



## SAFETY MANAGEMENT PLAN (MARINE)

# WORKBOAT OPERATIONS (OWN VESSEL)



**September 2018**

# Version History

| <b>Version</b> | <b>Reason for Change</b>                |  | <b>Date</b>       |
|----------------|---|--|-------------------|
| I.0            | Original Document                       |  | February 2011     |
| I.1            | Inclusion of Small Boat Code compliance |  | May 2014          |
| I.2            | Review and amendments to formatting     |  | 25 September 2018 |
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## **I. Vessel Description and Certification**

National legislation requires workboats which operate commercially “at sea”, outside category C and D waters, to be certified to comply with defined codes of practice. Where workboats are not subject to regulations the harbour authority may establish their own procedures.

The PMSC states that harbour authorities should ensure that workboats used in their harbours are “fit for purpose” for any use to which they are put.

In order to carry out certain maintenance activities the Trustees presently operate a 5m ‘Pioner Multi’ boat with a 60hp outboard motor.

This vessel is constructed to DNV standards and is designed to meet CE category C inshore criteria (voyages in coastal waters, large bays, estuaries, lakes and rivers where conditions up to, and including, wind force 6 and significant wave heights up to, and including, 2 m may be experienced).

The boat is designed to carry a maximum of 8 persons or a maximum payload of 1,350kg (includes motor, persons, materials).

The builders certification is provided at Annex 1.

Design Category ‘C’ sea and wind criteria are set out at Annex 2.

The vessel has been issued with a Certificate of Compliance under the Inland Waters Small Passenger Boat Code of Practice (see Annex 4).

## **2. Area of Operation**

The boat is operated in the Categorized Waters of the Severn Estuary between Gloucester and the Second Severn Crossing for the purposes of maintaining aids to navigation.

These waters are categorised ‘C’ and ‘D’ (see Merchant Shipping Notice MSN 1827(M)) and set out at Annex 3.

### **3. Operating Conditions**

All persons aboard the boat wear automatically-inflating 275N lifejackets.

The nature of the estuary is such that the boat is never more than, and usually much less than, 1.5 miles from the shore and a point where the boat could be beached if necessary.

Due to the generally short duration of the trips, the proximity of the boat to the shore and maintaining contact with persons ashore, carriage of a liferaft is not usually considered to be necessary (a liferaft is available).

The boat is not normally operated in conditions of restricted visibility. A compass is carried.

The boat is not usually operated at night. However, it is equipped with appropriate navigation lighting and the area of operation is well marked with aids to navigation (with which all crew are familiar).

Local charts are carried on the boat, which is also fitted with a GPS receiver.

Before any launch a responsible person ashore (office staff) is advised of the purpose, destination and likely duration that the boat will be working, along with the number and names of crew members.

At the conclusion of the work, the shore contact is advised that the boat has been recovered and that the crew are ashore.

The boat may be launched from a slipway (Beachley) or crane (Sharpness).

Before any launch the person in charge assesses the time required for the job, weather conditions, height of tide and water depths at site (including any need to dry out).

Before any launch, weather conditions (actual and forecast) will be taken into account. The boat will not be used when:

Wind speed exceeds (or is likely to exceed) 20 knots

Fog is restricting visibility or is forecast

Wind over tide is likely to result in adverse surface conditions

#### **4. Crew Competence**

The boat is operated by a skipper having a minimum qualification of at least RYA Level 2 Powerboat with commercial endorsement. All members of the boat crew will also have undergone First Aid at Sea and Sea Survival training and be in possession of a valid radio operators licence.

All persons involved in the operation of the boat have considerable and current experience of the areas of operation.

#### **5. Inspection and Maintenance**

GHT has adopted the following procedures and inspection regime to establish “fitness for purpose” of the workboat operated by the Trustees. The vessel is also voluntarily operated and equipped in accordance with the Inland waters Small Passenger Boat Code of Practice, for which a Certificate of Compliance is maintained (Annex 4). The checklist and log (Annex 5) is to be completed after each excursion.

##### **Inspection criteria to ensure that the workboat is “fit for purpose”**

###### **1.1 Construction and Structural Strength**

The boat shall be produced in accordance with CE recreational craft directive (RCD) regulations for the proposed area of operation.

###### **1.2 Watertight integrity**

All watertight openings are to be inspected regularly to ensure watertight integrity is maintained.

###### **1.3 Water freeing arrangements**

All freeing ports to be kept clear

###### **1.4 Machinery**

Evidence of regular servicing is to be maintained

A maintenance log book is to be kept (see checklist at Annex 6))

###### **1.5 Electrical arrangements**

Where battery systems are in use there are to be adequate securing, ventilation and isolating arrangements

###### **1.6 Steering, rudder and propeller systems**

It shall be necessary to establish that the steering arrangements are adequate for safe operation of the vessel and that an emergency means of control is available

###### **1.7 Bilge pumping**

A manual bilge pump or efficient means of bailing shall be provided

#### 1.8 Life saving appliances

The boat shall carry:

- 1 buoyant line
- 100% lifejackets (minimum 275N for each person)
- 2 lifebuoys (1 with buoyant line, one with light)
- 4 red hand flares
- 2 orange smoke floats

#### 1.9 Fire appliances

The boat shall carry:

- 1 bucket with lanyard
- 2 multi-purpose fire extinguishers to BS EN 3:1996

#### 1.10 Radio equipment

The boat shall carry a fixed marine VHF installation and radar reflector

#### 1.11 Navigation lights and sound signals

The boat shall carry lights and sound appliances in accordance with the requirements of S.I. 1996 No. 75 the Merchant Shipping (Distress Signals and Prevention of Collisions) Regulations 1996

#### 1.12 Navigational equipment

The boat shall carry navigational equipment as determined by risk assessment. When operating at night or in reduced visibility a magnetic compass shall be fitted.

