PMSC - Heading (pick from drop down)	Action	Sub action	By Who	By When	Comments	Completed	-24 -24	-24	24	24	24 -24	-24	-24	-24	-25	25	-25	25 -25	-25	-25
Photo - Heading (pick noninatop down)			by Who	by when	Comments	Yes/No	Jan- Feb	Mar	Apr-	dun l	Aug	Sep	Nov Ct	Dec	Feb	Apr-	May Jun-	Aug	Sep Oct-	Nov Dec
1. The Legal Background	The Ventnor Harbour Revision Order 1994 gives the Harbour Authority the powers to apply for both Harbour Byelaws and General Directions; however, currently, there does not appear to any need for either Harbour Byelaws or General Directions.	Navigational Risk Assessment being undertaken (21/2/24), decision to be made with regard to requirements off the back of this.	Jonathan Brand/ Designated Person	28/02/24																
2. Accountability for Marine Safety	Day-to-day management of Ventnor Harbour was contracted out to Ventnor Haven Management Ltd (VHM). The Duty Holder remains the IWC Harbour Committee.	Regular visits to be conducted by IWC Senior Harbour Master - meetings to be recorded.	Jonathan Brand	30/04/24	Ongoing meetings to be logged, meeting frequencies to be set in MSMS.															
2. Accountability for Marine Safety	Duty Holder training is not given automatically to new members of the Harbours Committee on joining; two new members have joined the committee since the last PMSC training.	Duty Holder training to be conducted for all NEW harbour committee members.	All	Ongoing	Regular reviews needed at each Harbour Board meeting - new members to be invited to undertake training.															
3. Consultation & Communication	The details and membership of a future Ventnor Harbour User Group are included in the draft MSMS but the inaugural meeting has not yet taken place.	It is recommended that a regular Ventnor Harbour User Group is introduced with a standing agenda similar that in place for the Newport Harbour User Group - need to agree a membership and a terms of reference for the group.	Alex Minns/ Lawrence Edmonston	30/04/24	Members of the group included in MSMS - recommended 6 monthly meeting - 1st meeting date to be set.															
3. Consultation & Communication	It is recommended that a Ventnor (or a combined Ventnor and Newport) Marine Safety Management Plan is drafted for approval at the next Harbour Committee/Duty Holder's meeting in December 2023.	Ventnor having stand alone Plan, Plan is at draft 1 version and will be completed end of April.	Lawrence Edmonston/ Jonathan Brand	30/04/24																
3. Consultation & Communication	It is recommended that the Ventnor Harbour section of the IWC website is reviewed and refreshed.	iwight.com is up to date but has limited information.	Lawrence Edmonston	30/04/24	Contact Ventnor Haven Management company to see if they are looking at any additional online presence that could be added to iwight.com.															
4. Risk Assessment	Ventnor harbour is not covered by a Navigation Risk Assessment (NRA).	NRA completed on 21/2/24, waiting final document from Marico, document will also be live on Navman.	Jonathan Brand	15/02/24	Finished document to be circulated and issued.															
4. Risk Assessment	It is recommended that a Ventnor Harbour NRA, including local stakeholder consultation, is conducted as soon as possible. The most straight forward method d achieving this is by adding Ventnor into the current IWC Hazman system as a new register.	NRA booked for 21/2/24.	Jonathan Brand	15/02/24	NRA booked, once agreed and issued go through Hazman log in and access with Ventnor Harbour Management.															
5. Marine Safety Management System	The Ventnor MSMS is being developed based upon the Newport MSMS and is still in draft form. Draft edition 1.0 was examined during the audit. The importance of ensuring that the MSMS is proportionate to the size of harbour yet covers the essential elements was discussed.	Draft edition 2. completed and in review, to be issued to VHM for comment and revision.	Jonathan Brand/ Lawrence Edmonston	30/03/24	Jonathan to issue 2.2 to Ventnor Management and meet to review and amend with the view to releasing a useable version.															
5. Marine Safety Management System	It is recommended that the drafting of the MSMS, proportionate to the size of harbour; is expedited to be ready for approval by the Duty Holder at the next IWC Harbours Committee in Jan 24, It is further recommended that there is a clear relationship between the main text, the SOPs and the Annexes.	V 2.1 being prepared, review meeting with Ventnor	Jonathan Brand/ Lawrence Edmonston	30/04/24																
6. Emergency Preparedness & Response	A simple Ventnor Harbour Emergency Plan is drafted that includes a basic Tier 1 oil spill contingency plan (OSCP) and an accompanying overall exercise plan.	Plan to be reviewed and circulated to Ventnor Management.	Jonathan Brand	30/04/24																
6. Emergency Preparedness & Response	A Harbour Waste Management Plan is drafted for MCA approval.	Document in "raw" draft form and needs finalising.	Jonathan Brand	30/03/24	Jonathan to update draft and share with VHM to finalise.															
7. Conservancy	There appears to be no record of Ventnor Harbour having been surveyed since it was constructed. It is recommended that Ventnor Harbour and approaches are surveyed and the results are fully promulgated including to the UKHO.	Survey to be conducted by Shoreline services - PO raised to company, waiting confirmation of survey date.	Jonathan Brand	30/04/24	Waiting on confirmation, Jonathan to chase.															
8. Management of Navigation	No Comments	Noted											_							
9. Pilotage 10. Ship Towage Operations	No Comments No Comments	Noted					-								+		+	+		
11. Marine Services	The IWC administers a scheme for licensing passenger vessels carrying 12 or fewer passengers and their skippers for the whole of the Isle of Wight, including Newport and Ventnor. The inspections are carried out by qualified mains surveyors.	Noted		30/03/24	Reference to this is included in the Marine Safety Management Plan.															
12. Professional Qualifications and Competencies for Port Marine Personnel	It is recommended that VHM develop a training policy plus a staff qualification and training matrix similar to those employed in Newport.	Detail in MSMS - Ventnor Harbour management to revise document.	Jonathan Brand	30/04/24																
13. Accident Reporting & Investigation & Enforcement	Separating marine and shore incident investigation procedures, methods and deciding which reporting system is to be used.	Harbour Accident and Incident reporting included in MSMS.	Jonathan Brand	30/04/24	Included as part of MSMS.															
13. Accident Reporting & Investigation & Enforcement	Explaining the Hazman incident recording and investigation progress tracking system	Log in created for Ventnor Harbour Management and training given.	Jonathan Brand	30/04/24	Check log in is set up and arrange training.															
13. Accident Reporting & Investigation & Enforcement	Ensuring that after every investigation, however small, the appropriate NRA Hazard(s) and procedures are reviewed and updated if necessary. This should be recorded.	All included in MSMS.	Jonathan Brand	30/04/24																
13. Accident Reporting & Investigation & Enforcement	Investigations should remain open until the Harbour Master is completely satisfied that all actions have been completed before formally signing of the investigation. This should be recorded.	Monthly report template includes reference to Accident reporting.	Jonathan Brand	30/04/24	Jonathan to formalise monthly meeting with Ventnor Management, to review monthly report, minute all actions and circulate.															
13. Accident Reporting & Investigation & Enforcement	The results of any investigation should be promulgated to the relevant members of staff and to the appropriate stakeholders (standard stakeholder meeting agenda item).	Referenced in MSMS.	Jonathan Brand	30/04/24																
13. Accident Reporting & Investigation & Enforcement	The Duty Holder should be routinely briefed on all investigations that are underway and their progress towards completion.	Designated person receives monthly reports.	Jonathan Brand		Jonathan to formalise monthly meeting to review monthly report and advise Designated person of any issues.															