		Newport Harbour Get Weil Plan - Version 1.0; 24.08.18			· · · · · · · · · · · · · · · · · · ·		-										-									<u> </u>
		Green - complete				Т	+			ГГ		-		Т				<b>T</b>				<u> </u>	<del></del>	-		
		Amber - Planned completion date			Nov-17 Dec-17			8] 0	18	18	-18	<u>8</u> 8	18	18	5 [8	18 P	61	19	-19	19	1 19	5 6	19	19	-19	19
		Yellow - when it will be started				2 V	ec-	Jan-18	Mar-	Apr-18	May-18	ul-18 ul-18	Aug-18	Sep-18	Oct-18		Jan-19	-eb-19	Mar-	Apr-	May-19	lul-19	Aug-	Sep-19	Oct-19 Nov-19	ec-
No.	Action	Sub action	By Who	By When	Comments			<u> </u>			<u> </u>	<u> </u>	◄	S			Ĩ	L LL		⊲ .		Ť	_ <	S C		
140.		Designated person to provide PMSC related training for the Harbour		-	comments																				+	
1	-	Board	DF	22.08.18																						1
		Annual Harbour Reports	LE/SN	Jan																						
2	audits to the Duty	Designated Person annual audit and report	DF	Oct	Marico to deliver																					
	Holder	Senior Harbour master annual report	JB	Apr																						
2	Safety Plan	Agree and publish the Safety Plan showing how the standards in the	Harbour		Include appual review by the beard																					$\square$
5	Salety Plan	code will be met (every 3 years, 2018, 2021, 2024)	Board		Include annual review by the board																					
		Harbour Board - Confirm attendees, Senior Harbour Master,	Harbour	Jan-18	Agreed in terms of reference																					
4		Designated person etc.	Board	3011 10																			$\square$			
		Set dates (quarterly) for meetings			To be confimred at first board meeting																					
	Monthly Safety	Forwarding these to the Harbour Board								$\square$								$ \downarrow \downarrow$					$\square$			
5	Reports	Forwarding these to the Designated Person	JB	Monthly	Monthly reports already issued by SHM				_			_				_							$\square$		4	
	-	Forwarding these to the Health Safety & Welfare Services																					$\square$			
	•	Submit to the MMO	HM/SN	Nov-17	Submitted 20.11.17				_							_	_						$\square$			
6	Revision Order	Formal consultation	HM/SN	Apr-18	16.03.18 to 27.04.18.		-+			$\vdash$	-+		$\square$		_	_	<u> </u>	+	-+	-+			$\vdash$	-+	—	$\vdash$
	(HRO)	Resolve comments/objections and notify MMO	HM/SN	30.09.18										_									┢━━╋			
		Informal consultation to include Harbour user group	JB	TBC	This can only follow after the new HRO is					$\vdash$													$\vdash$		4	
/	General Directions	Submit to the MMO	JB	TBC	approved				_	$\vdash$	_	_			_	_	_					_	$\vdash$		4	$\square$
		Formal consultation	JB	TBC			_								_		_						$ \rightarrow$		4	$\square$
8		Obtain MCA sign off for Oil Spill Contingency Plan (OSCP)	SN	Dec-17			_	_	_		_	_		_		_	_						$\vdash$			$\square$
	emergencies	Implement Oil Spill Contingency Plan	JB	Oct-18	In consultation with CHC	_			_	$\vdash$	_	_		_	_	_	_		_	_	_	_	$\vdash$		_	$\vdash$
		Set date for Oil Spill Contingency Plan exercise plan	JB	Nov-18	In consultation with CHC		_			+	_	_		_		_				_	_	_	$\vdash$		——	$\vdash$
		undertake Oil Spill Contingency exercise	JB	Jan-19	In consultation with CHC				_		_	_		_		_			_	_			┢━╋		_	_
		Update Emergency Plan and re-issued	JB	Nov-18	Agree list of consultees	_	-	_	_		_	_		_	_	_	-		_	_			┢─┼╴		_	$\vdash$
_		Set dates to Conduct emergency training exercises	JB JB	Feb-19 Oct-18		_	-				-					-			_	_			┢━╋	_	—	
		Refresh Safety Management Manual Refresh Standard Operating Procedures	JB	Oct-18 Oct-18			-		+	+	+				-	+	-	+	-		_	_	$\vdash$		—	$\vdash$
		Refresh Daily checks sheet	JB	Oct-18 Oct-18	To be drafted with the new draft General		-	-	_		_	_		_	_	_	-						$\vdash$		—	$\vdash$
9	Management	Refresh:Weekly checks sheet	JB	Oct-18			+		+	+	+				-	+		+	-				$\vdash$	_	+-	$\vdash$
5	Ŭ	Agree the draft General directions	JB	Oct-18	Directions in mind				-														$\vdash$			
	•	Assess changes necessitated by proposed HRO and draft General						+	+		+					+							$\vdash$			
		directions	JB	Oct-18																						
		To review the general Navigational Risk Assessment	JB	Nov-18	To be undertaken by Marico																					
	Navigational Risk	Review Navigation Risk Assessment for commercial vessels	JB	Nov-18	To be undertaken by Marico																					
10	U U	Consider communication with vessels (LPS or VHF)	JB	Nov-18	Trial for summer months using IWC staff												1	1 1				1			1	
		Discuss and agree NRA with the stakeholders/user group		Nov-18			╉		1		+	+					1	1 1		-+		1			1	$\square$
		Confirm ownership of all vessels	JB	Sep-18	Ongoing																		$\square$			
					Draft registration of commercial vessels												1									
	Commercial	Request and review their vessel insurance details	JB	Oct-18	operating with Newport harbour																					
	vessels																									
11	manoeuvring	Request and review their Operating Procedures	JB	Oct-18	This will be requested once the ownership and insurance have been confirmed																					
	simultaneous in																									
	the confines of				In compared of the day for a start of the	Τ				ΙT									T							
	Newport Harbour	Request and review copies of Crew qualification and their relevance	JB	Oct-18	Incorporated in the draft registration of																					
					commercial vessels																					
