working with port users, especially small vessel operators, to advise on and assist with compliance. A courteous and efficient service will be provided, and harbour staff will identify themselves by name. The Authority will provide a contact point which is available on the KHM website (<https://www.royalnavy.mod.uk/KHM/clyde>) for further dealings with the harbour and will encourage port users to seek advice/information. Applications for approval of events, diving etc., within CDP will be dealt with efficiently and promptly. The Authority will ensure that, wherever practicable, the enforcement services are effectively co-ordinated to minimise unnecessary overlaps and time delays.

KHM will take particular care to work with small businesses and voluntary and community organisations so that they can meet their legal obligations without unnecessary expense, where practicable.

Furthermore, it is MoD policy that the KHM shall:

- Develop and maintain effective enforcement based on a continuing review of relevant legislation.
- Ensure all staff directly involved in enforcement is appropriately trained in and fulfil the requirements of, amongst others, the Scottish Legal System.
- Facilitate a harbour patrol service for CDP.
- Maintain an effective surveillance regime in conformance with the Regulation of Investigatory Powers Act 2000.
- Monitor compliance with and detect breaches of Orders in Council and Directions.
- Investigate all alleged breaches of Orders in Council and Directions.
- Maintain records of all investigations in conformance with relevant Harbour requirements.
- Where appropriate, work with and inform other relevant Authorities of investigations.
- Respond to breaches of Orders in Council and Directions, as justified by the evidence and other circumstances, using formal warnings, infringement notices and prosecution.
- Retain records relating to safety investigations for a minimum period of 3 years.
- Breaches of port regulations will in the first case, and if appropriate, follow the broad guidelines below:
  - First instance of a breach – verbal warning.
  - Second instance of a breach – formal written warning.
  - Third instance of a breach – prosecution using the most appropriate legal tool available.

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## 10.0 GOVERNANCE ARRANGEMENTS

KHM's team are involved in a wide range of activity to ensure the organisation and arrangements for safety and environmental management in the CDP are robust and effective. The variety of meetings and forums reach a multitude of stakeholders at varying levels to ensure there is a clear communication structure to promulgate information and liaise with both internal and external stakeholders. In addition, structured meetings also provide an access route for the KHM department to engage with the PDH in aspects such as port operations, escalating risk and managing infrastructure. The methodologies for delivering these arrangements are outlined in the appropriate Procedure found in Section 3 below.

## 11.0 ASSURANCE ARRANGEMENTS

KHM operate a three-tier assurance regime, in accordance with the requirements of the PMSC, DSA 01 and 02, as well as defence and industry best practice for DMR to issue a DOC. The aim of this process is to ensure effectiveness of the MSEMS and its associated governance and assurance. These tiers are briefly outlined below:

- 1st Party Assurance – Internal audits.
- 2nd Party Assurance – Designated Person (Captain Port Operations).
- 3rd Party Assurance – Independent/external (Defence Maritime Regulator).

The process for conducting a 1<sup>st</sup> Party Assurance audit and implementing its findings are outlined in the appropriate Procedure found in Section 3 below.

The results of any 2<sup>nd</sup> or 3<sup>rd</sup> Party audit shall be presented to the PDH for review. A formal audit report in the shape of a Corrective Action Report (CAR) shall be issued following a formal audit, inspection, or investigation. Non-conformities and observations against the PMSC, Port Regulations or the MSEMS shall be identified within the CAR and supplemented with objective evidence. The implementing of the findings of these audits are outlined in the appropriate Procedure found in Section 3 below.

Corrective action may exceptionally be issued, without a formal audit or inspection where there is already sufficient and undisputable objective evidence requiring correction action.

## 12.0 EMERGENCY RESPONSE ARRANGEMENTS

As described in DSA 02-DMR- Defence Maritime Regulations for Health, Safety and Environmental Protection, this MSEMS identifies emergency response plans for shore support to respond to the following:

Hazards, controls, and contingencies are all identified and monitored through the Risk Management Standard Operating Procedure outlined in Section 3 below and documented and managed through MarNIS.

KHM operate an Emergency Management Plan and associated Emergency Operating Procedures, which are both referenced in Section 3 below. The aim of these documents is to provide KHM with a framework to respond to emergency situations, in conjunction with other contingency plans owned by the CDP, local government and neighbouring harbour authorities and facilities.

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## SECTION 3 – PROCEDURES & SUPPORTING DOCUMENTATION

### 1.0 INTRODUCTION

The following controlled documents and procedures are held separately to this MSEMS document; however, they form a fundamental part of KHM's Marine Safety and Environmental arrangements.

### 2.0 SUPPORTING DOCUMENTATION

The below Supporting Documentation is held on the KHM [SharePoint](#) and in hard copy in the KHM Office and in KHM Harbour Control, HMNB Clyde.

