

St Mary's Boatmen's Association safety management system - list of contents

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Surprise - Operation and Safety Procedures

**Surprise Operation And
Safety Procedures**

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Section 1

Engine Start Up and Operation

Oil and cooling water levels should be checked on both engines before start up. The main engine is started with the control panel to the right of the wheel. The wing engine has a control panel to the lower left of the wheel. Both engines are then operated with the throttles to the left of the helm position.

Section 2

Safety Equipment

The 'Surprise' carries the following equipment:-

- **First Aid kit which is located on the shelf in the forepeak**
- **Flares which are located in the watertight container in the forepeak**
- **Fire extinguishers 2x foam which are stowed under the seat front left of the helm position. 1x CO2 which is on the shelf in the forepeak**
- **Man over board scramble net which is stowed under the plats to the left of the helm position**
- **37 man life raft on the stern which can be deployed manually or automatically**
- **Orange buoyant rafts under some of the seats through the centre of the boat**
- **4x life rings on the roof**
- **74x life jackets in the seat boxes marked 'LIFEJACKETS' and under the helm position**

Section 3

Emergency Safety Procedures

- **Main Engine Fire:**

In the event of an engine fire a distress call should be made using the DSC button on the VHF, followed by a 'May Day' call. The engine should be shut down and the fuel shut off (Fuel shut off valves are located in the stern locker). The Skipper should make an announcement and explain that passengers should remain calm and direct them to the safest part of the boat, away from the fire. The crew member should use the CO2 fire extinguisher in the fire port on the engine box. If the fire can be controlled and extinguished then the Coastguard should be informed. The vessel should then make way for St Marys or closest off island quay using axillary engine. If the fire cannot be controlled then passengers should don lifejackets and life raft should be deployed. If necessary inform Coastguard and abandon ship.

- **Man Overboard:**

In the event of a 'man overboard' situation, the 'MOB' button should be pressed on the GPS, a distress call should be made to Coastguard and the MOB scramble net should be rigged. If possible using the crew member or another passenger, constant visual contact should be kept with the persons in the water. When in reach, throw a life ring and attempt to recover the person/s using a scramble net. If the recovery is successful then inform Coastguard and make way for St Marys, request medical assistance on arrival as the person/s will need to be checked by a medical professional. If the person/s cannot be located and or recovered, then inform Coastguard and await instruction.

- **Emergency Steering**

In the event of a steering failure, there is an emergency Tiller steering system. The emergency steering requires 2 persons to operate, 1 person at the helm to operate the engine controls and the second at the stern to control the rudder. The Tiller extension handle is stowed in the stern locker. Before using the Tiller the hydraulic ram should be isolated using the valve in the stern locker above the fuel tank.

Section 4

Passenger Counting Procedure

All passengers are to be counted by the crew using a clicker counter as they board the boat, when boarding has finished and passengers are seated the crew should do a final head count and passenger numbers should be reported to the skipper before departure.

Keep this notice near your VHF DSC Radio

VESSEL NAME _____

MAYDAY

MMSI

NUMBER _____

CALL SIGN _____

ONLY TO BE USED IN THE CASE OF GRAVE AND IMMINENT DANGER TO A VESSEL OR PERSONS, SUCH AS FIRE, SINKING, MAN OVERBOARD etc.

1. Ensure radio is switched on.
2. Open cover over RED distress button.
3. Press RED distress button ONCE and release.
4. Scroll to relevant distress message. (Fire, Sinking, MOB etc.)
If omitted an Undesignated Distress will be transmitted.
5. Press and hold RED distress button for 5 seconds to send the alert.
6. Wait no more than 15 seconds for the acknowledgement (shown on screen) and send the following voice message on Channel 16 on high power.

MAYDAY, MAYDAY, MAYDAY

THIS IS _____
(NAME OF VESSEL SPOKEN THREE TIMES)

MAYDAY _____
(NAME OF VESSEL SPOKEN ONCE)

MMSI _____

MY POSITION IS _____
(BY LAT. & LONG. OR BEARING AND DISTANCE FROM A CHARTED OBJECT)

WE _____
(STATE NATURE OF DISTRESS IE. SINKING, FIRE, MAN OVERBOARD ETC.)

I REQUIRE IMMEDIATE ASSISTANCE

WE HAVE _____ **PERSONS ON BOARD**

ANY OTHER INFORMATION _____
ie. TYPE OF VESSEL, HULL COLOUR, ETC.

OVER

Surprise



UK PASSENGER CERTIFICATE

This Certificate shall be supplemented by a Record of Equipment and Information (MSF 1264) which must be carried on board

1. PARTICULARS OF SHIP

Name of Ship	SURPRISE		
Official Number	NR	Year of Build	1942
IMO Number		Load line length	14.29
Gross Tonnage			
Name of	Owner	[REDACTED]	
Address	[REDACTED]		
	ISLES OF SCILLY [REDACTED]		

THIS IS TO CERTIFY THAT:

1. an Exemption Certificate ~~has~~ / has not been issued;
2. the ship is fit to ply on voyages within the Operational limits states on this Certificate (see overleaf) and Information which supplements this Certificate;
3. the ship is fit to carry the numbers of passengers shown below, under the conditions indicated;
4. the ship has been surveyed and found to comply with the applicable Merchant Shipping Regulations and Code (see overleaf).

PASSENGER AND CREW NUMBERS

Mode	1	2					
UK Class / Category	CLASS VI	CLASS VI					
Maximum Passengers	72	35					
Minimum Crew	2	2					
Max POB	74	37					

The Certificate is valid until **19 March 2017** unless previously cancelled.

