

Newport Harbour 'Get Well Plan' - Version 3.0; 02.01.19																																	
No.	Action	Sub action	By Who	By When	Comments	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19		
		Green - complete Amber - Planned completion date Yellow - when it will be started																															
1	Duty Holder training	Designated person to provide PMSC related training for the Harbour Board	DF	22.08.18	COMPLETE																												
2	Reporting PMSC audits to the Duty Holder	Annual Harbour Reports Designated Person annual audit and report Senior Harbour Master quarterly & annual report	LE/SN DF JB	Jan Dec Apr	2018 complete; 2019 provisional date Plan agreed; to be put on iwght.com by 31.01.19 Include annual review by the board																												
3	Safety Plan	Agree and publish the Safety Plan showing how the standards in the code will be met (every 3 years, 2018, 2021, 2024)	Harbour Board																														
4	Regular meetings	Harbour Board - Confirm attendees, Senior Harbour Master, Designated person etc. Set dates (quarterly) for meetings	Harbour Board	Jan-18 Oct-18	COMPLETE COMPLETE																												
5	Monthly Safety Reports	Forwarding these to the Harbour Board quarterly Forwarding these to the Designated Person monthly Forwarding these to the Health & Safety team monthly	JB	Monthly	COMPLETE Monthly reports already issued by SHM																												
6	Update Harbour Revision Order (HRO)	Submit application to the MMO Formal consultation Formal consultation response sent to MMO Resolve comments/objections and notify MMO Review draft General directions after HRO decision	HM/SN HM/SN HM/SN HM/SN JB/LE	Nov-17 Apr-18 Nov-18 30.09.18 TBC	COMPLETE - Submitted 20.11.17 COMPLETE - 16.03.18 to 27.04.18. COMPLETE Awaiting MMO formal decision Awaiting MMO formal decision																												
7	General Directions	Informal consultation to include Harbour user group Submit to the MMO Formal consultation	JB JB JB	TBC TBC TBC	Drafts prepared but this can only follow after the new HRO is approved																												
8	Preparedness for emergencies	Obtain MCA sign off for Oil Spill Contingency Plan (OSCP) Implement Oil Spill Contingency Plan Set date for Oil Spill Contingency Plan exercise plan Undertake Oil Spill Contingency exercise Update Emergency Plan and re-issued	SN JB JB JB JB	Dec-17 Oct-18 Nov-18 Jan-19 Nov-18	COMPLETE In consultation with CHC In consultation with CHC In consultation with CHC Agree list of consultees & issue comment . To be issued in similar format to CHC																												
9	Marine Safety Management System (SMS)	Set dates to Conduct emergency training exercises Refresh Safety Management Manual Refresh Standard Operating Procedures Refresh Daily checks sheet Refresh: Weekly checks sheet Assess changes necessitated by proposed HRO	JB JB JB JB JB JB	Feb-19 Oct-18 Oct-18 Oct-18 Oct-18 Oct-18	Version 1.2 drafted and to be implemented in February 2019																												
10	Navigational Risk Assessment	To review the general Navigational Risk Assessment Review Navigation Risk Assessment for commercial vessels Consider communication with vessels (LPS or VHF) Discuss and agree NRA with the stakeholders/user group Confirm ownership of all vessels	JB JB JB JB JB	Nov-18 Nov-18 Nov-18 Nov-18 Sep-18	To be undertaken by Marico, early 2019 To be undertaken by Marico, early 2019, initial meeting 19.02.19. date set for consultation Will be trialled from April 2019 Once the review has been finished by Marico, early 2019 Confirm																												
11	Commercial vessels manoeuvring simultaneous in the confines of Newport Harbour	Request and review their vessel insurance details Request and review their Operating Procedures Request and review copies of Crew qualification and their relevance	JB JB JB	Oct-18 Oct-18 Oct-18	Draft registration form for commercial vessels operating with Newport harbour in SMS Version 1.2 This will be requested once the ownership and insurance have been confirmed Incorporated in the draft registration of commercial vessels. Included in SMS Version 1.2																												
12	Incident /accident reporting procedures	To be reviewed to cover waterborne incident/accident To be reviewed to cover dry incident/accident	JB JB	Sep-18 Sep-18	Incorporate the Solent incident and accident reporting form in SMS Version 1.2 Incorporated in SMS Version 1.2																												

