



## **REPORT**

**To: Harbour Board**

**26 August 2009**

**From: Operations Manager - Ports**

**Report No: P&H-20-09-F**

**Subject: Scalloway Harbour Area – Zoning Report**

### **1 Introduction**

- 1.1 This report is to advise the Harbour Board on the availability of suitable areas for potential future development.

### **2 Link to Council Priorities**

- 2.1 Further improve and develop port facilities and services to attract vessels serving the new oil and gas fields west of Shetland.
- 2.2 Assist with encouraging sustainable growth in the aquaculture industry.

### **3 Background**

- 3.1 Development within the Scalloway harbour area at Blacksness has previously been carried out on an ad hoc, unplanned basis.
- 3.2 The requests by potential clients have tended to be addressed in isolation without necessarily taking into account, or planning for, future possibilities.
- 3.2 With a limited area of open land available, it is essential that its potential for the development of related industry and harbour income be maximised.

### **4 Current Situation**

- 4.1 The Fish Market area, in addition to the Market itself, has several businesses within its boundaries, e.g., Scottish Sea Farms, Net Services (Shetland) Limited, Hunter's Fish and LHD. The remaining open area is required for access to the Fishmarket by articulated vehicles, while the southeast corner is occupied by the net mending area.

- 4.2 The Commercial Quay contains several warehouses and a bunker fuel facility. The remaining open area is required to provide hard standing area for off-loading vessels. It is also used by small vessels for maintenance (shot-blasting/painting of hulls etc.).
- 4.3 The West Quay has heavy usage as a laydown area by small boat/yacht owners preparing for the summer season and is also the main area for the aquaculture industry at Scalloway. There is also a large fenced area, which provides a secure storage area for harbour users. There is a large open area still available where consideration had recently been given to constructing additional warehouse space following enquiries from local businesses. SLAP conducted exploratory discussions regarding the potential for such investment and reported that at this time there is insufficient interest to warrant continuing with the project. Also, this area is used periodically by the salmon industry for salmon cage construction. A smaller area would probably be insufficient for this operation and could be detrimental to the local salmon farm industry.

## **5 Future Development Possibilities**

- 5.1 At this time the West Quay is the only open area, which is not regularly used or required for harbour related activities. However, as stated in 4.3 above, it is seen by the salmon industry as an important facility in which they can conduct cage building or cage repairs.
- 5.2 Maintaining the West Quay open area provides scope and flexibility to meet the demands of additional business, should the dredging of Scalloway Harbour and renewal of the West Jetty proceed.

## **6 Financial Implications**

- 6.1 There are no financial implications arising from this report.

## **7 Summary**

- 7.1 Utilisation of Blacksness Pier is high with only the West Quay having the potential for future development.

## **8 Policy and Delegated Authority**

- 8.1 The Harbour Board has full delegated authority for the oversight and decision making in respect of the management and operation of the Council's harbour undertakings in accordance with the overall Council policy, revenue budgets and the requirements of the Port Marine Safety Code, as described in Section 16 of the Council's Scheme of Delegations. There are no Policy and Delegated Authority issues to be addressed.

## **9 Recommendations**

It is recommended that: -

- 9.1 The Harbour Board notes the contents of this report.

Date: 10 August 2009  
Our Ref: JBE/LAB RO-O

Report No. P&H-20-09-F





## REPORT

**To: Harbour Board**

**26 August 2009**

**From: Harbour Master / Head of Service**

**Report No: P&H-17-09-F**

**Subject: Vessels Anchoring off Gulberwick and Quarff**

### **1 Introduction**

- 1.1. This report is to brief and inform Members on the anchoring of vessels, particularly tankers, off Gulberwick and Quarff.

### **2 Link to Council Priorities**

- 2.1 The report promotes the ideals from the Corporate Plan of sustainable economy whilst protecting the environment.

### **3 Background**

- 3.1 Vessels, including tankers, have often anchored off Gulberwick and Quarff, just outside the limits of Lerwick Port Authority. This is within the IMO Precautionary Area.
- 3.2 In recent times the shuttle tankers operating on the Foinhaven field have frequently used the area as a safe anchorage e.g., Petronordic and Petroatlantic. Occasionally the shuttle tankers, Loch Rannoch and Hanne Knutsen, serving the Schiehallion field also anchor off Gulberwick.
- 3.3 Normally the tankers are in ballast waiting to proceed to load cargo from the Foinhaven FPSO (Floating Production, Storage and Off take unit.) However, from time to time they are half laden waiting to go to the FPSO to take a second batch of oil. When fully laden they proceed directly to the discharge port from the FPSO.
- 3.4 The Foinhaven shuttle tankers are modern double hull tankers with full DP2 (dynamically positioning) systems, run and managed by T K Petrojarl with BP Shipping supervising the operation of the vessels. The DP2 rating means that loss of position should not occur from a single fault of an active component or system such as generators, thruster, switchboards remote controlled valves etc. But may occur after failure of a static component such as cables, pipes, manual valves etc. Details of the ships are attached in Appendix 2.

- 3.5 It was the Council who persuaded the Government to request that the International Maritime Organisation (IMO) introduce an avoidance area surrounding Shetland Waters.
- 3.6 A ten-mile avoidance area was originally established and this was increased to twenty miles after Lord Donaldson's report on the Braer in 1995.
- 3.7 The scheme applies to all vessels of 5000 gross tonnes and above, carrying or capable of carrying oil and other liquid hazardous cargoes in bulk.
- 3.8 However, ships of this size and above can enter the Lerwick and Sullom Voe harbour areas and accordingly "Precautionary Areas" were established in the approaches to these ports. These areas are marked on navigational charts and can be seen in Appendix 1, which shows the IMO scheme for Shetland waters.

#### **4 Current Status**

- 4.1 The Harbour Board is responsible, in terms of its remit and delegated authority for the ports, harbours and piers belonging to the Council and for conservancy of the waters out to 12 miles, with the exception of the Trust Ports of Lerwick and Boonies Taing.
- 4.2 The tankers off Gulberwick can anchor as close as 0.5 miles from the land and generally just outside the harbour limits of Lerwick Port Authority.
- 4.3 These tankers notify HM Coastguard on arrival and departure. The Coastguard station is situated on the Knab and overlooks the Southern approaches to Lerwick Port.
- 4.4 The proximity of the vessels in relation to the port allows for some economic benefits to the businesses and services of the Shetland community (e.g. car hire, hotels, flights, retail outlets and marine and engineering contractors).
- 4.5 The limits of the Southern limit of Lerwick Port Authority is defined by a line drawn from The Skeo to Bard Head which is shown in Appendix 3.
- 4.6 Lerwick Port Authority has a Port Information Service with radar coverage of the port and its approaches, including the area in which the tankers normally anchor. However the Port has no qualified VTS officers and no legal responsibility to monitor or advise shipping outside of its port limits.

- 4.7 Vessel Traffic Service at Sullom Voe monitors all commercial shipping within Shetland waters. When a vessel is observed to be contravening the Area to be Avoided, or some other maritime regulation, it is reported to the Coastguard.
- 4.8 This ability relies heavily on AIS information, supplemented with radar information and reports from other vessels and observers. The system is not reliable and accurate enough to forewarn of a tanker dragging anchor off the approaches to Lerwick Port.
- 4.9 Outwith a Harbour Limit in Shetland, no body or group is legally obliged or designated with the task of monitoring and warning tankers that may be anchoring in an inappropriate position or dragging anchor.
- 4.10 Bridge anchor watches are kept on all the tankers. The officers are all STCW (Standards of Training, Certification and Watchkeeping for Seafarers) qualified and the various oil companies vet the vessels and their management systems.

4.10.1 STCW 95 states that for ships at anchor

“If the master considers it necessary, a continuous navigational watch shall be maintained at anchor. While at anchor, the officer in charge of the navigational watch shall:

- .1 determine and plot the ship's position on the appropriate chart as soon as practicable;
- .2 when circumstances permit, check at sufficiently frequent intervals whether the ship is remaining securely at anchor by taking bearings of fixed navigational marks or readily identifiable shore objects;
- .3 ensure that a proper lookout is maintained;
- .4 ensure that inspection rounds of the ship are made periodically;
- .5 observe meteorological and tidal conditions and state of the sea;
- .6 notify the master and undertake all necessary measures if the ship drags anchor;
- .7 ensure that the state of readiness of the main engines and other machinery is in accordance with the master's instructions;
- .8 if visibility deteriorates, notify the master;
- .9 ensure that the ship exhibits the appropriate lights and shapes and that appropriate sound signals are made in accordance with all applicable regulations; and
- .10 take measures to protect the environment from pollution by the ship and comply with applicable pollution regulations.”

- 4.11 The engines of the tankers at anchor are reported to be available within 5 minutes. When adverse weather is forecast the vessels dynamic positioning (system of keeping the vessel in position by use of engines and thrusters, which is linked to a navigational aid) can be used to add extra security. This has been confirmed with Lerwick Port Authority and the operators of the tankers.
- 4.12 When SE'ly gales are forecast the vessels often heave anchor and sail 20 miles off Shetland.
- 4.13 All the vessels anchor with one anchor, leaving one spare to be deployed if required.
- 4.14 All the vessels in question comply with the International Safety Management Code for the Safe Operation of Ships and for Pollution Prevention, which was adopted by the International Maritime Organisation by resolution A.741(18).
- 4.15 The revised SOLAS regulation II-1/3-4 states that - as per the current regulation - emergency towing arrangements should be fitted at both ends on board every tanker of not less than 20,000 tonnes deadweight.

*For tankers constructed on or after 1 July 2002:*

- *the arrangements shall, at all times, be capable of rapid deployment in the absence of main power on the ship to be towed and easy connection to the towing ship. At least one of the emergency towing arrangements shall be pre-rigged ready for rapid deployment; and*
  - *emergency towing arrangements at both ends shall be of adequate strength taking into account the size and deadweight of the ship, and the expected forces during bad weather conditions. The design and construction and prototype testing of emergency towing arrangements shall be approved by the Administration, based on the Guidelines developed by the Organization.*
- 4.15.1 The Petronnordic was built July 2002 and the Petroatlantic was built March 2003.
- 4.15.2 At least one of the emergency towing arrangements must be able to be deployed rapidly and without power. The details of the minimum standards of equipment are described in "Annex 7" of IMO Resolution MSC.35(63), which is attached as Appendix 4.



- 4.16 The response time for tugs such as the MCA salvage tug “Anglian Sovereign” will be dependant on their location. Currently the Anglian Sovereign uses the ports of Lerwick, Scalloway and Scapa as bases of operation.

## **5 Oil Spill Response Plans.**

- 5.1 Any response to an oil spill incident will follow pre-arranged plans and agreements.
- 5.2 Ports and Harbours holds the approved oil spill response plans for Sullom Voe, Scalloway and Shetland, excluding the trust ports of Lerwick and Broonies Taing. The plans are all available for public viewing on the Ports & Harbours website, under the heading of Contingency Plans.
- 5.2.1 Ports and Harbours Oil Spill plans are constructed with close links to the following plans:
- Shetland Islands Council Emergency Plan
  - National Contingency Plan (NCP)
  - Sullom Voe Harbour Port Marine Safety code
  - SEPA Emergency Plan
  - Shetland Islands Council COMAH Plan
  - Shetland Islands Council Pipeline Safety Plan
  - Shetland Islands Council’s Coastline Survey
  - WRCC Oil Spill Plan for Shetland
  - AFEN Coastal Protection Plan
- 5.3 Lerwick Port holds an approved oil spill plan for spills within Lerwick Port.
- 5.4 Any response to an oil spill follows a tiered response
- TIER ONE – Small operational response – local resources
  - TIER TWO – Medium sized spill – regional assistance
  - TIER THREE – Large Spill – National assistance, NCP
- 5.5 Responsibility and the lead agency for oil spill response falls to:
- 5.5.1 Government takes the lead in pollution at sea from ships. This may be under the authority of either SOSREP or the MCA.
- 5.5.2 Ports, harbours, oil facilities and offshore installations have a statutory responsibility to clean up spills within their areas.
- 5.5.3 Local Authorities have accepted the non-statutory responsibility. In Shetland that responsibility means the entire coastline with the exception of Lerwick Port Authority and Broonies Taing.