Completion date of survey and verification on which this Certificate is issued **21 March 2016**

Certificate Issue

Place **FALMOUTH**
 Date **12 April 2016**
 Name [REDACTED]
 Signed [REDACTED]



Endorsement where the Renewal Survey has been completed:

This Ship Complies with the relevant requirements and this Certificate shall be accepted as valid until [REDACTED]

Place [REDACTED]
 Date [REDACTED]
 Name [REDACTED]
 Signed [REDACTED]

Regulations and Codes:

- Merchant Shipping (Passenger Ship Construction: Ships of Classes III to VI(A)) Regulations 1998; Merchant Shipping (Life-saving Appliances for Passenger Ships of Classes III to VI(A)) Regulations 1999; Merchant Shipping (Fire Protection: Small Ships) Regulations 1998; Merchant Shipping (Radio Installations) Regulations 1998; Merchant Shipping (Safety of Navigation) Regulations 2002

STABILITY AND SUBDIVISION

Subdivision / Loadline marked on ships side at amidships	Survivability Standard	Freeboard / Clear Height at side	Measured from a line below main deck level at side	Extreme draft amidships	Remarks with regards to alternative service conditions
	Heeling Test	1000mm	Bulwark	0.865m	Corresponds to a mean draught of 0.740m.

OPERATIONAL LIMITS

MODE 1

Within the archipelago of the Isles of Scilly using safe and navigable channels, but in all cases not more than 1 mile from safe landings, including Rosevear but excluding Bishop Rock. At no time more than 10 miles from the point of departure.

MODE 2

Within the archipelago of the Isles of Scilly including Bishop Rock, at no time more than 3 miles from safe landings.

Surprise



Maritime &
Coastguard
Agency

DOMESTIC SHIP SAFETY MANAGEMENT CERTIFICATE

Issued under the provisions of the Merchant Shipping (Domestic Passenger ship) (Safety Management Code) Regulations
Issued under the Authority of the Government of
the United Kingdom of Great Britain and Northern Ireland
by the Maritime and Coastguard Agency, an Executive Agency of the Department for Transport.

1. PARTICULARS OF SHIP

Name of Ship	SURPRISE
Distinctive Number or Letters	
UK Class	CLASS VI
Company Name	[REDACTED]
Address	[REDACTED]
	[REDACTED]
	[REDACTED]
	ISLES OF SCILLY
Postcode	[REDACTED]

2. CERTIFICATION

IS TO CERTIFY:

That the Safety Management System of the ship has been audited and that it complies with the requirements of the Safety Management Code for Domestic Passenger Ships.

This Safety Management certificate is valid until subject to Mid-term Verification and Annual self Assessments.

Date of office Audit

Completion date of the audit on which this Certificate is based

Place of Issue Signed

(Signature of authorised official issuing the certificate)

Date of Issue Name



3. ENDORSEMENT

ENDORSEMENT FOR MID-TERM VERIFICATION AND ADDITIONAL VERIFICATION (IF REQUIRED)

This is to Certify that, at the Mid-Term Verification in accordance with Para 14.1 of MSN 1969, the Safety management system was found to comply with the requirements of the Safety Management Code for Domestic Passenger ship.

Mid-term Audit

to be completed between these dates :- and

Date of Issue Signed

(Signature of authorised official issuing the certificate)

Place of Issue Name

Official Stamp

Name of Ship **SURPRISE**

3. ENDORSEMENT Cont

ADDITIONAL VERIFICATION

Date of Issue Signed

(Signature of authorised official issuing the certificate)

Place of Issue Name

Official Stamp

ADDITIONAL VERIFICATION

Date of Issue Signed

(Signature of authorised official issuing the certificate)

Place of Issue Name

Official Stamp

ADDITIONAL VERIFICATION

Date of Issue Signed

(Signature of authorised official issuing the certificate)

Place of Issue Name

Official Stamp

ADDITIONAL VERIFICATION

Date of Issue Signed

(Signature of authorised official issuing the certificate)

Place of Issue Name

Official Stamp

Endorsement where the ship's Safety Management System has subsequently been audited in accordance with the Merchant Shipping (Domestic Passenger Ships) (Safety Management Code) Regulations 2001, as amended, and this certificate shall be accepted as valid until

Place Signed

(Signature of authorised official issuing the certificate)

Date Name

Official Stamp



Maritime &
Coastguard
Agency

SUPPLEMENTARY RECORD OF EQUIPMENT AND INFORMATION FOR A DOMESTIC PASSENGER SHIP

This document must be kept on board and be available for inspection at all times
and is associated with a valid Passenger Certificate

1. PARTICULARS OF SHIP

Name of Ship	SURPRISE	IMO Number	
Port of Registry	SCILLY	Official Number	NR
Vessel Length	14.30	Year of Build	1942

Date on which keel was laid or ship was at a similar stage of construction

2. PASSENGER AND CREW NUMBERS

Mode	1	2						
UK Class / Category	CLASS VI	CLASS VI						
Maximum Number of Passengers	72	35						
Minimum Number of Crew	2	2						
Max POB	74	37						

	Location	Area	Number of Passengers	Number of Seats
On Deck	Passenger well	28.5	72	72
In Cabins				

3. CREW DETAILS

Minimum Certification Requirements for Master	Boatmaster's Licence Isles of Scilly Boatman's Licence
Minimum Numbers of holders of Certificates of Proficiency in Survival Craft and Rescue Boats	One
Other certification requirements	Medical Fitness