12					To incorporate the Solent incident and accident												1									
		To be reviewed to cover waterborne incident/accident	JB	Sep-18	reporting form												1									
	reporting	To be reviewed to cover dry incident/accident	JB	Sep-18			╉				+	+					1			-		1	$\vdash$		1	$\square$
	procedures	Stakeholder consultation on the above	JB	Oct-18							+	1					1					1			$\neg$	
		Liaise with Isle of Wight Council licensing department to review the	JB and	Sep-18	Being updated by Licensing																					
		boatman, Taxi, work boat and rental boats licensing	Licensing																							
	Marine licensing	Nov	Licensing	Sep-18	IWC Licensing																					
																	_									

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13	(IOW Council licensing	Confirm Licensing of vessels used as Work boats and it procedure	Licensing	Sep-18	Awaiting confirmation if there will be a licence												
	department and or others )	Confirm Licensing for hire vessel	Licensing	Sep-18	Awaiting confirmation if there will be a licence												
		Investigate replacement inspector /surveyor (after current man retires)	Licensing	Sep-18	Licensing to source external surveyor												
	Water taxis	All vessels operating as a taxi in Newport harbour to supply valid copy of Licence, insurance details & contact details.	JB	Nov-18	Implement a registration of water taxis operating within Newport Harbour												
14	operating in Newport harbour jurisdiction (e.g.	All boatman/drivers operating as taxi operator/crew in Newport harbour jurisdiction to supply valid copy of their Licence/ qualifications /Contact details.	JB	Nov-18	The registration would include request a copy of boatman licence												
	Folly water taxis)	Company / owner to fill in a Newport Harbour Engaging a Contractor form	JB	Nov-18													
		Confirm type of Licensing required for the Harbour launch	JB	Aug-18	Small Commercial Vessel Certificate to carry 4 people only												
		Get Harbour launch Licensed	JB	Aug-18	Information supplied to surveyor; vessel can be made compliant												
15	Harbour launch (Licensing as a work boat)	Confirm qualification need by the crew of the Harbour launch (as set in the Licence)	JB	Aug-18	RYA Power Boat Level 2, Marine VHF Radio Operators Certificate, Fire Prevention and Fire Fighting, First Aid at work												
	,	Review kit needed (minimum as taxi except 12 life jackets)	JB	Aug-18	Confirmed by surveyor on 23.08.18												
		Possible Survey	JB	Aug-18	Surveyed on 23.08.18												
		Set a Servicing programme	JB	Oct-18	Engine lifted out and fully serviced. The vessel out of water being painted												
		Confirm what Marine licensing are needed for Commercial workboats due to their size vessels	JB	Oct-18	Set in the MCA COP for the Safety of Small Workboats & Pilot Boats (Brown Code)												
	Introducing a registration for	Confirm what Marine licensing / qualifications are needed for Commercial workboats crew due to their size vessels etc.	JB	Oct-18	Set in the MCA COP for the Safety of Small Workboats & Pilot Boats (Brown Code)												
16	Contractor vessels/ work boats	All vessels operating as Commercial workboats in Newport harbour jurisdiction to supply valid copy of their Licence and insurance. Contact details.	JB	Nov-18	Implement registration of Commercial vessels operating within Newport Harbour												
		All boatman/crew operating a Commercial workboats in Newport harbour jurisdiction. Supply valid copy of their Licence and qualifications Contact details.	JB	Nov-18	Implement registration of Commercial vessels operating within Newport Harbour												
		Implement a 'Newport Harbour Engaging a Contractor' form	JB	As borth is													$\square$
17	Permanent Boat information	Update contact info of permanent vessel, including email address	JB	As berth is let or renewed	Improving over the last 2 years, e.g. email addresses for 60%												
		Staffing the harbour at HW Out of hours contact system to be implemented	JB/LE	2019 Jul-18	Trial for the summer months Mobile and Wightcare		-			_		_					/
		Set/update prerequisite of Training/qualifications for harbour staff	JB JB	Drafted in version 1.2	Woblie and Wightcare	t											
	Review of harbour	Review the Training Matrix	JB	Oct-18	Update in the SOP												-
18	staff, operating times and roles	Senior Harbour Master to Attend the Solent Harbour Masters' Association meetings; and UKHMA seminar annually	JB	Jan-18	Membership from the 07.01.18												
		Senior Harbour Master additional training to be identified and arranged	LE	Mar-19	Courses identiefed and enrolled												
		Review operating times of it staff												+		+	
	Update the requirement to be	Complete a Daily Sheet to include: · Boat checks															
19	conducted by Folly																
	Ventures	· Visitor numbers															
20	Lindoto the	Reportable incidents  Add all relevant documents curveys: tide tables etc.		Jul 10	luight com undeted												+
20	Update the	Add all relevant documents surveys; tide tables etc.	JB/LE	Jul-18	lwight .com updated												

		New Newport Harbour website to be developed	JB/LE	Apr-19	l I									
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