## 6 Disaster Scenario

6.1 In the unlikely event that one of the tankers did drag anchor.

6.1.1 The tugs at LPA may be able to offer some assistance to help slow the tanker, however the tankers are substantially bigger than the vessels the tugs are designed to assist. There may also be vessels in the port of Lerwick that may be able to assist any tanker dragging her anchor (e.g. anchor handlers, standby vessels and tugs that normally work offshore). However this can not be counted on and it is, therefore, unlikely that any tug of sufficient bollard pull could be on scene to offer any practical assistance before the vessel ran aground.

6.1.2 The maximum rate of drag could reach as high as 3 knots. This is not an instantaneous speed, but reached gradually and can be slowed or stopped by any of the measures mentioned below.

6.1.3 Once noticed, the Master and officers of the vessel would attempt to stop the vessel from dragging anchor. This is normally done by:

6.1.3.1 Paying out more anchor cable and if required dropping the second anchor. This usually has the effect of holding the vessel and in the worst case scenario, slowing the rate of drag.

6.1.3.2 Starting the main engine to ease the weight on the cable and hold the vessel in position. Normally the anchor is then retrieved and the vessel will sail to open waters or a more secure anchorage.

6.1.4 It is likely that, should the above fail, the vessel would go ashore North of The Skeo, which lies inside the Port limits of Lerwick Port Authority.

6.1.4.1 It therefore would fall to Lerwick Port Authority (LPA) to activate their Oil Pollution response plan and would initially be the lead agency in responding to any spill.

6.1.4.2 If the spill were of significant size then Lerwick Port Authority would proceed to either a Tier 2 or Tier 3 response.

6.1.4.3 Lerwick Port Authority has a MCA approved agreement with Sullom Voe Terminal (SVT), to provide equipment and expertise to help in oil spill response.

6.1.4.4 Should the spill be of a magnitude too large to deal with by LPA and SVT then a national Tier 3 response is likely.

6.1.5 If a spill occurred outwith the Harbour Limits of LPA, then the Shetland Marine Pollution Plan would be activated and Ports and Harbours Operations would take the lead. Similar to LPA, Ports and Harbours also have an agreement with SVT to help respond to any pollution incident.

6.1.6 Response time is subject to the location of any spill, time of day, weather conditions and location of key staff members at the time of the incident. However it is likely that local response, including equipment, should be activated and on site within the hour. During a normal working week this may be even quicker. The author of this report estimates that arrival of booms and equipment from Sullom Voe may arrive on scene within 2 hours. Again this is subject to the above conditions. Tugs with booms and oil spill dispersant from Sullom Voe could be onsite in approximately 3 ½ hours (best possible estimated arrival time with booms).

6.1.7 Spraying of dispersal would need to be authorised and after taking into consideration the benefits, effectiveness and the hazards and consequences to wildlife and the environment. Within LPA harbour limits, the request for dispersants would fall to the LPA or the MCA.

6.1.8 Tier 3 response of personnel and equipment would normally be expected to start to arrive within 24 hours of being informed. This, however, can be dependant on weather as was highlighted with the Braer.

## 6.2 Compensation

6.2.1 Appendix 5 describes the various levels of compensation available should there be an oil spill from a tanker.

## 7 **Financial Implications**

7.1 This report is for noting only and there are therefore no financial implications arising from this report

## 8 **Policy and Delegated Authority**

8.1 Harbour Board has full-delegated authority for the oversight and decision making in respect of the management and operation of the Council's harbour undertakings in accordance with the overall Council policy, revenue budgets and the requirements of the Port Marine Safety Code, as described in Section 16 of the Council's Scheme of Delegations.

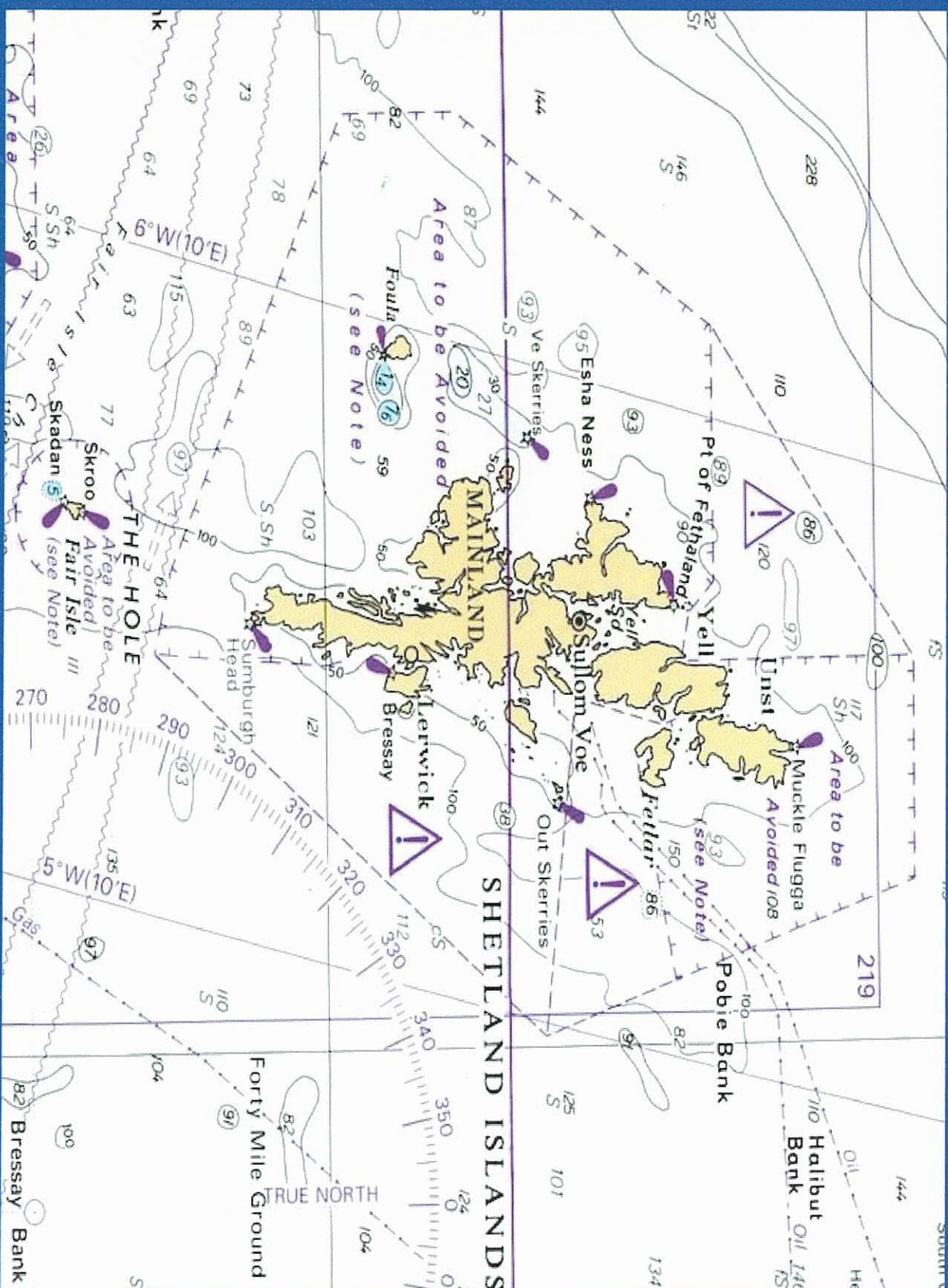
## **9 Conclusion**

- 9.1 Some element of risk exists as with any shipping activity.
- 9.2 Some economic benefit is gained to the businesses of Shetland by the presence of these tankers.
- 9.3 Proper and adequate oil spill plans exist.
- 9.4 Tankers can legally anchor off the coast and close to the harbour limits of any port on the condition that the vessels are safe, adherent to the appropriate legislation and guidelines and not impeding the safe navigation of any other vessel or the safe access / egress of a port.
- 9.5 Compensatory arrangements are in place should a spill occur from a tanker.
- 9.6 Lerwick Port Authority has the ability to monitor the vessels.

## **10 Recommendations**

- 10.1 I recommend that the Harbour Board recommends to the Council that it note the contents of the report.

# SHETLAND IMO "AREA TO BE AVOIDED" SCHEME





Appendix 2.

**SHIP OVERVIEW**

Ship Name	<b>PETROATLANTIC</b>	Shiptype	<b>Shuttle Tanker</b>
Year of Build	<b>2003</b>	LR/IMO Ship No.	<b>9233818</b>
Gross Tonnage	<b>54,865</b>	Deadweight	<b>92,968</b>
MMSI No.	<b>311517000</b>	Call Sign	<b>C6SW7</b>
Status	<b>In Service/Commission</b>	Flag	<b>Bahamas</b>
Last Updated	<b>2009-02-23</b>	Data validated	<b>2007-12-24</b>

**DIMENSIONS**

Length Overall	<b>233.573</b>	Length (BP)	<b>219.080</b>
Length (Reg)	<b>222.070</b>	Bulbous Bow	<b>Yes</b>
Breadth Extreme	<b>42.032</b>	Breadth Moulded	<b>42.000</b>
Draught	<b>14.519</b>	Depth	<b>21.300</b>
Height	<b>63.650</b>		
Displacement	<b>110478</b>	T/CM	<b>86.3</b>

**TONNAGES**

Tonnage Type	<b>One tonnage, unspecified</b>	Tonnage System	<b>New System (International 1969)</b>
Effective Date	<b>2003-03</b>	Effective Date	<b>2003-03</b>
Gross	<b>54,865</b>	Net	<b>26,376</b>
Deadweight	<b>92,968</b>	CGT	<b>0</b>
Formula Deadweight	<b>86,529</b>		

**CARGO OVERVIEW**

Grain	<b>0</b>	Bale	<b>0</b>	Liquid (Oil)	<b>101,611</b>	TEU	<b>0</b>
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**TANKS**

6 Steel (Unspecified) Port Cargo Tank(s), 6 Steel (Unspecified) Starboard Cargo Tank(s), 1 Steel (Unspecified) Port Slop Tank(s), 1 Steel (Unspecified) Starboard Slop Tank(s), 3 Grades (cargo segregations)

**SPECIALIST**

COW, IGS, SBT (Protective), Closed Loading, VRS - Vapour Recovery System, Slop Capacity 2,281, Aluminium Brass Heating Coils, 66 Maximum Temp (Centigrade), Slop Tank Tar Epoxy Coating, Bow Loading Facility, Bow Discharge Facility, SPM Equipped, 1 Bow Stoppers, 500t SWL, 3 Lines (manifolds) per Side, 49.00m Mid Point Manifold Forward (Light), 74.50m Parallel Body Length (Light), 25.50m Mid Point Manifold Aft (Light), 53.50m Mid Point Manifold Forward (Ballast), 88.00m Parallel Body Length (Ballast), 34.50m Mid Point Manifold Aft (Ballast), 53.50m Mid Point Manifold Forward (Laden), 113.50m Parallel Body Length (Laden), 60.00m Mid Point Manifold Aft (Laden), 117.50m Bow to Centre Manifold

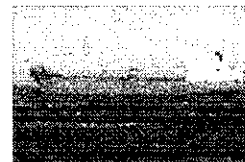
**THRUSTERS**

Thrusters: 1 Thwart. CP thruster (f) 2,000kW(2,719bhp) , 1 Retractable directional thruster (f) 2,000kW(2,719bhp) , 1 Thwart. CP thruster (a) 2,000kW(2,719bhp)

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## SHIP OVERVIEW

Ship Name	<b>PETRONORDIC</b>	Shiptype	<b>Shuttle Tanker</b>
Year of Build	<b>2002</b>	LR/IMO Ship No.	<b>9233806</b>
Gross Tonnage	<b>54,865</b>	Deadweight	<b>92,995</b>
MMSI No.	<b>311463000</b>	Call Sign	<b>C6SU9</b>
Status	<b>In Service/Commission</b>	Flag	<b>Bahamas</b>
Last Updated	<b>2009-05-01</b>	Data validated	<b>2007-12-24</b>



## DIMENSIONS

Length Overall	<b>233.573</b>	Length (BP)	<b>219.100</b>
Length (Reg)	<b>0.000</b>	Bulbous Bow	<b>Yes</b>
Breadth Extreme	<b>42.000</b>	Breadth Moulded	<b>42.000</b>
Draught	<b>14.500</b>	Depth	<b>21.300</b>
Height	<b>63.650</b>		
Displacement	<b>110478</b>	T/CM	<b>86.3</b>