4. STABILITY DETAILS

Subdivision / Loadline marked on ships side at amidships	Survivability Standard	Freeboard / Clear Height at side	Measured from a line below main deck level at side	Extreme draft amidships	Remarks with regards to alternative service conditions
Amidships	Heeling Test	1000mm	Bulwark	0.865m	Correspondence to a mean light draught of 0.740m

Last date of out of water bottom inspection prior to the issue of the Certificate

05 January 2016**5. CARGO DETAILS**

Maximum permitted weight of cargo in cargo spaces	
---------------------------------------------------	--

6. LIFESAVING APPLIANCES AND EQUIPMENT

		Port Side	Starboard Side
1	Total number of persons for which life-saving appliances are provided	74	
2	Total number of lifeboats		
2.1	Total number of persons accommodated by them		
3 ***	Description of lifeboat davits (inc. S.W.L.)		
4	Number of Rescue Boats		
4.1	Number of Rescue Boats (included in total lifeboats shown above)		
4.2 ***	Description of Rescue Boats davits (inc. S.W.L.)		
5 **	Number and Type of liferafts	1 x ORL	
5.1	Total number of persons accommodated by them	37	
5.2 ***	Description of liferaft davits (inc. S.W.L.)		
5.3 **	Type / Manufacturer of Marine Evacuation System (if fitted)		
6	Number of Buoyant Apparatus	3	
6.1	Number of persons capable of being supported	46	
7	Total number of lifebuoys	4	
7.1	Number of lifebuoys with lines	2	
7.2 *	Number of lifebuoys with lights		
7.3 *	Number of lifebuoys smoke signals		
7.4 *	Number of lifebuoys smoke signals and lights		

* These items must be kept within valid dates

** These items must have record of service within dates specified by manufacturer

*** These items to be load tested every 5 years and records kept

Note: See also Section 13 - Approved Variations of Equipment

6. LIFESAVING APPLIANCES AND EQUIPMENT (Cont.d)

8.1	Number and type / manufacturer of Lifejackets for persons over 32 kg	74
8.2	Number and type / manufacturer of Lifejackets for persons under 32 kg	
8.3 **	Number and type / manufacturer of Inflatable Lifejackets	
8.4	Number and type / manufacturer of Buoyancy Aids for persons over 32 kg	
8.5	Number and type / manufacturer of Buoyancy Aids for persons under 32 kg	
9.1	Number of rocket parachute distress flares	6
9.2 *	Number of Hand held flares	
9.3 *	Number of Buoyant Smoke Signals	2
10 *	Number of Line Throwing Apparatus	
11	Means of recovering persons from water	Pole, sling & ladder
12 *	First Aid Equipment category and number	Cat C

7. DETAILS OF NAVIGATIONAL SYSTEMS AND EQUIPMENT

1.1	Standard magnetic compass *	PROVIDED
1.2	Spare magnetic compass *	NO
1.3	Gyro compass *	NO
1.4	Gyro compass heading repeater *	NO
1.5	Gyro compass bearing repeater *	NO
1.6	Heading or track control system *	NO
1.7	Pelorus or compass bearing device *	NO
1.8	Means of correcting heading and bearings *	NO
1.9	Transmitting heading device (THD) *	NO
2.1	Nautical charts / Electronic chart display and information system (ECDIS) *	PROVIDED
2.2	Backup for ECDIS	
2.3	Nautical publications - Description and Area covered	Isles of Scilly
2.4	Backup up arrangements for electronic nautical publications	NO
3.1	Receiver for a global navigational satellite system / terrestrial radio-navigational system *	PROVIDED
3.2	9 GHz radar *	PROVIDED
3.3	Automatic radar plotting aid (ARPA) *	NO
3.4	Automatic tracking aid *	NO
3.5	Electronic plotting tracking aid *	NO
4	Automatic Identification System (AIS)	NO

* These items must be kept within valid dates

** These items must have record of service within dates specified by manufacturer

*** These items to be load tested every 5 years and records kept

Note: See also Section 14 - Approved Variations of Equipment

7. DETAILS OF NAVIGATIONAL SYSTEMS AND EQUIPMENT (Cont.d)

5	Voyage data recorder (VDR)	NO
6	Speed and distance measuring device (through the water) *	ALTERNATIVE MEANS
7	Echo sounding device *	NO
8	Rudder, Propeller, thrust, pitch and operational mode indicator *	NO
9	Communications to emergency steering position	NO
10	Daylight signalling lamp *	NO
11	Radar reflector *	NO
12	International Code of Signals	NO
13	IAMSAR Manual	NO
14	Bridge navigational watch alarm system (BNWAS)	NO
15	Navigation Lights	PROVIDED

* Alternative means of meeting this requirement are permitted. In case of other means they shall be specified.

8. DETAILS OF RADIO EQUIPMENT

1	VHF Radio Installation	Manufacturer	Type
1.1	DSC Encoder	Icom	M421
1.2	DSC Watch Receiver	Icom	M601
1.3	Radiotelephony	Icom	M601
2	Secondary Means of Alerting		Handheld VHF & cellphone
3	NAVTEX receiver		
4 **	EPIRB		
5 *	Number of hand held two-way VHF radiotelephone apparatus	1 x Icom	
6	SART		
	Other Radio Equipment	Icom	M31