13	Marine licensing (IOW Council licensing department and or others)	<p>Liaise with Isle of Wight Council licensing department to review the boatman, Taxi, work boat and rental boats licensing</p> <p>Nov</p> <p>Confirm Licensing of vessels used as Work boats and it procedure</p> <p>Confirm Licensing for hire vessels</p> <p>Investigate replacement inspector /surveyor (after current man retires)</p> <p>All vessels operating as a taxi in Newport harbour to supply valid copy of Licence, insurance details & contact details.</p> <p>All boatman/drivers operating as taxi operator/crew in Newport harbour jurisdiction to supply valid copy of their Licence/ qualifications /Contact details.</p> <p>Company / owner to fill in a Newport Harbour Engaging a Contractor form</p> <p>Confirm type of Licensing required for the Harbour launch</p> <p>Get Harbour launch Licensed</p> <p>Confirm qualification need by the crew of the Harbour launch (as set in the Licence)</p> <p>Review kit needed (minimum as taxi except 12 life jackets)</p> <p>Possible Survey</p> <p>Set a Servicing programme</p> <p>Confirm what Marine licensing are needed for Commercial workboats due to their size vessels</p> <p>Confirm what Marine licensing / qualifications are needed for Commercial workboats crew due to their size vessels etc.</p> <p>All vessels operating as Commercial workboats in Newport harbour jurisdiction to supply valid copy of their Licence and insurance. Contact details.</p> <p>All boatman/crew operating a Commercial workboats in Newport harbour jurisdiction. Supply valid copy of their Licence and qualifications Contact details.</p> <p>Implement a 'Newport Harbour Engaging a Contractor' form</p> <p>Update contact info of permanent vessel, including email address</p> <p>Staffing the harbour at HW</p>	JB and Licensing	Sep-18	Being updated by Licensing	<p>IWC Licensing</p> <p>Awaiting confirmation if there will be a licence</p> <p>Awaiting confirmation if there will be a licence</p> <p>Licensing to source external surveyor</p> <p>Implement a registration of water taxis operating within Newport Harbour. Included in SMS Version 1.2</p> <p>The registration would include request a copy of boatman licence. Included in SMS Version 1.2. Meeting with Folly Venture 13.02.19</p> <p>Included in SMS Version 1.2</p> <p>COMPLETE Small Commercial Vessel Certificate to carry 4 people only Inland Waters Small Boat Code</p> <p>COMPLETE Information supplied to surveyor; vessel can be made compliant. Certificate of Compliance received from Mecal Ltd on the 21 Febuary 2019</p> <p>RYA Power Boat Level 2, Marine VHF Radio Operators Certificate, Fire Prevention and Fire Fighting, First Aid at work - to be confirmed once certification is completed included in SMS Version 1.2.</p> <p>COMPLETE - Confirmed by surveyor on 23.08.18 and 11.02.19</p> <p>COMPLETE - Surveyed on 23.08.18 and 11.02.19</p> <p>COMPLETE - Engine lifted out and fully serviced, taken out of water and painted. Annual servicing in March. Annual Service carried out 26-27.02.19</p> <p>Set in the MCA COP for the Safety of Small Workboats & Pilot Boats (Brown Code) Included in SMS version 1.2</p> <p>Set in the MCA COP for the Safety of Small Workboats & Pilot Boats (Brown Code) Included in SMS version 1.2</p> <p>Implement registration of Commercial vessels operating within Newport Harbour Included in SMS version 1.2</p> <p>Implement registration of Commercial vessels operating within Newport Harbour Included in SMS version 1.2</p> <p>Included in SMS version 1.2</p> <p>ONGOING - Improving over the last 2 years, e.g. email addresses for 60%. Requested annually on berthing forms</p> <p>Not been possible due to staff sickness in 2018; to be trial in summer 2019</p>
14	Water taxis operating in Newport harbour jurisdiction (e.g. Folly water taxis)		JB	Nov-18		
15	Harbour launch (Licensing as a work boat)		JB	Aug-18		
16	Introducing a registration for Contractor vessels/ work boats		JB	Oct-18		
17	Permanent Boat information		JB	2019		

18	Review of harbour staff, operating times and roles	<p>Out of hours contact system to be implemented for emergencies</p> <p>Set/update prerequisite of Training/qualifications for harbour staff</p> <p>Review the Training Matrix</p> <p>Senior Harbour Master to attend the Solent Harbour Masters' Association meetings; and UKHMA seminar annually</p> <p>Senior Harbour Master additional training to be identified and arranged</p>	JB	<p>Jul-18</p> <p>Drafted in version 1.2</p> <p>Oct-18</p> <p>Jan-18</p> <p>Mar-19</p>	<p>COMPLETE - Mobile and Wightcare</p> <p>Included in SMS version 1.2, excluding any required following completion of Launch certification, Included in SMS version 1.2</p> <p>Included in SMS version 1.2</p> <p>UKHMA Membership from the 2018 (Renewed 15.01.19) Solent Harbour Master Association medbership renewed 17.01.18; (next meeting June)</p> <p>Courses identified and enrolled (Lloyd's Maritime Academy Diploma in Harbour Masters)</p>	<p>Progress indicator grid (columns 1-28) with various colored cells (green, yellow, orange, blue).</p>
19	Update the requirement to be conducted by Folly Ventures	<p>Review operating times of it staff</p> <p>Complete a Daily Sheet to include:</p> <ul style="list-style-type: none"> Boat checks Safety kit checks Visitor numbers Reportable incidents 	LE		<p>Being carried out at present. Updated in SMS version 1.2</p>	<p>Progress indicator grid (columns 1-28) with various colored cells (blue, yellow, orange).</p>
20	Update the website	<p>Add all relevant documents surveys; tide tables etc.</p> <p>New Newport Harbour website possibly to be developed</p>	JB/LE	<p>Jul-18</p> <p>Apr-19</p>	<p>lwight .com updated tide info licence agreed, confirming supplied information</p> <p>lwight .com is top Google search result - to be developed and not replaced</p>	<p>Progress indicator grid (columns 1-28) with various colored cells (blue, orange, yellow).</p>