Document	Owner
CDP Admiralty Pilot Training Programme	POM
CDP Anti-Immersion Guide	DKHM
CDP Leisure User Guide	DKHM
CDP Navigational Risk Assessment	KHM
CDP Oil Spill Contingency Plan	DKHM
CDP Oil Spill Contingency Plan Grab Pack	DKHM
CDP VTS Risk Assessment	POM
DirSM-NBC(C) Letter of Authorisation	DirSM
CDP Diving Safety & Environmental Management System	DKHM
KHM Business Continuity Plan	KHM B&RM
KHM Clyde Admiralty Pilotage Service Training Programme & Record Book	POM
KHM Clyde Emergency Management Plan	DKHM
KHM Clyde Marine Safety Plan 2024-2026	KHM
KHM Clyde Standard Incident Investigation Report Form	PSO
KHM Code of Practice for the Embarkation and Disembarkation of Admiralty Pilots (COPAP)	POM
KHM Conservancy Manual	PCO
KHM Letter of Delegation	NBC
KHM Passage Plan Booklet	POM
Port Operations Designated Person CSA	DP
CDP Bunkering Guidelines	POM
CDP Passage Plans	POM
CDP Port Operational Management Safety Report (POMSR)	DKHM
Clyde Dockyard Port of Gareloch & Loch Long Order 2011	KHM
DirSM-DirFGen Port Operations DP CSA	KHM
DirSM-NBC(C) Letter of Authority	KHM
Faslane, Coulport and Rhu Narrows Byelaws 1986	KHM
KHM Annual Report	DKHM
NBC(C)-KHM Letter of Delegation	KHM
CDP Pilotage Chit	POM
CDP POMSR Live File	DKHM
CDP POMSR Port Probabilistic Risk Analysis	DKHM

CDP POMSR Safety Justification Plan	DKHM
POMSR Port Probabilistic Risk Assessment Tables	DKHM
POMSR Statement of Responsibilities	DKHM
Rhu Narrows Byelaws 1992	KHM

### 3.0 STANDARD OPERATING PROCEDURES

The below Standard Operating Procedures (SOPs) are held on the KHM [SharePoint](#) and in hard copy in the KHM Office.

Reference	Area	Owner
KHM SOP 001	Affected Services	MSS
KHM SOP 002	Assurance	DKHM
KHM SOP 003	Base Services – Arrival Brief	BSCO
KHM SOP 004	Base Services – Fuel	BSCO
KHM SOP 005	Base Services – Receiving a LOGREQ	BSCO
KHM SOP 006	Base Services – Sewage & Sullage	BSCO
KHM SOP 007	Base Services – Waste	BSCO
KHM SOP 008	Business	KHM/SFS B&RM
KHM SOP 009	Command & Control	AKHM
KHM SOP 010	Conservancy	PCO
KHM SOP 011	Duty KHM	KHM
KHM SOP 012	Environmental	DKHM
KHM SOP 013	General Directions & Local Notices to Mariners	DKHM
KHM SOP 014	General Management	KHM
KHM SOP 015	Harbour Control	POM
KHM SOP 016	Harbour Planning	HPM
KHM SOP 017	KHM Website	AKHM
KHM SOP 018	Licenced Activities	AKHM
KHM SOP 019	Marine Services	MSS
KHM SOP 020	Performance Monitoring	KHM
KHM SOP 021	Pilotage	POM
KHM SOP 022	Port Operational Management Safety Report	KHM
KHM SOP 023	Release of Information	KHM
KHM SOP 024	Risk Assessment	PSO
KHM SOP 025	Safety Inspections	DKHM
KHM SOP 026	Safety Reporting & Investigation	PSO
KHM SOP 027	Severe Weather	DKHM
KHM SOP 028	Training	KHM
KHM SOP 029	Vessel Activity	POM

#### 4.0 EMERGENCY OPERATING PROCEDURES

The below Emergency Operating Procedures (EOPs) are held on the KHM [SharePoint](#) and in hard copy in the KHM Office and in KHM Harbour Control, HMNB Clyde.