Methods used to ensure availability of Radio Facilities

1	Duplication of Equipment	NO
2	Shore-based maintenance	YES
3	At-sea maintenance capability	NO

* Batteries of these items must be kept within valid dates

** These items must have record of service within dates specified by manufacture

9. FIRE PROTECTION AND DETECTION

When necessary reference can be made to identified plans

1	Fire extinguishers: Type and Location	3 x 9ltr AFFF at conning position
	Fixed fire extinguishing system: Details	Injection
2	Structural Fire Protection: Details	Engine box
3	Fire Pumps	
4	Fire Hoses and Nozzles (include Type)	
5	Fire Bucket and Scoop	1 Sandbox with scoop
6	Fire Blanket	
7	Fire-fighters Protective Equipment (Clothing, boots, gloves, axe, helmet, safety lamp)	
8	Breathing Apparatus: Description (If self-contained Breathing Apparatus: Number, Type and details of spare cylinders)	
9	Emergency Lighting	
10	Fire Detection System	
11	fire Alarm System	

10. MACHINERY

1	Main Engines		
	Number	2	
	Manufacturer	Perkins	
	Type	Sabre M1308 130hp	
	Year	2015	
	Number of Cylinders	6 4	
	Diameter of Cylinders		
	Length of Stroke	127mm	
2	Shaft and Propeller: Type and Year	Main: 2" Stainless Steel Wing	2008
3	Remote Stops / extended spindles	1 at fuel tank	
4	Generators		
	Number		
	Type	Built on	
	Power		
5	Electrical Equipment	12v	
6	Steering Gear	Hydraulic & Emergency tiller	
7	Bilge Pumps	3 electrical, 2 manual	
8	Machinery operation manuals	Yes	

11. EXEMPTIONS FROM STATUTORY REQUIREMENTS

Regulation	Date of Issue	Comment

12. SURVEYOR REMARKS

WING ENGINE - BETA MARINE BETA 60

Coastguard Station at which SAR Plan is held	
----------------------------------------------	--

13. APPROVED VARIATIONS OF EQUIPMENT

Item Number	Details of Variation	Conditions

I certify that this Record is correct in all respects

Office

FALMOUTH

[Redacted Signature]

Signature of surveyor

Date

12 April 2016

[Redacted Name]

Name of surveyor



Alternative Means Provided where indicated below (from page 3 and 4)

NOTES

- This record should be readily available on board for examination at all times.
- The Passenger Certificate (PC) indicates that the vessel fully complies with the Record of Equipment and Information.
- The passenger Certificate may be cancelled if any of the following events occur in service or if requirements in the text of the Passenger certificate and supplement are infringed.
 - The vessel is not maintained in accordance with the appropriate regulations; or
 - Any accident occasion resulting in the loss of life or serious injury to any person; or
 - Any material damage affecting the seaworthiness or efficiency of the ship, either in the hull or in any part of the machinery; or
 - Any alterations or renewal in the ship's hull, machinery, or equipment which may affect the efficiency or the seaworthiness of the ship;
- A written report signed by the owner or Master must be made within 24 hours after the occurrence of such an event or as soon thereafter as possible. Under the merchant Shipping Acts failure to comply with the requirements could make the offender liable to a fine up to the appropriate Statutory Maximum. The report should be sent to the nearest Maritime and Coastguard Agency office.

Class	Description
II	Ships engaged only on voyages in the course of which they are at no time more than 70 miles by sea from their point of departure and not more than 18 miles from the coast of the United Kingdom, and which are at sea only in favourable weather and during restricted periods.
IV	Ships engaged only on voyages in Category A, B, C or D waters.
V	Ships engaged only on voyages in Category A, B, C waters.
VI	Ships engaged only on voyages with not more than 250 passengers on board, to sea, or in Category A, B, C or D waters, in all cases in favourable weather and during restricted periods, in the course of which the ships are at no time more than 16 miles, exclusive of Category A, B, C or D waters, from their point of departure nor more than 3 miles from land.
VI (A)	Ships carrying not more than 50 passengers for a distance on not more than 6 miles on voyages to or from isolated communities on the islands or coast of the United Kingdom and which do not proceed for a distance for a distance of more than 3 miles from land; subject to any conditions which the Secretary of State may impose.
SEAGOING	Sea area other than the categorised water above.

- A Class III or VI vessel may only proceed on a voyage to sea in favourable weather and during restricted periods (as defined in SI 1998 No.2515):
- **Under the Merchant Shipping Acts it is a criminal offence to send or take a ship on a voyage or excursion (whether or not this involves going to sea) in such a dangerously unsafe condition that the life of any person is likely to be thereby endangered.**
- If the number of passengers carried exceeds the number allowed by the Passenger Certificate the Master or owner will be liable to a penalty on summary conviction of a fine not exceeding the statutory maximum or indictment by imprisonment for a term not exceeding two years or both.
- In the event of the ship being transferred to new owners, the passenger certificate at once lapses, without the need for formal cancellation. It may be renewed if appropriate conditions have been met.
- The Passenger Certificate indicates that the condition of the items examined at the time of the survey met the necessary requirements. It does not confirm that these requirements were met after this date.