#### 1.13 Anchors and cables

The boat shall carry an anchor of sufficient mass for the size of the vessel and sufficient cable for the area of operation

#### 1.14 Protection of personnel

All guard rails and handgrips are to be secure and free of grease

All working surfaces are to be non-slip

#### 1.15 Fuel storage

Fuel shall only be stored in approved containers

Fuel containers shall be securely fastened and located in adequately ventilated areas

# PIONER

Brukerhåndboken oppbevares på et trygt sted om bord, og overleveres til den nye eieren ved salg av båten.  
Please keep this manual in a secure place, and hand it over to the new owner when you sell the craft.

## SAMSVARERKLÆRING - FRITIDSFARTØY

Forskrift av 20. desember 2004 om produksjon og omsetning m.v. av fritidsfartøy  
(Direktiv 94/25/EF endret ved direktiv 2003/44/EF)

Declaration of Conformity of Recreational Craft with the Design,  
Construction and Noise Emission requirements of Directive 94/25/EC as amended by Directive 2003/44/EC



Produsentens navn/ Name of craft manufacturer: **Cipax AS**  
Adresse/Address: **Holtermoen** Postnummer/Postcode: **1940**  
Sted/Town: **Bjørkelangen** Land/Country: **NORWAY**



Navn på teknisk kontrollorgan som har forestått samsvarsvurdering/  
Name of Notified Body for design and construction assessment: **Det Norske Veritas**  
Adresse/Address: **Veritasveien 1** Postnummer/Postcode: **1322**  
Sted/Town: **Høvik** Land/Country: **NORWAY**  
ID Nummer/ID Number: **0575**  
EF-typeprøving sertifikatnummer/EC type-examination Certificate number: **RCD-B-220**  
Dato/Date: (år/mnd/dag)/ (yr/month/day) **2007 / 01 / 11**



Modul benyttet for konstruksjon/ Module used for construction assessment:

A  Aa  B+C  B+D  B+E  B+F  G  H

BESKRIVELSE AV BÅTEN/ DESCRIPTION OF CRAFT  
Fartøyidentifikasjonsnummer/ Craft Identification Number

01N (NO) DNV/CF/01300000

Båtens merke/ Brand name of the craft: **Pioner**

Type eller nummer/ Type or number : **Multi**

Båttype/Type of craft :  motorbåt/ motorboat  
Skrogtype/Type of hull :  enkeltskrog/singelhull  
Konstruksjonsmateriale/Construction material :  PE  
Konstruksjonskategori/ Maximum Design Category:  A  B  C  D  E  
Motoreffekt/ Engine power: **60kW**  
Maks anbefalt/Max recommended:  
-m/styrekonsoll / w/steering console : **60kW**  
-u/styrekonsoll / w/o steering console: **15kW**  
Skroglengde L<sub>L</sub>/ Length of hull L<sub>L</sub>: **5,05/16,6 m/ft**  
Skrogbredde B<sub>B</sub>/ Beam of hull B<sub>B</sub>: **1,95/6,4 m/ft**  
Dypp. T/ Draught T: **0,22/0,72 m/ft**  
Vekt netto båt / Weight net.: **630/1389 kg/lbs**

Personer ombord / Persons on board.: **8 (Max)**  
Maks last / Max permissible load: **1170/2579 kg/lbs**  
Motorstamme / Engine shaft : **lang/lang**  
Bensintank / Fuel tank : **separate**  
Fjernkontroll, kabellengde/ Cable length, remote control: **3,0/9,84m/ft**  
Hoved fremdriftssystem/ Type of main Propulsion:  
 bensin motor/ petrol engine  
Type motor/Type of engine:  
 utenbords/outboard  
Dekk/Deck  
 åpen/open

Denne samsvarserklæringen er utstedt under ansvar av båtprodusenten. Jeg erklærer på vegne av båtprodusenten at båten beskrevet overfor tilfredsstillende alle de aktuelle grunnleggende sikkerhetskravene slik det er spesifisert (og er i samsvar med typen som fremgår av ovennevnte EF-typeprøvingssertifikat) – tekst i parentes strykes dersom ikke EF-typeprøvingssertifikat er utstedt. Båten beregnes ferdigstilt av andre og er levert fra produsenten uten motor, batteri, bensintank og fjernkontrollkabler til motor.