## TONNAGES

Tonnage Type	<b>One tonnage, unspecified</b>	Tonnage System	<b>New System (International 1969)</b>
Effective Date	<b>2002-00</b>	Effective Date	<b>2002-00</b>
Gross	<b>54,865</b>	Net	<b>26,367</b>
Deadweight	<b>92,995</b>	CGT	<b>0</b>
Formula Deadweight	<b>86,537</b>		

## TANKS

7 Steel (Unspecified) Port Cargo Tank(s), 5 Steel (Unspecified) Starboard Cargo Tank(s), 1 Steel (Unspecified) Port Slop Tank(s), 1 Steel (Unspecified) Starboard Slop Tank(s), 3 Grades (cargo segregations)

## SPECIALIST

COW, IGS, SBT (Protective), Closed Loading, VRS - Vapour Recovery System, Slop Capacity 2,281, Aluminium Brass Heating Coils, 66 Maximum Temp (Centigrade), Slop Tank Tar Epoxy Coating, Bow Loading Facility, SPM Equipped, 3 Lines (manifolds) per Side, 49.00m Mid Point Manifold Forward (Light), 74.50m Parallel Body Length (Light), 25.50m Mid Point Manifold Aft (Light), 53.50m Mid Point Manifold Forward (Ballast), 88.00m Parallel Body Length (Ballast), 34.50m Mid Point Manifold Aft (Ballast), 53.50m Mid Point Manifold Forward (Laden), 113.50m Parallel Body Length (Laden), 60.00m Mid Point Manifold Aft (Laden), 118.40m Bow to Centre Manifold

## THRUSTERS

Thrusters: 1 Thwart. CP thruster (f) 2,000kW(2,719bhp) , 1 Retract. directional thruster (f) 2,000kW (2,719bhp) , 1 Thwart. CP thruster (a) 2,000kW(2,719bhp)

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## SHIP OVERVIEW

Ship Name	<b>LOCH RANNOCH</b>	Shiptype	<b>Shuttle Tanker</b>
Year of Build	<b>1998</b>	LR/IMO Ship No.	<b>9160619</b>
Gross Tonnage	<b>75,526</b>	Deadweight	<b>130,031</b>
MMSI No.	<b>232829000</b>	Call Sign	<b>MYJG2</b>
Status	<b>In Service/Commission</b>	Flag	<b>United Kingdom</b>
Last Updated	<b>2009-06-26</b>	Data validated	



## DIMENSIONS

Length Overall	<b>269.730</b>	Length (BP)	<b>256.130</b>
Length (Reg)	<b>257.390</b>	Bulbous Bow	<b>Yes</b>
Breadth Extreme	<b>46.033</b>	Breadth Moulded	<b>46.000</b>
Draught	<b>15.100</b>	Depth	<b>22.410</b>
Height	<b>56.800</b>		
Displacement	<b>156252</b>	T/CM	<b>111.0</b>

## TONNAGES

Tonnage Type	<b>One tonnage, unspecified</b>	Tonnage System	<b>New System (International 1969)</b>
Effective Date	<b>1998-00</b>	Effective Date	<b>1998-00</b>
Gross	<b>75,526</b>	Net	<b>36,352</b>
Deadweight	<b>130,031</b>	CGT	<b>0</b>
Formula Deadweight	<b>116,571</b>		

## TANKS

6 Steel (Unspecified) Centre Or Only Cargo Tank(s), 6 Steel (Unspecified) Port Cargo Tank(s), 6 Steel (Unspecified) Starboard Cargo Tank(s), 1 Steel (Unspecified) Port Slop Tank(s), 1 Steel (Unspecified) Starboard Slop Tank(s), 2 Grades (cargo segregations)

## SPECIALIST

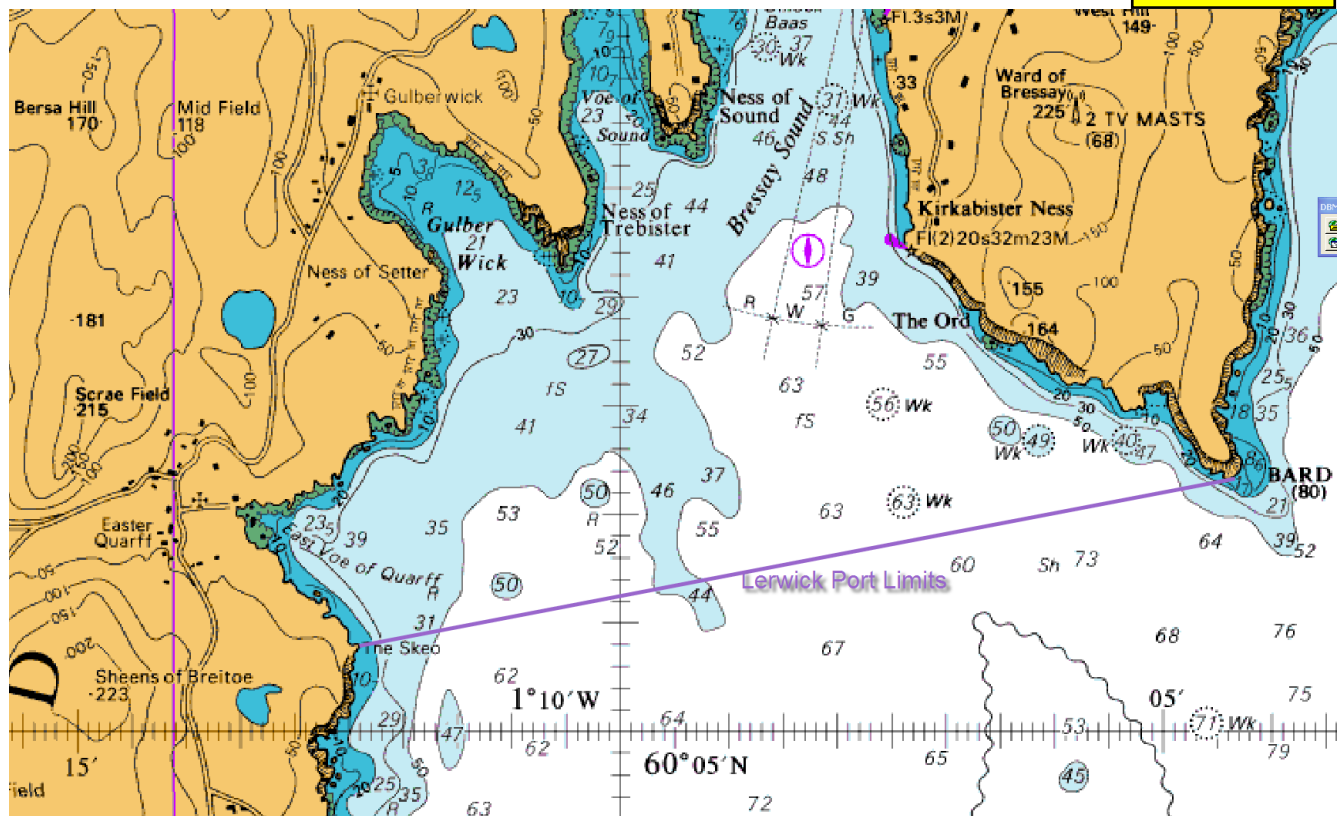
COW, IGS, SBT (Protective), VRS - Vapour Recovery System, Slop Capacity 3,302, 40 Maximum Temp (Centigrade), 6 Lines (manifolds) per Side, 70.00m Mid Point Manifold Forward (Ballast), 120.00m Parallel Body Length (Ballast), 50.00m Mid Point Manifold Aft (Ballast), 70.00m Mid Point Manifold Forward (Laden), 139.00m Parallel Body Length (Laden), 69.00m Mid Point Manifold Aft (Laden)

## THRUSTERS

Thrusters: 2 Thwart. CP thruster (f) 2,500kW(3,399bhp) , 2 Thwart. CP thruster (a) 800kW(1,088bhp)

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ANNEX 7

RESOLUTION MSC.35(63)  
(adopted on 20 May 1994)

ADOPTION OF GUIDELINES FOR EMERGENCY  
TOWING ARRANGEMENTS ON TANKERS

THE MARITIME SAFETY COMMITTEE,

RECALLING Article 28(b) of the Convention on the International Maritime Organization concerning the functions of the Committee,

RECALLING ALSO that the Assembly, at its thirteenth session, when adopting resolution A.535(13) concerning Recommendation on emergency towing requirements for tankers, requested the Committee to keep the Recommendation under review, in particular in respect to new towing concepts which may be introduced and to report as necessary to the Assembly,

NOTING that tankers, including oil tankers, gas carriers and chemical tankers, in emergencies such as complete mechanical breakdowns, may need to be towed out of danger, and that technologically advanced towing arrangements have been developed since the adoption of resolution A.535(13), whose provisions need revision to incorporate new towing concepts,

NOTING ALSO that the new regulation V/15-1 of the International Convention for the Safety of Life at Sea, 1974, as adopted by the Committee in May 1994, requires that all tankers of not less than 20,000 tonnes deadweight shall be fitted with an emergency towing arrangement, the design and construction of which shall be approved by the Administration based on the Guidelines developed by the Organization,

HAVING CONSIDERED the recommendation made by the Sub-Committee on Ship Design and Equipment at its thirty-seventh session,

1. ADOPTS the Guidelines for Emergency Towing Arrangements on Tankers, the text of which is set out in the Annex to the present resolution and which supersedes resolution A.535(13);
2. RECOMMENDS that all Governments concerned take appropriate steps to implement the Guidelines.

ANNEX

GUIDELINES FOR EMERGENCY TOWING  
ARRANGEMENTS ON TANKERS

1 PURPOSE

1.1 Under regulation V/15-1 of the 1974 SOLAS Convention, as amended by resolution MSC.31(63) in 1994, new and existing tankers of 20,000 tonnes deadweight and above shall be fitted with an emergency towing arrangement, the design and construction of which shall be approved by the Administration, based on the Guidelines developed by the Organization.

1.2 The present Guidelines are intended to provide standards for the design and construction of emergency towing arrangements which Administrations are recommended to implement.

1.3 For existing tankers fitted with the emergency towing arrangements in accordance with resolution A.535(13), the existing towing arrangements forward of the ship may be retained, but the towing arrangements aft of the ship should be upgraded to comply with the requirements of the present Guidelines.

2 REQUIREMENTS FOR THE ARRANGEMENTS AND COMPONENTS

2.1 General

The emergency towing arrangements should be so designed as to facilitate salvage and emergency towing operations on tankers primarily to reduce the risk of pollution. The arrangements should at all times be capable of rapid deployment in the absence of main power on the ship to be towed and easy connection to the towing vessel. Figure 1 shows arrangements which may be used as reference.

2.2 Towing components

The major components of the towing arrangements should consist of the following:

	<u>Forward of ship*</u>	<u>Aft of ship</u>	<u>Strength requirements</u>
Pick-up gear	optional	Yes	---
Towing pennant	optional	Yes	Yes
Chafing gear	Yes	Depending on design	Yes
Fairlead	Yes	Yes	Yes
Strongpoint	Yes	Yes	Yes
Roller pedestal	Yes	Depending on design	---

---

\* See paragraph 3.1.4.

## 2.3 Strength of the towing components

- 2.3.1 Towing components as specified in 2.2 for strength should have a working strength of at least 1,000 kN for tankers of 20,000 tonnes deadweight and over but less than 50,000 tonnes deadweight, and at least 2,000 kN for tankers of 50,000 tonnes deadweight and over (working strength is defined as one half ultimate strength). The strength should be sufficient for all relevant angles of towline, i.e. up to 90° from the ship's centreline to port and starboard and 30° vertical downwards.
- 2.3.2 Other components should have a working strength sufficient to withstand the load to which such components may be subjected during the towing operation.

## 2.4 Length of towing pennant

The towing pennant should have a length of at least twice the lightest seagoing ballast freeboard at the fairlead plus 50 m.

## 2.5 Location of strongpoint and fairlead

The bow and stern strongpoint and fairleads should be located so as to facilitate towing from either side of the bow or stern and minimize the stress on the towing system.

## 2.6 Strongpoint

The inboard end fastening should be a stopper or bracket or other fitting of equivalent strength. The strongpoint can be designed integral with the fairlead.

## 2.7 Fairleads

### 2.7.1 Size

Fairleads should have an opening large enough to pass the largest portion of the chafing gear, towing pennant or towing line.

### 2.7.2 Geometry

The fairlead should give adequate support for the towing pennant during towing operation which means bending 90° to port and to starboard side and 30° vertical downwards. The bending ratio (towing pennant bearing surface diameter to towing pennant diameter) should be not less than 7 to 1.