- If any of the space measured for passenger accommodation is used for any other purpose, a reduction in passenger numbers should be applied proportionate to the reduction in deck area as detailed in Section 2 of the Supplementary Record of Equipment - passenger and crew Numbers.
- The appropriate Load Line markings shall not be submerged.
- The passengers numbers recorded on the certificate are based on an average mass of 75 kg per person including hand luggage. Where this figure is significantly exceeded an appropriate assessment should be carried out, based on the likely effect upon the stability of the vessel and escape / evacuation arrangements. If necessary passenger numbers carried should be reduced.
- The ship must at all times be kept as clean, free from oil, chemical, and other refuse, as practical.
- The ship's equipment must be kept in an efficient condition.
- No loose containers of any hazardous material, e.g. petrol, may in any circumstances be carried in the ship.
- The ship shall not be used for towing any other vessel, boat or craft, except in cases of emergency.
- The person in charge (included in the crew) shall be a person certified / licensed by the Maritime and Coastguard Agency to act in that capacity.
- The ship's bottom is to be inspected out of water annually unless prior approval for waiver is obtained from MCA. In any case a bottom inspection out of water is required as follows:
 - At least 2 inspections within any 5 year period.
 - At intervals not to exceed 36 months.
 - At any other times whenever the surveyor is not satisfied, by examination in the water, that the vessel remains in good condition, and in particular where criteria set out in MGN 217 Appendix E (or its replacement) are not met.
 - If a waiver is granted the name of MCA Principal Surveyor and Marine Office which approved the in water survey is to be recorded in addition to the surveyor's endorsement.
- Any regulations or instructions of the Local Authority are to be obeyed.
- The renewal survey can take place up to 3 months before the anniversary date.

DOCUMENT CONTROL - MSF 1264

Page	Date Amended	Comments	Surveyors Name

Duchy of Cornwall's Navigational Safety Policy



DUCHY *of* CORNWALL

HARBOUR OFFICE, ST. MARY'S, ISLES OF SCILLY, TR21 0HU

Telephone: (01720) 422768, fax (01720) 423980

www.stmarys-harbour.co.uk E-mail: hm@stmarys-harbour.co.uk

Harbour Master: [REDACTED]

NAVIGATIONAL SAFETY POLICY

SMHA in its role as SHA/CHA has a responsibility to facilitate the safety of navigation within St Mary's Harbour and the Isles of Scilly Pilotage District. This Policy relates to marine operations, navigational safety and the requirements of the Port Marine Safety Code.

SMHA is committed to:

1. Managing the marine assets of the Authority safely and efficiently
2. Complying with any relevant legislation applied
3. Maintaining harbour machinery and equipment to appropriate standards
4. Recruiting and training staff to relevant competence standards
5. Ensuring that staff are trained for enforcement, emergencies and contingencies.
6. Develop and maintain an effective Navigational SMS based on continuing assessment and mitigation of risk.
7. Consult widely with port and other relevant stakeholders in respect of navigational safety issues.
8. Review regularly the effectiveness of, and if necessary seek amendments to, its legal powers, Byelaws and Directions in respect of navigational safety.
9. Provide for an appropriate level of pilotage services in accordance with the Pilotage Act 1987.
10. Ensure that the best channels for navigation are determined, marked and monitored.
11. Provide an effective system for promulgating navigation warnings affecting the Harbour.
12. Promulgate weather forecasts and tidal times/heights to harbour users.
13. Designate suitable anchorages and/or mooring locations.
14. Monitor and maintain lights and marks used for navigation within the jurisdiction.

15. Undertake and promulgate hydrographical surveys.
16. Ensure that appropriate competency standards are adhered to for passenger, freight and other commercial operations.
17. Provide effective plans, management and co-ordination in response to emergency situations within the area of jurisdiction.

MCA letter to the Council of the Isles of Scilly dated 18 August 2000



Maritime and Coastguard Agency



Bay 2/9
Spring Place
105 Commercial Road
SOUTHAMPTON
SO15 1EG

TEL : 023 80329100
DDI : 023 80329546
GTN : 1513 546
Fax : 023 80329

139 for
Certif. Dept.

231

Our Ref : Exn/TD/363

Approval No: BL/Comp/002

18/08/00



Council of the isles of Scilly
Town Hall
St Mary's
Isle of Scilly
TR21 0LW

Dear Mr Watt

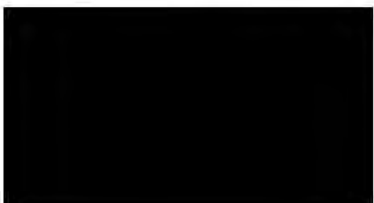
THE CODE OF PRACTICE FOR THE SAFETY OF SMALL VESSELS IN COMMERCIAL USE FOR SPORT AND PLEASURE OPERATING FROM A NOMINATED DEPARTURE POINT (NDP) – APPOINTMENT OF COMPETENT AUTHORITY

The MCA has reviewed your procedures with regards to examination and issue of Licences for crew. These procedures have been found to meet the MCA requirements and you are hereby appointed a Competent Authority.

The appointment is granted on the basis that requirements for the issue of Licences are fully met, examinations are properly conducted and records maintained as outlined in your procedures and as detailed by the NDP Code. Any changes which are likely to affect your Competence status must be notified to the MCA Seafarer Standards Branch at the above address, as soon as possible.

A record of your procedures will be held at our office and as part of the MCA commitment to Quality you may be subject to audit from time to time.

Yours sincerely.



INVESTOR IN PEOPLE



Council of the Isles of Scilly's boatman's licence categories



COUNCIL OF THE ISLES OF SCILLY

Town Hall, St Mary's, Isles of Scilly, TR21 0LW

☎01720 424008

✉licensing@scilly.gov.uk

Details of the Licensed Areas for operating commercial vessels within the Isles of Scilly.

EE – Boathand/Crew

(Minimum age 16) If aged 16 years, the person may only crew on a vessel with a skipper holding a Class AA Boatman's Licence until the age of 17 years. See next page for details of this test.