This declaration of conformity is issued under the sole responsibility of the manufacturer. I declare on behalf of the craft manufacturer that the craft mentioned above complies with all applicable essential requirements in the way specified (and is in conformity with the type for which above mentioned EC type examination certificate has been issued) – delete text between brackets if no EC type examination certificate has been issued. The boat is delivered from the manufacturer without engine, battery, fuel tank and remote control cables for engine.

Navn og arb.funksjon/ Name and function:

Signatur og tittel/Signature and title:

**Dag Eirik Thomassen, General Manager**

*Dag Eirik Thomassen*  
(eller en tilsvarende merking/ or an equivalent marking)

(identifikasjon av personen som er bemyndiget til å signere på vegne produsenten eller produsentens representant/identification of the person empowered to sign on behalf of the manufacturer or his authorised representative)

Dato og sted/Date and place: (år/mnd/dag)/ (yr/month/day) **2006 / 02 / 11**



**RECREATIONAL CRAFT DIRECTIVE DESIGN CATEGORIES:**

| <b>Category</b>    | <b>Significant Wave Height</b>  | <b>Beaufort</b>                |
|--------------------|---------------------------------|--------------------------------|
| A - Ocean          | Exceeding 4m                    | Exceeding 8                    |
| B - Offshore       | Up to & including 4m            | Up to & including 8            |
| <b>C - Inshore</b> | <b>Up to &amp; including 2m</b> | <b>Up to &amp; including 6</b> |
| D - Sheltered      | Up to & including 0.5m          | Up to & including 4            |

Significant wave height means the average height of the highest 1/3rd of the waves over a given period. Waves of double that height may occasionally be experienced.

**Categorisation of Waters (see Merchant Shipping Notice MSN 1827(M))**

C – Tidal rivers and estuaries and large, deep lakes and lochs where the significant wave height could not be expected to exceed 1.2m at any time, and

D - Tidal rivers and estuaries where the significant wave height could not be expected to exceed 2.0m at any time.



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## The Inland Waters Small Passenger Boat Code of Practice CERTIFICATE OF COMPLIANCE

"BOAT 1"

MECAL Unique No. M14IP0052596

|                                   |  |
|-----------------------------------|--|
| Name of Owner/Managing Agent      | Gloucester Harbour Trustees  |
| Address                           | Navigation House<br>The Docks<br>Sharpness<br>Berkeley<br>Gloucestershire GL13 9UD |
| Use Of Vessel                     | Light Workboat Duties  |
| Maximum number of persons onboard | 5 (including crew)   |
| Length Overall                    | 5.05m  |
| Hull Identification Number        | -  |
| Date of Build                     | 2010   |

This is to confirm that the above named vessel was examined by John Julian at Sharpness, Gloucestershire on 28 May 2014 and found to be in accordance with the requirements of the *Inland Waters Small Passenger Boat Code of Practice for the Construction, Equipment, Stability, Operation, Manning and Maintenance of Vessels Operating in Category A,B,C,D Waters and other Inland Waters*, published by the Maritime and Coastguard Agency and The Association of Inland Navigation Authorities, with the exceptions and conditions stated below.

This vessel certificate will expire on: 27 May 2019

Condition to Include:

1. Vessel to be maintained and operated in accordance with the SPC2 Compliance, Examination & Declaration Form
2. Commercial Operation in daylight and in favourable weather only.
3. All operations to be performed under risk assessment.
4. Please refer to SPC2 for deficiencies to the voluntary code.

|                                    |  |
|------------------------------------|--|
| The permitted area of operation is | Category D Waters - Tidal rivers and estuaries where the significant wave height could not be expected to exceed 2.0 metres at any time. (Corresponding to EU inland waterway zone 1). |
|------------------------------------|--|

|  |       |
|--|-------|
| Maximum permissible weight of passengers and effects which can be carried is | 375kg |
|--|-------|

|  |  |
|--|--|
| Issued at Plymouth for and on behalf of MECAL LTD<br>Name: Kim Bassett | <br>Signature: <i>Kim Bassett</i> |
| Date: 27/05/2014   |  |



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**Workboat Check List (to be completed at end of use)****Annex 5**

|                           |                  |                    |
|---------------------------|------------------|--------------------|
| Date:                     | Time of launch:  | Time of recovery:  |
|                           | Place of launch: | Place of recovery: |
| Purpose of use:           |                  |                    |
| Number of persons:        |                  |                    |
|                           | Yes/No           | Observations       |
| Fuel tanks full           |                  |                    |
| Engine oil checked        |                  |                    |
| Engine flushed            |                  |                    |
| Bilge pump checked        |                  |                    |
| Battery isolator OFF      |                  |                    |
| Boat washed down          |                  |                    |
| Trailer washed down       |                  |                    |
| Battery charger connected |                  |                    |
| Check drain plugs         |                  |                    |
| Safety equipment present  |                  |                    |
| Fire extinguishers        |                  |                    |
| Anchor and cable          |                  |                    |
| Lifebuoys                 |                  |                    |
| Paddles                   |                  |                    |
| Heaving line              |                  |                    |
| Lifejackets               |                  |                    |
| Charts                    |                  |                    |