### 2.7.3 Vertical location

The fairlead should be located as close as possible to the deck and, in any case, in such a position that the chafing chain is approximately parallel to the deck when it is under strain between the strongpoint and the fairlead.

## 2.8 Chafing chain

Different solutions on design of chafing gear can be used. If a chafing chain is to be used, it should have the following characteristics:

### 2.8.1 Type

The chafing chain should be stud link chain.

### 2.8.2 Length

The chafing chain should be long enough to ensure that the towing pennant remains outside the fairlead during the towing operation. A chain extending from the strongpoint to a point at least 3 m beyond the fairlead should meet this criterion.

### 2.8.3 Connecting limits

One end of the chafing chain should be suitable for connection to the strongpoint. The other end should be fitted with a standard pear-shaped open link allowing connection to a standard bow shackle.

### 2.8.4 Stowage

The chafing chain should be stowed in such a way that it can be rapidly connected to the strongpoint.

## 2.9 Towing connection

The towing pennant should have a hard eye-formed termination allowing connection to a standard bow shackle.

## 2.10 Prototype test

Designs of emergency towing arrangements in accordance with these Guidelines should be prototype tested to the satisfaction of the Administration.

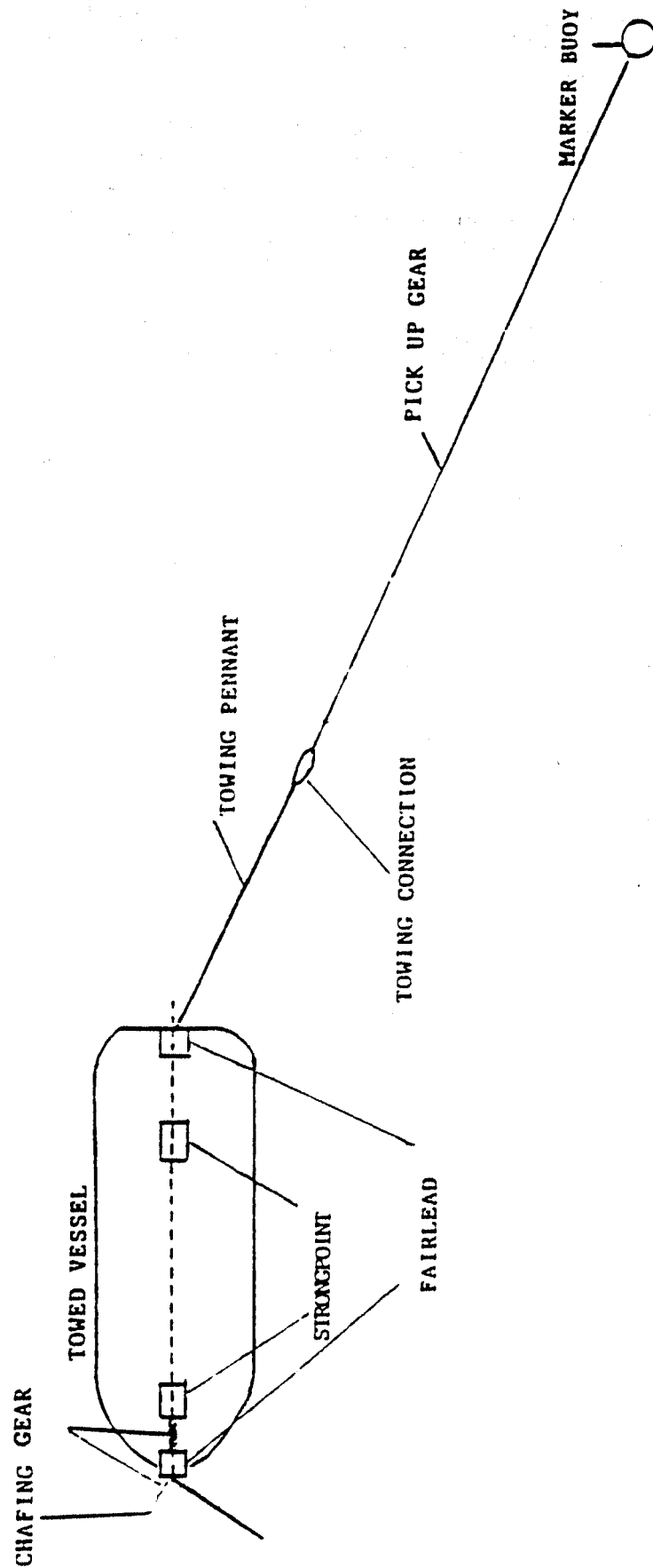
## 3 READY AVAILABILITY OF TOWING ARRANGEMENTS

3.1 To facilitate approval of such equipment and to ensure rapid deployment, emergency towing arrangements should comply with the following criteria:

- .1 The aft emergency towing arrangement should be pre-rigged and be capable of being deployed in a controlled manner in harbour conditions in not more than 15 min.
- .2 The pick-up gear for the aft towing pennant should be designed at least for manual operation by one person taking into account the absence of power and the potential for adverse environmental conditions that may prevail during such emergency towing operations. The pick-up gear should be protected against the weather and other adverse conditions that may prevail.
- .3 The forward emergency towing arrangement should be capable of being deployed in harbour conditions in not more than 1 h.



- .4 The forward emergency towing arrangement should be designed at least with a means of securing a towline to the chafing gear using a suitably positioned pedestal roller to facilitate connection of the towing pennant.
  - .5 Forward emergency towing arrangements which comply with the requirements for aft emergency towing arrangements may be accepted.
  - .6 All emergency towing arrangements should be clearly marked to facilitate safe and effective use even in darkness and poor visibility.
- 3.2 All emergency towing components should be inspected by ship personnel at regular intervals and maintained in good working order.



\*\*\*

FIGURE 1 TYPICAL EMERGENCY TOWING ARRANGEMENTS

## **1. Information and History on International Compensation**

The following is an extract from an article by the Director of the IOPC Funds written for the publication *"The IOPC Funds' 25 years of compensating victims of oil pollution incidents"* published in 2003.

### **The International compensation regime 25 years on (extract)**

#### **Historical background**

Following the *Torrey Canyon* incident in 1969 off the south coast of England, an international regime was elaborated under the auspices of the International Maritime Organization (IMO) to provide compensation for pollution damage caused by spills from oil tankers. The framework for the regime was originally the 1969 International Convention on Civil Liability for Oil Pollution Damage (1969 Civil Liability Convention) and the 1971 International Convention on the Establishment of an International Fund for Compensation for Oil Pollution Damage (1971 Fund Convention). These Conventions entered into force in 1975 and 1978 respectively.

Early on in the operations of the 1971 Fund, it became apparent in the light of the experience of two major incidents off the coast of Brittany in France, the *Amoco Cadiz* in 1978 and the *Tanio* in 1980, that the 1969 and 1971 Conventions had a number of shortcomings, in particular as regards the amounts of compensation available. It was therefore decided that these Conventions should be revised in order to enhance the protection of victims of oil pollution and encourage more States to participate in the international regime. A Diplomatic Conference held in 1984 in London under the auspices of IMO adopted two Protocols amending the Conventions. These Protocols provided higher levels of compensation and a wider scope of application than the original Conventions.

The entry into force conditions laid down in the 1984 Protocol to the 1971 Fund Convention were drafted in such a way that the Protocol could only come into force if the United States of America ratified it. However, in the United States many of the individual states within the country had adopted their own oil pollution liability legislation, and ratification of the Protocols by the United States would have prevented them from maintaining such legislation. This presented political difficulties, which were heightened as a result of the *Exxon Valdez* incident in Alaska in 1989, which gave rise to claims well in excess of the compensation amount available under the 1984 Protocols. The United States subsequently adopted the Oil Pollution Act 1990 (OPA 90), which included its own compensation regime. This ensured that the 1984 Protocols would never enter into force.

The *Exxon Valdez* incident reinforced the need to increase the amount of compensation available for such major incidents and widen the scope of application. The 1971 Fund Assembly therefore decided in 1990 to set up an Intersessional Working Group to consider the future development of the international regime. It was generally considered that the international regime based on the 1969 and 1971 Conventions had worked remarkably well and that the viability of the system should be maintained, and it was considered important that the 1984 Protocols should be amended so as to ensure that they entered into force as soon as possible. The Assembly subsequently approved the text of two new Protocols elaborated by the Working Group which were forwarded to IMO.

A Diplomatic Conference held in London in 1992 under the auspices of IMO adopted two Protocols amending the 1969 and 1971 Conventions. The 1992 Protocols are in substance identical to the 1984 Protocols but with lower entry into force conditions for both Protocols. The amended Conventions, which are known as the 1992 Civil Liability Convention and the 1992 Fund Convention, entered into force on 30 May 1996, ie within four years of their adoption, a remarkably short time frame in the context of international conventions. At the same time as the 1969 Civil Liability Convention and the 1971 Fund Convention were negotiated, two corresponding voluntary industry schemes were adopted. These two schemes were known as TOVALOP (Tanker Owners Voluntary Agreement concerning Liability for Oil Pollution) and CRISTAL (Contract Regarding an Interim Supplement to Tanker Liability for Oil Pollution). The purpose of these industry schemes was to provide benefits comparable to those available under the Civil Liability Convention and the Fund Convention in States which had not ratified those Conventions. Both TOVALOP and CRISTAL were intended to be interim solutions and to remain in operation only until the international Conventions had worldwide application.

In November 1995 the industries concerned decided that the voluntary agreements should cease on 20 February 1997. It was believed by these industries that the relevance of the interim TOVALOP and CRISTAL agreements had eroded over the years, as more States had become Parties to the 1969 Civil Liability Convention and the 1971 Fund Convention and the 1992 Protocols. The industries also considered that the continued existence of the voluntary agreements could act as a disincentive to States that had not yet become Parties to the 1992 Protocols.

As a result of an increasing number of States denouncing the 1969 and 1971 Conventions and ratifying the 1992 Conventions, the 'old regime' also lost importance. The 1971 Fund Convention ceased to be in force on 24 May 2002 when the number of 1971 Fund Member States fell below 25. The 1971 Fund is therefore in the process of being wound up but will continue its operations until all pending claims arising from incidents occurring up to 24 May 2002 have been settled. The adequacy of the 1992 Conventions came under the spotlight again following the *Nakhodka* (1997), *Erika* (1999) and *Prestige* (2002) incidents in Japan, France and Spain respectively.

This led to a further review of the regime, which, while still underway, has already resulted in the adoption of a Protocol creating a Supplementary Fund.

The International Oil Pollution Compensation Funds (IOPC Funds) are three intergovernmental organisations (the 1971 Fund, the 1992 Fund and the Supplementary Fund) which provide compensation for oil pollution damage resulting from spills of persistent oil from tankers

## **2. Civil Liability Convention**

The Civil Liability Convention was adopted to ensure that adequate compensation is available to persons who suffer oil pollution damage resulting from maritime casualties involving oil-carrying ships.

The Convention places the liability for such damage on the owner of the ship from which the polluting oil escaped or was discharged.

Subject to a number of specific exceptions, this liability is strict; it is the duty of the owner to prove in each case that any of the exceptions should in fact operate. However, except where the owner has been guilty of actual fault, they may limit liability in respect of any one incident to 133 Special Drawing Rights (SDR) for each ton of the ship's gross tonnage, with a maximum liability of 14 million SDR (around US\$18 million) for each incident. (1 SDR is approximately US\$1.28 - exchange rates fluctuate daily).

The Convention requires ships covered by it to maintain insurance or other financial security in sums equivalent to the owner's total liability for one incident.

The Convention applies to all seagoing vessels actually carrying oil in bulk as cargo, but only ships carrying more than 2,000 tons of oil are required to maintain insurance in respect of oil pollution damage.