MC - Main Channel Licence

The holder of this Licence may take a pleasure boat or vessel, duly licensed, into and out of St. Mary's Harbour via the North Channel, St. Mary's Sound and Crow Sound

DD Quay to Quay. (Minimum age 18) The holder of this Licence may take a pleasure boat or vessel duly licensed, by the DIRECT route between any one of the following locations within the Islands subject to due consideration of the weather, safe channels and the state of the tide, but NOT to the north of Tresco.

- i) St.Mary's Quay
- ii) Porth Conger Quay, St.Agnes
- iii) Rushy Bay, Bryher, using the Eastern route to the east and north of Samson and the Western route to the west of Samson.
- iv) The Quay and Anneka's Quay, Bryher
- v) New Grimsby Quay, Carn Near Quay and Old Grimsby Quay, Tresco
- vi) Hotel Quay, Lower Town Beach and New Quay, Higher Town, St. Martin's

CC The holder of this Licence may take a pleasure boat or vessel, duly licensed, within the area enclosed by a line joining: Browarth Point on St.Agnes; Little Minalto; Rushy Bay, Bryher; Shipman Head to Cromwell's Castle, Tresco; and thence southwards along the west, southeast and northeast coast of Tresco to Old Grimsby Quay; Northwethal; St.Helen's Quay; the southwest coast of Tean; Lower Town, St. Martin's and thence along the southward coast of St. Martin's to Higher Town, to include Eastern Isles; thence within a line drawn to permit sufficient sea room down the east coast of St.Mary's to the Gilstone; to the Kittern, St.Agnes, and thence along the north coast of St. Agnes to Browarth Point.

BB The holder of this Licence may take a pleasure boat or vessel, duly licensed, anywhere within the area of the Islands EXCEPT to the westward of a line drawn from Maiden Bower to Mincarolo to Annet Head, to include the Norrard Rocks, and thence along the east coast of Annet and from Minmow south through Mempringrim (to permit passage through Smith Sound and to the south of St. Agnes, but NOT amongst the Western Rocks.

AA The holder of this Licence may take a pleasure boat or vessel, duly licensed, anywhere within the area of the Islands.

Boathand/Crew Test

Candidates for the Boathand/Crews' Licence will be questioned on the following topics. The test will take place on the vessel on which they intend to crew.

- 1 Stowage and donning of lifejackets
- 2 Location and use of Pyrotechnics
- 3 Launching and Boarding procedures for life rafts if carried
- 4 Man overboard procedures
- 5 Location and use of fire extinguishers
- 6 Use of engine room firefighting equipment if fitted
- 7 Emergency steering procedures
- 8 Stowage and use of Anchor
- 9 Emergency use of VHF
- 10 Knowledge of Safety Management System and responsibilities of crewman under this.
- 11 Knowledge of Emergency Training Manual
- 12 Location of First Aid Kit
- 13 Mooring and Unmooring, use of ropes and associated dangers
- 14 Passenger embarkation/disembarkation
- 15 Bilge pumping arrangements
- 16 Knots
- 17 Very basic collision avoidance rules
- 18 Consideration for other craft –fenders and wake
- 19 Operation of dingy or inflatable with outboard and/or oars.

The above is the minimum knowledge required for issue of a Licence for Boathand/Crew from the Council of the Isles of Scilly. It does not replace the further training required by the MCA specified in MSM 1869 and MGN 203

Council of the Isles of Scilly's Crews' Licence booklet

CREWS' LICENCE



This booklet has been produced to give you some information needed to help you pass your crew's test.

CREWS' LICENCE

This booklet contains information needed to help you pass your crew's test.

You will also be expected to learn about some aspects from other sources.

Contents:	Page
First Aid and Safety equipment	1
Knots and Rowing	2
Basic knowledge	3
Basic passenger handling	5
Safety at sea	6
Rules of the Road at sea	8

FIRST AID

You will be expected to have a basic knowledge of first aid to enable you to make a person comfortable in the event of an accident.

1. How to stem the flow of blood from a gash or cut
2. How to apply a plaster
3. How to apply a triangular bandage or sling
4. The recovery position for victims after:
 - a) Heart attack
 - b) Sickness
 - c) Injury
5. Some knowledge of how much you are allowed to do for an injured or sick person

SAFETY EQUIPMENT

1. How to properly put on a lifejacket
2. Know how to use a fire extinguisher
3. Know how to deploy a smoke float and/or flare
4. Demonstrate how to throw a life belt
5. Demonstrate how to deploy the passenger net or ladder over the side of the vessel
6. Know how to deploy the life rafts

KNOTS AND THEIR USEAGE

1. Clove hitch
2. Round turn and two half hitches
3. Anchor bend
4. Bowline
5. Sheepshank
6. Sheetbend
7. Rolling hitch
8. Barge hitch
9. Demonstrate your ability to coil a rope and throw it
10. Demonstrate knowledge of tying a vessel to steps for safe disembarkation of passengers

ROWING

- 1 Retrieve a lost oar
- 2 Row in a straight line
- 3 Back paddle in a straight line
- 4 Turn the dinghy in its own length in both directions
- 5 Come alongside a boat or the steps correctly
- 6 Demonstrate the knowledge of how to get a person into the dinghy from the sea or from another boat
- 7 Knowledge of positioning passengers in a dinghy

BASIC KNOWLEDGE

These notes are to help you cope in the case of any emergency that might possibly arise whilst working on a pleasure boat.

The first thing you must do when getting on a vessel on which you may not have worked is to familiarise yourself with all the safety equipment.

If the skipper should become ill and not be able to keep command of the vessel it is incumbent for the crew to make the boat safe, drop the anchor and radio for help, send up flares and generally instil confidence in the passengers. It is wise to contact the Coastguard in the case of an emergency as they will respond immediately to your call and ask you various questions and in no time will have help on its way to you.