Reference	Title	Owner
KHM EOP 001	Accidental Immersion	Port Safety Officer
KHM EOP 002	Aircraft Crash	Port Safety Officer
KHM EOP 003	Collision	Port Safety Officer
KHM EOP 004	Disabled Vessel	Port Safety Officer
KHM EOP 005	Diving Emergency	Port Safety Officer
KHM EOP 006	Fire	Port Safety Officer
KHM EOP 007	Grounding	Port Safety Officer
KHM EOP 008	Medical Emergency	Port Safety Officer
KHM EOP 009	Rogue Vessel	Port Safety Officer
KHM EOP 010	Rendering Assistance	Port Safety Officer
KHM EOP 011	Foundering	Port Safety Officer

## ANNEX A – GLOSSARY OF ABBREVIATIONS AND TERMS

TERM	DEFINITION
AKHM	Assistant King's Harbour Master
ALARP	As Low as Reasonably Practicable
AP	Admiralty Pilot
B&RM	Business & Risk Manager
BSCO	Base Services Coordination Officer
CAR	Corrective Action Report
CDP	Clyde Dockyard Port
CHA	Competent Harbour Authority
COL	Clydeport Operations Ltd.
CSA	Customer Supplier Agreement
DirFGen	Director Force Generation
DirSM	Director Submarines
DKHM	Deputy King's Harbour Master
DM	Defence Munitions
DMR	Defence Maritime Regulator
DMS	Defence Marine Services
DOC	Declaration of Compliance
DP	Designated Person
DSA	Defence Safety Authority
DSO	Departmental Support Officer
EHJ	Explosives Handling Jetty
EOP	Emergency Operating Procedure
FOT	Finnart Ocean Terminal
GLA	General Lighthouse Authority
HMNB	His Majesty's Naval Base
HP	Harbour Planner
HPM	Harbour Planning Manager
IALA	International Association of Lighthouse Authorities
IMO	International Maritime Organization
KHM	King's Harbour Master
LLA	Local Lighthouse Authority
LPS	Local Port Service
MarNIS	Maritime Navigational Information System
MCA	Maritime and Coastguard Agency
MGN	Marine Guidance Note
MoD	Ministry of Defence
MoU	Memorandum of Understanding
MSC	Maritime Safety Committee
MSEMS	Marine Safety & Environmental Management System

MSS	Marine Services Superintendent
NAJ	Northern Ammunitioning Jetty
NAS	Navigational Assistance Service
NBC	Naval Base Commander
OFD	Oil Fuel Depot
OPA	Oil & Pipelines Agency
PCO	Port Conservancy Officer
PMSC	Port Marine Safety Code
POM	Port Operations Manager
PSO	Port Safety Officer
SEMP	Safety & Environmental Management Plan
SFS	Superintendent Faslane Site
SM	Ship Manager
SNR	Sound-Noise Range
SOP	Standard Operating Procedure
SQEP	Suitably Qualified & Experienced Personnel
TLB	Top Level Budget
TOR	Terms of Reference
TOS	Traffic Organisation Service
VHF	Very High Frequency
VTS	Vessel Traffic Service



## ANNEX B – LIST OF REFERENCES

[Admiralty South West Coast of Scotland Pilot Sailing Directions \(NP66A\)](#)  
[BRd 172 \(Guide to the Conduct of Unit Investigations\) Chapter 6](#)  
[BRd 2](#)  
[BRd 9424 \(2\)\(Fleet Local Operational Orders \(Clyde\)\)](#)  
[Clyde Dockyard Port of Gareloch and Loch Long Order 2011](#)  
[Defence Maritime Regulations for Health, Safety and Environmental Protection](#)  
[Dockyard Port Regulation Act 1865](#)  
[Faslane, Coulpport and Rhu Narrows Byelaws 1986](#)  
[Harbours \(Scotland\) Act 2015](#)  
[Harbours Act 1964](#)  
[HSE\(C\)-ARR-034](#)  
[Health and Safety at Work Act 1974](#)  
[IALA Standards for Training and Certification of Vessel Traffic Service \(VTS\) personnel \(IMO MSC Circa 952\)](#)  
[IMO Guidelines on Implementation of Effluent Standards and Performance Tests for Sewage Treatment Plants 2012](#)  
[International Convention for the Prevention of Pollution from Ships](#)  
[International Convention on Standards of Training, Certification and Watchkeeping for Seafarers \(1978\)](#)  
[JSP 286 - Defence Diving Manual](#)  
[JSP 375](#)  
[Marine Scotland Act 2010](#)  
[Merchant Shipping \(Small Workboats and Pilot Boats\) Regulations 1998](#)  
[MGN 564 \(M+F\) Am 1 Published March 2019.](#)  
[MOD and MCA](#)  
[National Contingency Plan](#)  
[Pilotage Act 1987](#)  
[POMSR \(Port Nuclear Safety Case\)](#)  
[Port Marine Safety Code](#)  
[Port Marine Safety Code Guide to Good Practice on Port Marine Operations](#)  
[Regulation of Investigatory Powers Act 2000](#)  
[Rhu Narrows Byelaws 1992](#)  
[Safety of Small Workboat and Pilot Boat Code of Practice](#)  
[The Merchant Shipping \(Accident Reporting and Investigation Regulations 2012\)](#)

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