### **The 2000 Amendments**

**Adoption:** 18 October 2000

**Entry into force:** 1 November 2003 (under tacit acceptance)

The amendments raised the compensation limits by 50 percent compared to the limits set in the 1992 Protocol, as follows:

- For a ship not exceeding 5,000 gross tonnage, liability is limited to 4.51 million SDR (US\$5.78 million)

(Under the 1992 Protocol, the limit was 3 million SDR (US\$3.8 million))

- For a ship 5,000 to 140,000 gross tonnage: liability is limited to 4.51 million SDR (US\$5.78 million) plus 631 SDR (US\$807) for each additional gross tonne over 5,000

(Under the 1992 Protocol, the limit was 3 million SDR (US\$3.8 million) plus 420 SDR (US\$537.6) for each additional gross tonne)

- For a ship over 140,000 gross tonnage: liability is limited to 89.77 million SDR (US\$115 million)

(Under the 1992 Protocol, the limit was 59.7 million SDR (US\$76.5 million))

## **Special Drawing Rights Conversion Rates**

The daily conversion rates for Special Drawing Rights (SDRs) can be found on the International Monetary Fund website at <http://www.imf.org/>

## **International Convention on Civil Liability for Bunker Oil Pollution Damage, 2001**

**Adoption:** 23 March 2001.

**Entry into force:** 21 November 2008

The Convention was adopted to ensure that adequate, prompt, and effective compensation is available to persons who suffer damage caused by spills of oil, when carried as fuel in ships' bunkers.

The Convention applies to damage caused on the territory, including the territorial sea, and in exclusive economic zones of States Parties.

The bunkers convention provides a free-standing instrument covering pollution damage only.

"Pollution damage" means:

- (a) loss or damage caused outside the ship by contamination resulting from the escape or discharge of bunker oil from the ship, wherever such escape or discharge may occur, provided that compensation for impairment of the environment other than loss of profit from such impairment shall be limited to costs of reasonable measures of reinstatement actually undertaken or to be undertaken; and
- (b) the costs of preventive measures and further loss or damage caused by preventive measures.

The convention is modelled on the International Convention on Civil Liability for Oil Pollution Damage, 1969. As with that convention, a key requirement in the bunkers convention is the need for the registered owner of a vessel to maintain compulsory insurance cover.

Another key provision is the requirement for direct action - this would allow a claim for compensation for pollution damage to be brought directly against an insurer. The Convention requires ships over 1,000 gross tonnage to maintain insurance or other financial security, such as the guarantee of a bank or similar financial institution, to cover the liability of the registered owner for pollution damage in an amount equal to the limits of liability under the applicable national or international limitation regime, but in all cases, not exceeding an amount calculated in accordance with the Convention on Limitation of Liability for Maritime Claims, 1976, as amended.

## **Resolutions of the Conference**

The Conference which adopted the Convention also adopted three resolutions:

### Resolution on limitation of liability

The resolution urges all States that have not yet done so, to ratify, or accede to the Protocol of 1996 to amend the Convention on Limitation of Liability for Maritime Claims, 1976. The 1996 LLMC Protocol raises the limits of liability and therefore amounts of compensation payable in the event of an incident, compared to the 1976 Convention. The LLMC Protocol will enter into force 90 days after being accepted by 10 States - it has received four acceptances to date.

### Resolution on promotion of technical co-operation

The resolution urges all IMO Member States, in co-operation with IMO, other interested States, competent international or regional organizations and industry programmes, to promote and provide directly, or through IMO, support to States that request technical assistance for:

- (a) the assessment of the implications of ratifying, accepting, approving, or acceding to and complying with the Convention;
- (b) the development of national legislation to give effect to the Convention;
- (c) the introduction of other measures for, and the training of personnel charged with, the effective implementation and enforcement of the Convention.

The resolution also urges all States to initiate action without awaiting the entry into force of the Convention.

### Resolution on protection for persons taking measures to prevent or minimize the effects of oil pollution

The resolution urges States, when implementing the Convention, to consider the need to introduce legal provision for protection for persons taking measures to prevent or minimize the effects of bunker oil pollution. It recommends that persons taking reasonable measures to prevent or minimize the effects of oil pollution be exempt from liability unless the liability in question resulted from their personal act or omission, committed with the intent to cause damage, or recklessly and with knowledge that such damage would probably result. It also recommends that States consider the relevant provisions of the International Convention on Liability and Compensation for Damage in Connection with the Carriage of Hazardous and Noxious Substances by Sea, 1996, as a model for their legislation.



\* Under the 1996 LLMC Protocol, which entered into force in 2004:

The limit of liability for claims for loss of life or personal injury for ships not exceeding 2,000 gross tonnage is 2 million SDR.

For larger ships, the following additional amounts are used in calculating the limitation amount:

- For each ton from 2,001 to 30,000 tons, 800 SDR
- For each ton from 30,001 to 70,000 tons, 600 SDR
- For each ton in excess of 70,000, 400 SDR.

Under the 1996 LLMC Protocol, the limit of liability for property claims for ships not exceeding 2,000 gross tonnage is 1 million SDR.

For larger ships, the following additional amounts are used in calculating the limitation amount:

3. For each ton from 2,001 to 30,000 tons, 400 SDR
4. For each ton from 30,001 to 70,000 tons, 300 SDR
5. For each ton in excess of 70,000, 200 SDR

### **3. COMPENSATION**

#### **Q: How much compensation can the IOPC Funds pay?**

**A:** The maximum payable by the 1992 Fund for any incident occurring on or after 1 November 2003 is 203 million Special Drawing Rights (SDR) (US\$302.7 million). The maximum payable by the 1992 Fund for any incident occurring before 1 November 2003 is 135 million SDR (US\$201.3 million). The maximum payable by the 1971 Fund for an incident is only 60 million SDR (US\$89.5 million). These amounts are less the compensation paid by the shipowner.

As of March 2005, additional compensation will be available for victims in States which are Members of the 1992 Fund and join the International Oil Pollution Compensation Supplementary Fund . The maximum payable by the Supplementary Fund for one incident will be 750 million SDR (US\$1 118.2 million), less the compensation paid by the shipowner and the 1992 Fund.

#### **Q: How much does the shipowner pay?**

**A:** This depends on the size of the tanker. Under the 1992 regime, for incidents occurring on or after 1 November 2003, the maximum to be paid by the shipowner for a small ship is 4.5 million SDR (US\$6.7 million). The maximum for a large ship is 89.8 million SDR (US\$133.8 million). For incidents occurring before 1 November 2003 under the 1992 regime, the maximum to be paid by the shipowner for a small ship is 3 million SDR (US\$4.5 million) and the maximum for a large ship is 59.7 million SDR (US\$89 million). The maximum to be paid by the shipowner under the 1969/71 regime is much lower.

#### **Q: What is an SDR?**

**A:** The SDR (Special Drawing Right) is a currency unit created by the International Monetary Fund.

#### **Q: How much is an SDR?**

**A:** Conversions are given daily in the *Financial Times* newspaper or on websites such as the International Monetary Fund.

#### **Q: Who can claim from the IOPC Funds?**

**A:** Anyone who has suffered pollution damage (including clean-up costs) in a Member State, for example individuals, companies, local authorities or States.

**Q: How should a claim be presented?**

**A:** This is dealt with in detail in the Claims Manuals.

**Q: What claims are covered?**

**A:** The 1992 Fund pays for what is defined as 'pollution damage'. This covers the cost of clean-up operations and property damage, as well as claims for consequential loss and 'pure economic loss'. For example, fishermen whose nets have become polluted are entitled to compensation for cleaning or replacing nets, and compensation for loss of income while they are unable to fish. Hotel owners at seaside resorts are entitled to compensation for loss of tourism income resulting from an oil spill. Compensation is also paid for measures taken to prevent or minimise pollution. More guidance is given in the Claims Manuals.

**Q: Does the 1992 Fund pay for environmental damage?**

**A:** Compensation for environmental damage (other than economic loss resulting from impairment of the environment) is restricted to costs for reasonable measures to reinstate the contaminated environment. Claims for damage to the ecosystem are not admissible.

**Q: What is the cost of an average oil spill?**

**A:** This is an impossible question to answer. The cost will depend on many factors, such as the quantity and type of oil spilled, the weather conditions at the time of the spill and the area affected. Large spills a long way from shore can cost very little, but relatively small spills in a coastal zone supporting fishing and tourism can be very costly. Amounts of compensation paid by the 1971 Fund and 1992 Fund in the past are given in the last Annexes of the Annual Report.

**Q: Does the shipowner have insurance?**

**A:** The shipowner has to have insurance if the tanker is carrying more than 2000 tonnes of oil in bulk as cargo.

**Q: Who provides the insurance?**

**A:** The shipowner's insurance is normally provided by a protection and indemnity association, known as a P&I Club. Normally it is the P&I Club which in reality pays any compensation for which the shipowner is liable.

**Q: What do the Funds do?**

**A:** The IOPC Funds (1971 Fund and 1992 Fund) help compensate those who have suffered financial loss as a result of an oil spill from a tanker.

**Q: Why are there two Funds?**

**A:** The compensation limits of the 1971 Fund had become too low to cover the cost of oil spills. The 1971 Fund Convention (which created the 1971 Fund) therefore had to be amended to get higher compensation limits. Under international law, States have the right to choose to accede to Conventions and amendments but are not obliged to do so. Therefore States which were Members of the 1971 Fund had to be given the right to choose whether to accede to a new 1992 Fund Convention. It was not legally possible to have one organisation with two groups of Members. Due to a number of denunciations of the 1971 Fund Convention, this Convention ceased to be in force on 24 May 2002, but the 1971 Fund will continue to deal with a number of incidents which occurred in 1971 Fund Member States before that date.

**Q: What is the main difference between the 1971 and 1992 Funds?**

**A:** The main difference is that the amount of compensation available from the 1992 Fund is much higher than from the 1971 Fund. Further details can be found in the General Explanatory Note.

**Q: What governs the running of the 1992 Fund?**

**A:** The 1992 Fund Convention. In addition, the Assembly of the 1992 Fund (with representatives of all 1992 Fund Member States) has adopted Internal and Financial Regulations.

**Q: ... And the 1971 Fund?**

**A:** The 1971 Fund Convention. Again, the Assembly of the 1971 Fund (with representatives of all 1971 Fund Member States) adopted Internal and Financial Regulations. Since the 1971 Fund no longer has any Member States, the function of the Assembly is being carried out by an Administrative Council, composed of all former Member States.

**Q: When do the Assemblies meet?**

**A:** Normally once a year, in October. Information on forthcoming meetings can be found in News & Events/Meeting Dates.

**Q: Where are the Funds' offices?**

**A:** The joint Secretariat of the 1992 and 1971 Funds is based in London.

**IOPC Funds**

**Portland House, Bressenden Place, London,  
SW1E 5PN United Kingdom**

**Q: Are there offices elsewhere in the world?**

**A:** Occasionally a local claims handling office is opened near to where a major oil spill has occurred so claims can be processed more easily. Local offices are currently operating in France and Spain.

**Q: How big is the Secretariat?**

**A:** There are 27 staff in the Secretariat at present. The Secretariat is divided into three departments: the Claims Department, the External Relations and Conference Department and the Finance and Administration Department.

**Q: What is the relationship between the IOPC Funds and IMO?**

**A:** The 1971 Fund and 1992 Fund are completely independent from the International Maritime Organization (IMO). Although the Funds were established under Conventions adopted within IMO, they are independent legal entities.

**Q: How do the IOPC Funds fit into the United Nations system?**

**A:** Unlike IMO, the IOPC Funds are not United Nations (UN) agencies and are not part of the UN system. They are intergovernmental organisations outside the UN, but follow procedures which are similar to those of the UN.





## REPORT

**To: Harbour Board**

**26 August 2009**

**From: Harbour Master / Head of Service**

**Report No: P&H-19-09-F**

**Subject: New Business**

### **1. Introduction**

- 1.1. This report is to brief and inform Members of the New Business within Ports and Harbours Operations.

### **2. Link to Council Priorities**

- 2.1. The report promotes the ideals from the Corporate Plan of sustainable economy.

### **3. New Business**

- 3.1. The port of Sullom Voe is due for more shipments for the Aurora project over the Construction Jetty.
- 3.2. Work continues in partnership with Development to secure new business for Shetland Islands Council, Ports and Harbours Operations, in relation to the proposed Total gas plant. Much of this is still at an early and sensitive stage. Tentative enquiries have been made by a number of companies regarding the facilities that are available in relation to the proposed Total project.
- 3.3. There have been no Ship-to-Ship (StS) transfers since the last Harbour Board. Work continues to attract StS business to the port, however it is unlikely that StS operations can be facilitated until Jetty 4 is back in action. The terminal operators have not yet completed works on the fire main to allow the jetty to become operational again.
- 3.4. There have been no enquiries to use the services of the tugs outside of Shetland since the last report. Work continues to promote the short-term hire of the tugs when they are available.
- 3.5. Work, in partnership with Development, is also progressing to produce a potential development zone plan for the port of Sullom Voe. This will be the subject of a separate report presented to the Harbour Board as the project produces some recommendations.