If the engine or some other part of the vessel should catch fire, you will be required to get the passengers as far away from the fire as possible and assure them that you are in full control, and then use the fire extinguishers to fight the fire. If it should be necessary to abandon the vessel, keep good control of the proceedings and don't encourage any panic.

If the vessel should be in collision with another vessel or a rock and is taking water, you must instil confidence in the passengers and man the pumps. It may be necessary at this time to ask a passenger to man the pumps as well. If the vessel is taking on more water than the pumps can cope with, alert the skipper and he will run the boat aground at the nearest place for safety.

If, after you have deployed an anchor, it starts to drag, it may be deemed necessary to deploy a second anchor if the first one cannot be made to hold.

When you use the anchor, you will also need to know just how much anchor cable to use. The general rule of thumb is at least three times the depth of water. If you are not sure, it is wise to put out as much as you can. If you look at the vessel's chart, fish-finder or similar electronic device, you may be able to get the depth from that. For this reason it is wise to familiarise yourself with the chart and the areas in which you are travelling.

In the event of fog, you will need to be very aware of what the skipper expects of you. Ask him what he would like you to do in these circumstances. Don't wait until a foggy day to find out.

Make sure you know where each of the following is kept: bucket, bailer, boathook, anchor and cable, first-aid box, accident book, bilge pumps and how they work, oars (if they are carried), and how to deploy them.

Find out the correct procedure for the operation of the vessel's radio, remembering that these are not for social chatting to other boatmen or crews. They are primarily for use in the event of an emergency to attract help. Always speak clearly, as in an emergency you may not get the information across that is required to get help to you.

Whilst crewing on the passenger launches you will be looked upon by passengers as the source of information about the islands and you are in the role of an ambassador for Scilly. Do not use bad language or upset the passengers as each and every one of them is very important to your job. Without them you would not be taking your crew's test.

BASIC PASSENGER HANDLING

These notes are to help you with the duties of helping passengers on and off the vessel at the steps or using a plank.

It is most important when embarking or disembarking passengers that you **do not** allow them to do so in a rushed or hurried manner. No one will mind being asked to slow down a little for safety reasons.

When helping people, make sure you have both hands free to catch them should they stumble.

Ensure that each passenger is safely down on the floorboards, or at least safe and stable before helping the next person aboard. Never let them drop or jump unaided. This will help prevent them from damaging the floorboards as well as their ankles.

Never expect people to step down or step up unreasonable heights. Doing so may very easily cause someone to topple dangerously.

Whilst embarking passengers, it is wise to stand on the boat and when disembarking, to stand on the quay. This will enable you to catch them more easily if they should stumble, or more importantly, to help prevent them from stumbling.

Never allow them to board or leave the vessel unattended.

Never allow a passenger to use the plank unaided. Always stand beside the bottom of the plank in the water, to steady people as they come down or go up. This will help you to hold them on the plank should they stumble. Always remember that holidaymakers are unaccustomed to walking on planks in their everyday lives, and most will feel very unsure about it and maybe even frightened. Never laugh too quickly if someone stumbles or falls in the water.

SAFETY AT SEA

It is not necessary to know the full 'Rules for Preventing Collisions at Sea' for this test, but it is wise to know some basic rules.

- If you are on a collision course, do not wait until you are so close that by taking avoiding action you are still in an embarrassing situation. In good time, turn your vessel well to starboard, thus showing your port side to the other vessel. This will let him know that you have seen him and are taking avoiding action. You then have the right of way. Only turn if it is safe to do so, otherwise slow down or stop. If you can see another vessel's port side, that vessel has the right of way. In all cases it is incumbent of the person in charge of the vessel to ensure the safety of that vessel at all times.
- Any vessel leaving the harbour has the right of way as it comes out, so make sure when entering the harbour you keep well away from the quay head.
- Any overtaking vessel must make sure it is safe to do so and never embarrass any other vessel in close proximity.
- Any vessel altering course must only do so proving it is safe and the area in which it wants to manoeuvre is clear and will not embarrass any other vessel. It must give way to all other vessels in close proximity.
- To ascertain whether you are on a collision course with another vessel, take a bearing on that vessel. Take another bearing after a short space of time. If the bearing has not altered then you are on a collision course. Take avoiding action immediately, for instance by slowing down, altering course or stopping.

Please note the Rules of Road of the Sea, especially of the International Regulations for Preventing Collision at Sea as follows:

RULE 21

Where by any of these rules one of two vessels is to keep out of the way, the other shall keep her course and speed. When from any cause, the latter vessel finds herself so close that the collision cannot be avoided by the action of the giving-way vessel alone, she also shall take such action as will best aid to avoid collision (see Rules 27 and 29).

RULE 27

In obeying and construing these Rules, due regard shall be had to all dangers of navigation and collision and to avoid any special circumstances, including the limitations of the craft involved that may render a departure from the above Rules necessary in order to avoid immediate danger.

RULE 29

Nothing in these Rules shall exonerate any vessel, or the owner, master or crew thereof, from the consequence of any neglect to carry light or signals, or any neglect to keep a proper look-out, or of the neglect of any precaution that may be required by the ordinary practice of seamen, or by the special circumstances of the case.

GENERAL NOTES

You will be expected to know and be able to answer questions about any of the information and advice given in this booklet so please make sure you know it before applying for your test.

Keep this booklet in a safe place and refer to it often.

