



Kyleakin Terminal Pier

Marine Safety Plan

REVIEW

Version 1 / 01.01.21



Number	Provision / Activity	Objective	Measure	
1	Duty Holder	The Duty Holder to have received training on their role and responsibility under the Code in the last three years	100% of Duty Holders trained	100%- Duty Holder has been trained for their role and reviews the responsibility annually under Audit from 3 rd party.
2	Designated Person	Report by the Designated Person to the Duty Holder at least once per year	Annual	DP issues quarterly report and also full audit report annually.
3	Legislation	Review legal duties and powers at least once every three years	Three years	As a Pier we hold no legal powers, audited each year by 3 rd party and review any changes to legislation.
4	Duties and Powers	MAIB Reportable Incidents: make all reports to the MAIB within 24 hrs, with investigation followed up.	24 hrs initial report, investigation sent at incident close	Any reports are made available to the MAIB within 24 hours.
		Incidents recorded within the stated timeframe, and investigation level will be determined based on severity	72 hrs of the incident occurrence	Any incidents are raised in Marnis software upon reporting and level of severity determined.
5	Risk Assessment	All Marine Risk Assessments to be in-date	100% in-date	100%- All RA's are kept in Marnis and up to date. Also part of annual audit.
6	MSMS	The Marine Safety Management Meeting will be reviewed annually (or following any significant industry changes)	Annual	Management group set up and meeting on Teams. Regular liaison with local stakeholders also underway.
7	Review and Audit	External Audit completed annual	Annual	Annual audit completed each year by 3 rd party DP.
8	Competence	Ensure staff with marine safety responsibilities are trained to undertake their duties	100% of mandatory training completed	Training for staff is planned as part of scheduled training.
9	Plan	Publish a three yearly 'Marine Safety Plan' (this plan)	Published and in-date	Plan reviewed and targets set.

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		Publish an assessment of the organisation's performance against the last plan	Three years	
10	Aids to Navigation	Aids to Navigation: Three-year performance meets or exceed IALA performance threshold	Cat 1 = 99.9% Cat 2 = 99.0% Cat 3 = 97.0%	Lights have been working within threshold.

Period Objectives

Number	Provision / Activity	Objective	Measure	
a	Consultation	Establish a consultation group (local Harbour Authority, emergency response providers, local boat operators)	By Q3 2021	Done
b	Bathymetric Survey	Conduct a survey to monitor sediment distribution and evaluate any changes – through management review, conclude the need for dredging and/or further survey	September 2021	Done
c	Procedures development	Create procedures in TQM system to formalise Pier working practices	By December 2021 (ongoing)	Done
d	Training	Create competency checks to formalise new-starter training (rope handling, Pier operations, etc)	By December 2021 (ongoing)	Done-ongoing with new staff members.
e	Emergency plan	Establish an exercise plan. Conduct real time and tabletop exercises for emergencies	By Q1 2022	Done
f	Aids to Navigation	Review and establish leading line or leading mark for vessel berthing/departure in consultation with the NLB.	By Q1 2022	Done