- 3.6 A potential development zone plan for Scalloway Harbour is the subject of a report by the Operations Manager - Ports.
- 3.7 The Harbour Master, accompanied by Board Member Colin Smith, are to arrange a visit to the oil companies in Aberdeen once Jetty 4 is back in service.
- 3.8 A visit from a new bitumen tanker has been secured for Scalloway.

#### **4. Financial Implications**

- 4.1. This report is for noting only. There are no financial implications arising from this report.

#### **5. Policy and Delegated Authority**

- 5.1. Harbour Board has full-delegated authority for the oversight and decision making in respect of the management and operation of the Council's harbour undertakings in accordance with the overall Council policy, revenue budgets and the requirements of the Port Marine Safety Code, as described in Section 16 of the Council's Scheme of Delegations. However, this report is for information only and there are no policy and Delegated Authority issues to be addressed.

#### **6. Recommendations**

- 6.1. I recommend that the Harbour Board note the contents of the report.

Our Ref: RM/LAB RO-O P&H-19-09-F

29 July 2009





## **REPORT**

**To: Harbour Board**

**26 August 2009**

**From: Head of Finance  
Executive Services Department**

**Report No: F-026-F**

### **REVENUE MONITORING PORTS & HARBOURS OPERATIONS FOCUS ON TUG OPERATIONS**

#### **1. Introduction**

At the Harbour Board on 10 June 2009, the Harbour Board requested information on revenue monitoring for Ports & Harbours Operations with specific focus on Tug Operations. The purpose of this report is to provide Members with up-to-date revenue monitoring information for 2009/10.

#### **2. Links to Corporate Priorities**

This report links to the Council's corporate priorities, defined in its Corporate Plan, specifically in relation to reviewing financial performance relative to the Council's financial policies.

#### **3. Background**

3.1 This report comprises three appendices, detailed as follows:

3.2 Appendix A is an overall Ports & Harbours revenue monitoring report as at the end of period 4 (August 2009) which shows budgets both by service area and subjective category. This indicates that Ports & Harbours Operations overall are £21k underspent as at period 4 against budgets set. Backpay provision has been highlighted to allow accurate analysis of progress against budgets. Also, Jetties & Spur Booms have been excluded as they are fully funded by BP and will therefore have an overall zero effect on figures.

3.3 Appendix B focuses on Tug Operations only and shows that Tug Operations overall are £4k overspent against budgets set at period 4. The reasons for the main variances and explanatory comments are noted on the Appendix by the Head of Ports & Harbours to inform further discussion.

3.4 Appendix C also focuses on Tug Operations and shows full detail with regard to the construction of the budgets and details the different expenditure and income aspects of each cost centre. This appendix has also been narrated by the Head

of Ports & Harbours to identify the main reasons for variances against budgets set.

#### **4. Financial Implications**

This report is for information and therefore there are no financial implications arising directly from this report.

#### **5. Policy & Delegated Authority**

The Harbour Board has full delegated authority for the oversight and decision making in respect of the management and operation of the Council's harbour undertakings in accordance with the overall Council policy, revenue budgets and the requirements of the Port Marine Safety Code, as described in Section 16 of the Council's Scheme of Delegations.

#### **6. Conclusion**

The appendices to this report provide the most up-to-date financial information on harbour activities in 2009/10 with focus on Tug Operations. Members are requested to indicate which area, if any, should be considered in detail at the next meeting of the Board.

#### **7. Recommendation**

I recommend that the Harbour Board note the information contained in this report and identify which area, if any, should be chosen for particular focus at the next meeting.

**Revenue Expenditure by Service**

Controllable Budgets Only

	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/ Favourable £
	£	£	£	£
Ports Management	989,273	334,759	292,878	41,881
Sullom Voe	-4,192,366	-1,326,963	-1,776,067	449,104
Scalloway	30,757	11,361	-62,457	73,818
Other Piers	217,475	99,110	113,401	(14,291)
Port Engineering Services	635,972	207,500	182,596	24,904
Transfer of Funds	2,526,279	0	0	0
<b>Sub-Total</b>	<b>207,390</b>	<b>-674,233</b>	<b>-1,249,649</b>	<b>575,416</b>
<b>Backpay provision</b>				<b>-554,314</b>
<b>Ports &amp; Harbours Total Variance</b>				<b>21,102</b>

Jetties & Spur Booms excluded from above as fully funded by BP

-206,113      89,905      191,542      (101,637)

**Revenue Expenditure by Subjective**

Controllable Budgets Only

	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/ Favourable £
	£	£	£	£
Basic Pay	4,665,370	1,555,122	1,075,246	479,876
Overtime	371,475	123,825	171,304	(47,479)
Other Employee Costs	2,041,499	673,558	581,371	92,187
<b>Employee Costs (sub total)</b>	<b>7,078,344</b>	<b>2,352,505</b>	<b>1,827,921</b>	<b>524,584</b>
Travel & Subsistence	184,020	52,593	54,861	(2,268)
Property Costs	1,109,571	420,016	399,038	20,978
Other Operating Costs	2,208,634	837,625	645,364	192,261
<b>Operating Costs (sub total)</b>	<b>3,502,225</b>	<b>1,310,234</b>	<b>1,099,263</b>	<b>210,971</b>
<b>Transfer Payments (sub total)</b>	<b>2,606,859</b>	<b>20,145</b>	<b>34,783</b>	<b>(14,638)</b>
<b>Income (sub total)</b>	<b>-12,980,038</b>	<b>-4,357,117</b>	<b>-4,211,616</b>	<b>(145,501)</b>
<b>Ports &amp; Harbours Sub-Total</b>	<b>207,390</b>	<b>-674,233</b>	<b>-1,249,649</b>	<b>575,416</b>
<b>Backpay provision</b>				<b>-554,314</b>
<b>Ports &amp; Harbours Total Variance</b>				<b>21,102</b>

Jetties & Spur Booms (BP Funded) excluded from above:

Travel & Subsistence	0	0	857	(857)
Property Costs	48,332	16,108	2,557	13,551
Other Operating Costs	2,086,765	854,200	981,086	(126,886)
<b>Operating Costs (sub total)</b>	<b>2,135,097</b>	<b>870,308</b>	<b>984,500</b>	<b>(114,192)</b>
<b>Income (sub total)</b>	<b>-2,341,210</b>	<b>-780,403</b>	<b>-792,958</b>	<b>12,555</b>
	<b>-206,113</b>	<b>89,905</b>	<b>191,542</b>	<b>(101,637)</b>



<u>Revenue Expenditure by Cost Centre</u> Controllable Budgets Only	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/ Favourable	Reason for Variance/Comments inserted by Head of Ports & Harbours
£	£	£	£	£	
Towage Crews*	-1,488,594	-519,353	-405,757	-113,596	
Towage Management	27,440	9,815	2,973	6,842	Controlling expenditure
Dunter	387,956	184,692	167,742	16,950	
Shalder	236,261	83,110	49,224	33,886	
Stanechakker	162,164	56,172	32,260	23,912	
Tirrick	248,422	87,149	43,141	44,008	
Tystie	409,435	191,671	209,012	-17,341	Unexpected mechanical repairs to coolers
Tug Jetty	59,577	2,707	1,634	1,073	
<b>Tug Operations Total</b>	<b>42,661</b>	<b>95,963</b>	<b>100,228</b>	<b>-4,265</b>	

\*Backpay Provision removed £218,344

<u>Revenue Expenditure by Subjective</u> Controllable Budgets Only	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse) /Favourable	
£	£	£	£	£	
Basic Pay**	2,385,777	795,259	798,458	-3,199	
Overtime	247,416	82,472	141,798	-59,326	Dry dock period causes peak in costs
Other Employee Costs***	607,215	199,294	215,392	-16,098	
<b>Employee Costs (sub total)</b>	<b>3,240,408</b>	<b>1,077,025</b>	<b>1,155,648</b>	<b>-78,623</b>	
Travel & Subsistence	54,080	24,281	31,929	-7,648	Main costs at drydock
Property Costs	298,379	82,307	75,054	7,253	
Other Operating Costs	1,353,188	546,148	427,187	118,961	Controlling expenditure
<b>Operating Costs (sub total)</b>	<b>1,705,647</b>	<b>652,736</b>	<b>534,169</b>	<b>118,567</b>	
<b>Income (sub total)</b>	<b>-4,903,394</b>	<b>-1,633,798</b>	<b>-1,589,589</b>	<b>-44,209</b>	Ship numbers low - Schiehallion shutdown
<b>Tug Operations Total</b>	<b>42,661</b>	<b>95,963</b>	<b>100,228</b>	<b>-4,265</b>	

\*\* Backpay Provision removed £175,236

\*\*\* Backpay Provision removed £43,108



<u>Revenue Expenditure by Cost Centre</u> Controllable Budgets Only		Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/ Favourable	Reason for Variance/Comments inserted by Head of Ports & Harbours
		£	£	£	£	
0000	Basic APT&C Permanent*	2,385,777	795,259	786,445	8,814	
0001	Basic APTC Temp	0	0	12,013	(12,013)	To be vired from other codes. Ongoing issue of staff on temp contracts.
0200	Overtime APT&C Permanent	247,416	82,472	141,798	(59,326)	Peak during the summer due to dry dock of Tystie and Dunter
0400	Pensions ER : APT&C*	369,796	123,265	123,866	(601)	
0570	Nat Insurance ER : APT&C*	228,087	76,029	90,691	(14,662)	Increases in line with additional basic and overtime payroll costs
0600	Islands Allowance APT&C	0	0	32	(32)	
0623	First Aid Allowance	0	0	2	(2)	
0820	Medical Fees	0	0	800	(800)	Cost will be covered from other cost centre
0822	Liability Insurance	9,332	0	0	0	
1200	Equipment Purchase	60,131	0	62	(62)	
1270	Subscriptions + Membership	500	167	0	167	
1322	Protective Clothing/Uniforms	21,505	7,168	1,379	5,789	Issue of PPE ongoing
1360	Miscellaneous	7,300	2,433	2,433	(0)	
1461	Car Allowance/Mileage	4,500	1,500	2,431	(931)	
1470	Travel Costs	4,500	1,500	2,028	(528)	
1486	Transport Hired & Contr Srvs	10,000	3,333	0	3,333	Invoices not yet received
1501	Stationery	1,000	333	173	160	
1505	Advertising	3,000	1,000	0	1,000	
1560	Computer Costs General	5,000	1,667	0	1,667	
1567	Central Mobile & B/brry Chgs	6,000	2,000	0	2,000	Reprofile to end of year
1600	All Training Costs	31,000	10,333	8,383	1,950	
1661	Telephone Expenses	14,376	4,792	0	4,792	
1662	Subsistence	3,500	1,167	11,296	(10,129)	
4015	Training Grants	0	0	-703	703	Will be vired to offset subsistence costs
4230	Miscellaneous Income	-61,780	-20,593	0	(20,593)	No additional work yet secured
4426	Towage Dues	-4,839,534	-1,613,178	-1,560,086	(53,092)	Less ships than anticipated
4429	Bunker Surcharge	0	0	-28,800	28,800	Will be vired to offset operating costs
<b>PRM2112</b>	<b>Towage Crews</b>	<b>-1,488,594</b>	<b>-519,353</b>	<b>-405,757</b>	<b>-113,596</b>	

\* Backpay provision removed

<b>Revenue Expenditure by Cost Centre</b>		<b>Annual</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Reason for Variance/Comments inserted by Head of Ports &amp; Harbours</b>
Controllable Budgets Only		<b>Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance (Adverse)/ Favourable</b>	
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
1120	Other Repair & Maint Costs	500	167	0	167	Awaiting invoices
1200	Equipment Purchase	350	117	120	(3)	
1270	Subscriptions + Membership	5,300	1,767	149	1,618	
1272	Books/Publications	1,000	333	148	185	
1360	Miscellaneous	13,290	4,430	0	4,430	
1446	Licence	0	0	185	(185)	
1470	Travel Costs	500	167	375	(208)	
1486	Transport Hired & Contr Srvs	1,000	333	54	279	
1500	Office Administration,Printing	200	67	0	67	
1501	Stationery	300	100	0	100	
1505	Advertising	500	167	0	167	
1560	Computer Costs General	1,300	433	157	276	
1566	Centrally Ordered ICT Equip	500	167	0	167	
1567	Central Mobile & B/brry Chgs	0	0	0	0	
1600	All Training Costs	500	167	0	167	
1662	Subsistence	200	67	0	67	
1760	External Consultants	4,000	1,333	1,785	(452)	
4904	Finance Lease Income	-2,000	0	0	0	
<b>SRM2001</b>	<b>Towage Management</b>	<b>27,440</b>	<b>9,815</b>	<b>2,973</b>	<b>6,842</b>	