Although it is not part of the test, it is very important to be able to swim as there is a high possibility that at any one stage, due to the very nature of the work, you may well fall into the sea, so please make sure that you are a competent swimmer and can swim at least 100 metres in a reasonable time.

If at any time you are not sure about any aspect of the job that you are undertaking, never be afraid to ask. It is better to be safe than sorry.

After you have applied to take your test, you will be informed when and where you will have to be to take the test. You should have a dinghy available for the test.

Please note that the Maritime and Coastguard Agency (MCA) Regulations state that all crew members must have a **ML5 Medical Certificate** that indicates your fitness to undertake safety duties on-board. If you are under 65 years of age the certification lasts for 5 years. Those over 65 must be examined annually. Forms and appointments may be made at St. Mary's Health Centre.

Council of the Isles of Scilly
Maritime Officer
Tel 01720 424808 / 07818 515 401



St Mary's Boatmen's Association - updated guidance for wildlife sightseeing trips



St Mary's Boatmen's Association

July 2016

Navigational hazards associated with wildlife excursion cruises

The recent incident involving *M V Surprise* when she grounded during a cruise amongst the Western Rocks in May 2016 has given rise to the need for a closer examination of the conduct of such trips in order to identify, quantify and mitigate hazards in order to avoid a repeat of that incident or a similar mishap. Trips should be run with risk levels kept to a minimum and observance of the highest standards of seamanship.

The vessel

All Association launches are to be in the required operational condition. All maintenance servicing and checks should be up to date and compliant with the onboard DSM system. In particular, all LSA and communications equipment should be fully operational. The vessel's aids to navigation should be available as required.

The crew

The skipper and crew should be appropriately certified and fully conversant with the location and operation of all relevant equipment carried on the vessel and the procedures for emergency situations as per the exercise programme and instructions contained within the DSM system.

Hazards and Mitigation

Weather The prevailing weather and sea/swell conditions must be acceptable for passenger comfort and safety and the degree of exposure to the conditions in the area contemplated must be considered. Current and forecast visibility should be assessed. Excursion cruises are of necessity conducted in the more exposed areas of Scilly's waters, particularly the Western Rocks.

Height of Tide The intended route should allow for reasonable and safe underkeel clearance.

Tidal Streams The rate and direction of tidal streams on the day need consideration. In particular any areas where overfalls might be encountered bearing in mind wind speed and direction. Tidal streams in and around areas where wildlife is encountered should be constantly assessed in order to avoid being inadvertently set onto submerged rocks.

Grounding All of the island's waters are sufficiently hazardous such that boatmasters need to be constantly aware of their position, even on passage through main channels.

On wildlife cruises, it is difficult to plan a detailed route for the trip since it cannot be known for sure where particular wildlife might be encountered. When deviating out of recognised safe channels to engage in wildlife watching, a constantly evolving dynamic risk assessment should be taking place involving the boatmaster's own experience and local knowledge coupled with observance and monitoring of visible hazards, tide streams and leeway due to wind.

The clarity or otherwise of the sea should be a factor in deciding proximity to rocks and other hazards, close quarters will need to be reassessed in cloudy/obscured water conditions and close approach avoided unless the skipper is fully familiar with the area.

Many interruptions to the process can occur and distract a boatman from this primary task. Among these are radio traffic, mobile phone calls, the need to provide a commentary, and interruptions or questions from passengers. The boatman should ensure the boat hand is available as an extra pair of eyes and ears if necessary.

Safe distance should be a major consideration when approaching wildlife and a rather wider margin of safety should now be adopted than has hitherto been the case. For example, passengers are likely to be just as content with a view of a seal at five metres distant instead of two.

Aids to Navigation

Radar All the Association launches have radar available onboard. An appropriately tuned and set up radar can be of particular assistance in thick weather and a useful secondary navigational tool at other times. Very thick conditions are likely to eliminate wildlife watching trips in any case. At other times the radar is of minimal assistance when close aboard rocks and islands viewing wildlife.

Chart Plotters Chart plotters are generally reliable and very accurate navigational aids these days. Errors can occur and boatmen should always have a means of cross referencing to verify the displayed position. Suitable secondary referencing could be visual observation and/or radar information. As with radar, the chart plotter is not likely to make a useful contribution to close quarters wildlife viewing. Additionally, as all boatmen are aware, there are places where potentially hazardous rocks exist that are not included in the chart plotter data.

Echo Sounders It seems likely that echo sounders are to be recommended as part of the response from the MCA and one of the measures intended to reduce the likelihood of a similar incident. The equipment could provide a useful additional source of data to assist in the dynamic risk assessment process on wildlife watching trips. However, they can be unreliable in providing a depth reading in reduced depths. Whilst among the Western Rocks and elsewhere there could be more than adequate depth showing on the sounder while rocks with insufficient water over them may well be very close at hand. So, as with other aids to navigation, absolute faith in the information displayed is not advisable.

Sight and Hearing For the close approach to wildlife, visual observation is the primary means of maintaining a safe position relative to any hazards present combined with the local knowledge of the area previously acquired by the boatmaster. Any circumstances affecting or reducing visual capacity will mean a more cautious approach to rock outcrops etc. and acceptable safe distances should be increased accordingly.

Conclusion

These factors are a generalisation and each boatmaster should proceed according to their own experience, judgement and any relevant factors associated with the design and construction of each boat. What may be acceptable in a newer larger vessel may not be a suitable trip in a smaller open boat. All of the items discussed above are no more than we all do on a daily basis, but we have to reassess our decisions more critically and strenuously, taking care to avoid letting ourselves become too familiar and complacent with the risks and dangers present in our daily working environment.