<b>Revenue Expenditure by Cost Centre</b>		<b>Annual</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Reason for Variance/Comments inserted by Head of Ports &amp; Harbours</b>
Controllable Budgets Only		<b>Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance (Adverse)/ Favourable</b>	
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
1035	Water/Waste meter charge	309	103	0	103	
1120	Other Repair & Maint Costs	33,382	11,127	3,588	7,539	
1160	Energy Costs Electricity	13,936	4,645	6,174	(1,529)	Controlled by Energy Manager
1172	Cleaning Materials	3,000	1,000	497	503	
1176	Property and Fixed Plant Insu	0	0	0	0	
1200	Equipment Purchase	8,000	2,667	578	2,089	
1209	Operating Lease Payments	2,000	667	0	667	
1272	Books/Publications	2,000	667	435	232	
1282	Meal Supplies	14,037	4,679	4,299	380	
1360	Miscellaneous	26,140	26,140	690	25,450	
1421	Dry Dock Contractors	20,000	20,000	89,197	(69,197)	Unexpected repairs required. Money will be found within existing budgets.
1423	Dry Dock Parts	10,000	10,000	304	9,696	
1425	Dry Dock Sundries	500	500	0	500	
1426	Slipping Charge	30,000	30,000	0	30,000	
1431	Vessel Spare Parts	2,000	667	40	627	
1440	Transport Fuel	105,825	35,275	51,218	(15,943)	Shortfall from 4429 Bunker Surcharge
1442	Lubricants	3,000	1,000	238	762	
1446	Licence	136	45	0	45	
1448	Transp/Moveable Plant Insur	16,541	0	0	0	
1470	Travel Costs	945	945	1,305	(360)	
1486	Transport Hired & Contr Srvs	91,920	30,640	5,496	25,144	
1567	Central Mobile & B/rrry Chgs	540	180	27	153	
1662	Subsistence	3,745	3,745	3,513	232	
1663	Licence Fees	0	0	143	(143)	
<b>VRM3225 Dunter</b>		<b>387,956</b>	<b>184,692</b>	<b>167,742</b>	<b>16,950</b>	

<b>Revenue Expenditure by Cost Centre</b>		<b>Annual</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Reason for Variance/Comments inserted by Head of Ports &amp; Harbours</b>
Controllable Budgets Only		<b>Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance (Adverse)/ Favourable</b>	
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
1035	Water/Waste meter charge	309	103	0	103	
1120	Other Repair & Maint Costs	17,070	5,690	3,098	2,592	
1160	Energy Costs Electricity	23,301	7,767	6,216	1,551	
1172	Cleaning Materials	3,000	1,000	373	627	
1200	Equipment Purchase	8,000	2,667	72	2,595	
1209	Operating Lease Payments	2,000	667	0	667	
1270	Subscriptions + Membership	0	0	0	0	
1272	Books/Publications	2,000	667	435	232	
1282	Meal Supplies	14,037	4,679	4,524	156	
1360	Miscellaneous	16,355	16,355	670	15,685	
1431	Vessel Spare Parts	2,000	667	54	613	
1440	Transport Fuel	88,750	29,583	24,106	5,477	
1442	Lubricants	3,750	1,250	3,472	(2,222)	Shortfall from 4429 Bunker Surcharge
1446	Licence	136	45	0	45	
1448	Transp/Moveable Plant Insur	19,643	0	0	0	
1486	Transport Hired & Contr Srvs	35,370	11,790	6,031	5,759	
1567	Central Mobile & B/brry Chgs	540	180	31	149	
1663	Licence Fees	0	0	143	(143)	
<b>VRM3226</b>	<b>Shalder</b>	<b>236,261</b>	<b>83,110</b>	<b>49,224</b>	<b>33,886</b>	
1035	Water/Waste meter charge	309	103	0	103	
1120	Other Repair & Maint Costs	17,605	5,868	3,721	2,147	
1160	Energy Costs Electricity	27,861	9,287	12,353	(3,066)	Controlled by Energy Manager
1172	Cleaning Materials	1,500	500	85	415	
1200	Equipment Purchase	5,750	1,917	294	1,623	
1209	Operating Lease Payments	2,000	667	0	667	
1272	Books/Publications	2,000	667	435	232	
1282	Meal Supplies	2,009	670	1,843	(1,173)	
1360	Miscellaneous	13,559	13,559	690	12,869	
1431	Vessel Spare Parts	1,000	333	55	278	
1440	Transport Fuel	24,850	8,283	5,855	2,428	
1442	Lubricants	1,500	500	52	448	
1446	Licence	136	45	0	45	
1448	Transp/Moveable Plant Insur	20,765	0	0	0	
1486	Transport Hired & Contr Srvs	40,780	13,593	6,711	6,882	
1567	Central Mobile & B/brry Chgs	540	180	25	155	
1663	Licence Fees	0	0	143	(143)	
<b>VRM3227</b>	<b>Stanechakker</b>	<b>162,164</b>	<b>56,172</b>	<b>32,260</b>	<b>23,912</b>	
1035	Water/Waste meter charge	309	103	0	103	

<b>Revenue Expenditure by Cost Centre</b>		<b>Annual</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Reason for Variance/Comments inserted by Head of Ports &amp; Harbours</b>
Controllable Budgets Only		<b>Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance (Adverse)/ Favourable</b>	
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
1120	Other Repair & Maint Costs	19,970	6,657	4,788	1,869	
1160	Energy Costs Electricity	22,984	7,661	6,351	1,310	
1172	Cleaning Materials	3,000	1,000	327	673	
1200	Equipment Purchase	7,500	2,500	13	2,487	
1209	Operating Lease Payments	2,000	667	0	667	
1272	Books/Publications	2,000	667	455	212	
1282	Meal Supplies	14,037	4,679	4,319	360	
1360	Miscellaneous	16,333	16,333	670	15,663	
1431	Vessel Spare Parts	2,000	667	0	667	
1440	Transport Fuel	88,750	29,583	12,054	17,529	
1442	Lubricants	3,750	1,250	1,738	(488)	Shortfall from 4429 Bunker Surcharge
1446	Licence	136	45	0	45	
1448	Transp/Moveable Plant Insur	19,643	0	0	0	
1486	Transport Hired & Contr Srvs	45,470	15,157	12,017	3,140	
1567	Central Mobile & B/brry Chgs	540	180	33	147	
1662	Subsistence	0	0	233	(233)	
1663	Licence Fees	0	0	143	(143)	
<b>VRM3228 Tirrick</b>		<b>248,422</b>	<b>87,149</b>	<b>43,141</b>	<b>44,008</b>	

<b>Revenue Expenditure by Cost Centre</b>		<b>Annual</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Reason for Variance/Comments inserted by Head of Ports &amp; Harbours</b>
Controllable Budgets Only		<b>Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance (Adverse)/ Favourable</b>	
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
1035	Water/Waste meter charge	309	103	0	103	
1120	Other Repair & Maint Costs	39,132	13,044	20,593	(7,549)	
1160	Energy Costs Electricity	13,936	4,645	6,174	(1,529)	
1172	Cleaning Materials	3,000	1,000	382	618	
1200	Equipment Purchase	8,000	2,667	1,032	1,635	
1209	Operating Lease Payments	2,000	500	0	500	
1272	Books/Publications	2,000	667	476	191	
1282	Meal Supplies	14,037	4,679	4,682	(3)	
1360	Miscellaneous	26,119	26,119	690	25,429	
1421	Dry Dock Contractors	20,000	20,000	21,871	(1,871)	
1423	Dry Dock Parts	10,000	10,000	15,026	(5,026)	
1425	Dry Dock Sundries	500	500	500	0	
1426	Slipping Charge	30,000	30,000	30,303	(303)	
1431	Vessel Spare Parts	2,000	667	89	578	
1440	Transport Fuel	105,825	35,275	19,645	15,630	
1442	Lubricants	3,000	1,000	0	1,000	
1446	Licence	136	45	0	45	
1448	Transp/Moveable Plant Insur	16,541	0	0	0	
1470	Travel Costs	945	945	849	96	
1486	Transport Hired & Contr Srvs	107,670	35,890	85,014	(49,124)	
1567	Central Mobile & B/brry Chgs	540	180	27	153	
1662	Subsistence	3,745	3,745	1,515	2,230	
1663	Licence Fees	0	0	143	(143)	
<b>VRM3229</b>	<b>Tystie</b>	<b>409,435</b>	<b>191,671</b>	<b>209,012</b>	<b>-17,341</b>	
1050	Hire/Rent of Property	38,260	0	0	0	
1120	Other Repair & Maint Costs	2,000	667	328	339	
1172	Cleaning Materials	200	67	6	61	
1176	Property and Fixed Plant Ins	13,197	0	0	0	
1200	Equipment Purchase	1,000	333	0	333	
1361	Contracted & hired svs	5,000	1,667	0	1,667	
1486	Transport Hired & Contr Srvs	0	0	1,300	(1,300)	Virement required to cover cost
4172	Phone Call Reimburse	-80	-27	0	(27)	
<b>VRM3240</b>	<b>Tug Jetty</b>	<b>59,577</b>	<b>2,707</b>	<b>1,634</b>	<b>1,073</b>	
<b>OVERALL TOTAL</b>		<b>42,661</b>	<b>95,963</b>	<b>100,228</b>	<b>-4,265</b>	



## **REPORT**

**To: Harbour Board**

**From: Harbour Master**

**Report No: P&H-18-09-F**

**Subject: Ports Project Monitoring Report**

**26 August 2009**

### **1 Introduction**

- 1.1 The most up to date information on all projects is incorporated in this report.
- 1.2 Budget Information is attached as Appendix A.

### **2 Links to Corporate Plan**

- 2.1 Projects in this report would make contributions to the Council's priorities of strengthening rural areas and supporting the local economy.

### **3 Reserve Fund Programme Areas**

#### **3.1 Dock Symbister – RCM 2309**

- 3.1.1 Work continues on a design incorporating the use of a temporary cofferdam to drain the dock. This will allow stonemasons to rebuild the dock walls in a similar fashion to the existing construction. Detailed surveys of the dock and surrounding seabed are in progress, to ensure that the cofferdam system can work. Once this has been established, indicative costs can be drawn up and presented to the Board. Architects Groves Raines, have confirmed that their report is slightly delayed but they assure that it will be provided in the near future.
- 3.1.2 Work continues by Ferry Services and Capital Programme Service on the different options for future ferry service to / from Whalsay. Consultation continues with Ports & Harbours Officers as the project progresses.
- 3.1.3 The Head of Transport presented report TR-25-09 to the Infrastructure Committee, on 16 June. The report prioritised the transport strategy for Bressay and Whalsay as first equal.

The report also advised members that development of the detailed design for terminals continues with the aim of being able to deliver a tender for the construction of Laxo terminal towards the end of this year. No decision has yet been reached on the ferry terminal in Whalsay.

### 3.2 Tug Replacement Programme - RCM 2313

- 3.2.1 General work appears to be proceeding smoothly and is being supervised by on site superintendents.
- 3.2.2 There have been no on site meetings since the last report. The Engineering Manager – Marine is due to attend the yard mid August.
- 3.2.3 The first main engine was delivered to the yard on 14 July.
- 3.2.4 Stage payment for delivery of the first engine was authorised 17 July 2009.
- 3.2.5 The competition for naming the tugs closed on 1 June. Some responses have already been received at the time of compiling this report.
- 3.2.6 The project currently remains on time and on budget. However, industrial action by the manufacturers of the main towing winch may have an impact on delivery if the dispute continues.

### 3.3 Uyeasound – RCM 2314

- 3.3.1 The facility is now complete and in service with an identified under spend.
- 3.3.2 A number of small items remain on the snagging list, which should be completed within the year.

### 3.4 Walls – RCM 2316

- 3.4.1 Due to an under spend on the Uyeasound Pier Project, additional monies have been identified that will enable both marine site investigation and design work to proceed this financial year.
- 3.4.2 The marine site investigation is expected to begin during the months of September / October 2009.
- 3.4.3 Should the project be included in the 2010/11 Capital Programme, work could begin on site during summer 2010, depending upon the availability of design resources.

### 3.5 Water Main Scalloway RCM 2315

Local Consultants Arch Henderson and Partners have advised that a tender package for the works will be ready by November. The works can then be tendered in early 2010, to allow work to commence on site during the summer of that year.

## 4 **Harbour Account**

### 4.1 Plant, Vehicles and Equipment – PCM 2101

#### 4.1.1 Standby Generator, Port Admin Building

The generator has now been delivered, commissioned and is now fully operational.

#### 4.1.2 Vehicle Replacement

A request for a replacement transit flat-bed type vehicle has been passed to the Fleet Management Unit, to allow quotations to be sought. It is intended that the existing flat-bed and a four-wheel drive pickup will be traded in against this purchase, reducing the financial impact on the budget. A decision from FMU is awaited

### 4.2 Navigational Aids – PCM 2104

4.2.1 Despite numerous promises, ADT Engineers have still not fitted the CCTV system in Scalloway Harbour. Therefore, a formal complaint has been sent to their Head Office, detailing the delays and lack of service that has been experienced on this job.

4.2.2 No feedback has yet been received with respect to the new style buoy and lantern placed in the No.5 position in Sullom Voe Harbour. Assuming no negative feedback is received, it is proposed that a large number of navigation buoys are updated with the new self-contained navigation lights this summer. This will greatly reduce the maintenance time and reliability of the out-dated electrical systems on board the buoys at present.

## 5 **Revenue Projects**

### 5.1 Sullom Voe Terminal Jetty Maintenance Contract

5.1.1 Works continue on site by Malakoff Limited to address the 2009 work scope.

5.1.2 The Jetty Four access tower was successfully installed and commissioned on schedule. BP continue with their connections.

5.1.3 The Jetty Two tower has been lifted into place, and commissioning is due to take place during the week commencing 27 July. A slight delay due to weather was experienced before lifting the tower into place. This has led to the project running some three days behind schedule.

5.1.4 The Jetty Maintenance Contract continues to meet set deadlines and programmes.

## 6 Other Business

### 6.1 Warehouse, Scalloway

No further progress from last report.

### 6.2 Scalloway Dredging – RCM 2208

6.2.1 All survey work is now complete and consents under the Food and Environmental Protection (FEPA) Act 1985 and the Coast Protection Act 1949 are being progressed.

6.2.2 SNH have accepted that further modelling and survey work will not be required at this stage. FRS has asked that some additional sampling be undertaken. This is currently being progressed. No funding has been allocated to this in the 09/10 Capital Programme, therefore a report to full council will be required if further work is envisaged.

### 6.3 Fetlar Breakwater GCY7214

6.3.1 Ports & Harbours have recommended that mathematical wave modelling be undertaken prior to finalising the design. This work will cost approximately £20K and will take around 8 weeks to complete. HR Wallingford awaits an instruction to proceed.

6.3.2 Design can continue in the interim and is expected to be complete by end of September 2009, dependant in the results of the model testing. The intention is to tender the works following the confirmation of the projects place in the 10/11 Capital Programme.

6.3.3 Currently the project lies with the Transport section. However, some level of involvement of Ports and Harbours staff is likely. The breakwater will support a limited berthing facility for small craft that is likely to fall under the remit of Ports & Harbours.

### 6.4 Ports & Harbours Projects

#### 6.4.1 Projects currently underway – 2009 / 2010 Financial Year

<b>Underway</b>			<b>Annual Capital Budget</b>
Tug Replacement Programme.	RCM 2313	Vessels due to be delivered first quarter 2010. Underspend from last year to be added to bring total to £13,246,794	£11,152,000



**Essential Maintenance**

Water Main, Scalloway RCM 2315

**Ports & Harbours – Reserve Fund**

To be started this summer. £10K has been reallocated to RCM2316 £40,000

Peerie Dock RCM 2309

Slippage from 08/09 to allow preliminary investigation prior to appointment of conservation engineer £7,000  
Sub Total £47,000**Service Improvements**

Uyeasound Pier. RCM 2314

**Ports & Harbours – Reserve Fund**

Project effectively complete. Some minor corrective works to be finished. £30K has been re-allocated to RCM 2316 £74,000

Walls Pier RCM 2316

Marine site investigation approved. Estimate a further £50K required. Reallocation authorised of £30K from RCM2314, £10K from RCM2315 with remaining shortfall to come from PCM2101. £140,000

Sub Total £214,000

Reserve Fund Total £261,000

**Maintenance**

Plant, Vehicles &amp; Equipment. PCM 2101

**Maintenance – Harbour Account**

Maintenance – Harbour Account £150,000

Navigational Aids. PCM 2104

Maintenance – Harbour Account £70,000

Dredging Consents, Scalloway. RCM 2208

Surveys completed, consents are being progressed. £0

Harbour Account Total £220,000

#### 6.4.2 Future Years of Capital Programme

The following projects have not yet been approved.

#### **PORTS & HARBOURS - RESERVE FUND & HARBOUR ACCOUNT PROPOSED FUNDING FOR 2009-2014**

<b>PORTS &amp; HARBOURS - RESERVE FUND</b>					
<b>Essential Maintenance</b>					
<b>Project</b>	2010/11	2011/12	2012/13	2013/14	Total Project Costs
Water Main, Scalloway	250,000				250,000
Fish Market Roof, Scalloway			150,000		150,000
Old Breakwater, Symbister			150,000		150,000
Skerries Pier				100,000	100,000
<b>Sub Total</b>	250,000	0	300,000	100,000	650,000
<b>PORTS &amp; HARBOURS - RESERVE FUND</b>					
<b>Service Improvements</b>					
<b>Project</b>	2010/11	2011/12	2012/13	2013/14	Total Project Costs
Scalloway Dredging	3,000,000				3,000,000
West Pier Scalloway			5,000,000		5,000,000
Sella Ness Pier				7,000,000	7,000,000
Walls Pier	1,400,000	2,000,000			3,400,000
<b>Sub Total</b>	4,400,000	2,000,000	5,000,000	7,000,000	18,400,000
<b>Reserve Fund Total</b>	4,650,000	2,000,000	5,300,000	7,100,000	19,050,000
<b>PORTS &amp; HARBOURS - HARBOUR ACCOUNT</b>					
<b>Maintenance</b>					
<b>Project</b>	2010/11	2011/12	2012/13	2013/14	Total Project Costs
Plant, Vehicles & Equip	70,000	70,000	70,000	70,000	280,000
Nav Aids - Sullom Voe	70,000	70,000	70,000	70,000	280,000
Tug Jetty CP System		200,000			200,000
<b>Harbour Account Total</b>	140,000	340,000	140,000	140,000	760,000

#### 6.4.3 Projects Requiring Consideration

##### **Projects Requiring Consideration**

Peerie Dock, Symbister  
Administration Building, Sella Ness

Refurbishment of fire doors, lighting,  
suspended ceilings and flooring.

## **7 Revenue – Significant Maintenance in Other Areas**

- 7.1 The West Burrafirth Pier has been refendered.
- 7.2 Work continues to complete the refendering of Cullivoe Pier. It is planned to complete bitmac surfacing of the hard standing area around the salmon operations area during late summer of this year.

## **8 Financial Implications**

- 8.1 This report is for information only. There are no financial implications arising from this report.

## **9 Policy and Delegated Authority**

- 9.1 Harbour Board has full-delegated authority for the oversight and decision making in respect of the management and operation of the Council's harbour undertakings in accordance with the overall Council policy, revenue budgets and the requirements of the Port Marine Safety Code, as described in Section 16 of the Council's Scheme of Delegations. However, this report is for information only and there are no Policy and Delegated Authority issues to be addressed.

## **10 Recommendations**

- 10.1 I recommend that the Harbour Board note the areas of progress.

Date: 31 July 2009



# PORTS & HARBOURS - CAPITAL PROGRAMME

## Appendix A

Funding Source	Code	Project	2009/10 Original Budget £	2009/10 Revised Budget £	Actual to 27 July 2009 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2101	Plant, Vehicles & Equipment Equipment	150,000	150,000		150,000
		Project Total	150,000	150,000	0	150,000

Funding Source	Code	Project	2009/10 Original Budget £	2009/10 Revised Budget £	Actual to 27 July 2009 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2104	Navigational Aids, Sullom Voe Equipment Transport Hired & Contracted Svs	70,000	70,000	1,734	70,000 (1,734)
		Project Total	70,000	70,000	1,734	68,266

Funding Source	Code	Project	2009/10 Original Budget £	2009/10 Revised Budget £	Actual to 27 July 2009 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2309	Peerie Dock, Symbister External Consultants	0	7,000		7,000
		Project Total	0	7,000	0	7,000

Funding Source	Code	Project	2009/10 Original Budget £	2009/10 Revised Budget £	Actual to 27 July 2009 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2313	Tugs for Sellaness Works Hire/Rent Property Other repair & Maintenance Travel External Consultants Recharges	11,152,000	10,972,116     179,884	3,512,987 5,664 770 5,785 42,808	7,459,129 (5,664) (770) (5,785) (42,808) 179,884
		Project Total	11,152,000	11,152,000	3,568,014	7,583,986

Funding Source	Code	Project	2009/10 Original Budget £	2009/10 Revised Budget £	Actual to 27 July 2009 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2314	Uyeasound Harbour Works Equipment Purchase Miscellaneous Travel Costs Transport Hired & Contracted Svs Printing Other Government Grant	0	74,000	197,537 15 327 144 135 68 (46,426)	(123,537) (15) (327) (144) (135) (68) 46,426
		Project Total	0	74,000	151,800	(77,800)

Funding Source	Code	Project	2009/10 Original Budget £	2009/10 Revised Budget £	Actual to 27 July 2009 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2315	Scalloway Water Main Works	50,000	40,000		40,000
		<b>Project Total</b>	<b>50,000</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>

Funding Source	Code	Project	2009/10 Original Budget £	2009/10 Revised Budget £	Actual to 27 July 2009 £	Variance (Revised Budget Less Actual) £
Reserve Fund	RCM2316	Walls Pier Works External Consultants	100,000	50,000 90,000		50,000 90,000
		<b>Project Total</b>	<b>100,000</b>	<b>140,000</b>	<b>0</b>	<b>140,000</b>

Funding Source	Code	Project	2009/10 Original Budget £	2009/10 Revised Budget £	Actual to 27 July 2009 £	Variance (Revised Budget Less Actual) £
Harbour Account	PCM2101	Plant, Vehicles & Equipment	150,000	150,000	0	150,000
Harbour Account	PCM2104	Navigational Aids, Sullom Voe	70,000	70,000	1,734	68,266
Reserve Fund	RCM2309	Peerie Dock, Symbister	0	7,000	0	7,000
Debt Charges on Harbour Account	RCM2313	Tugs for Sellaness	11,152,000	11,152,000	3,568,014	7,583,986
Reserve Fund	RCM2314	Uyeasound Harbour	0	74,000	151,800	(77,800)
Reserve Fund	RCM2315	Scalloway Water Main	50,000	40,000	0	40,000
Reserve Fund	RCM2316	Walls Pier	100,000	140,000	0	140,000
<b>SUMMARY</b>		<b>Projects Total</b>	<b>11,522,000</b>	<b>11,633,000</b>	<b>3,721,548</b>	<b>7,911,452</b>

General Ledger Codes	Code Description	This Year's Revised Budget	This Year's Actual inc GRN	Budget v Actual Variance
PCM21011200	Plnt,Veh&Equip Equipment Purch	150,000	-	150,000
PCM21041200	Nav Aids-SV Equipment Purch	70,000	-	70,000
PCM21041486	Nav Aids-SV Trans Hird&Cont		1,734	(1,734)
RCM23091760	Dock Symbstr Ext Consultant	7,000	-	7,000
RCM23131002	Tugs for Sella.Works Contract	10,972,116	3,512,987	7,459,129
RCM23131050	Tugs for Sella.Hire/Rent Prop		5,664	(5,664)
RCM23131120	Tugs for Sella.Oth R&M Costs		770	(770)
RCM23131470	Tugs for Sella.Travel Costs		5,785	(5,785)
RCM23131760	Tugs for Sella.Ext Consultant		42,808	(42,808)
RCM23135620	Tugs for Sella.Port-Ops Mgt	179,884	-	179,884
RCM23141002	Uyeasnd Hrb PrjWorks Contract	74,000	197,537	(123,537)
RCM23141200	Uyeasnd Hrb PrjEquipment Purch		15	(15)
RCM23141360	Uyeasnd Hrb PrjMiscellaneous		327	(327)
RCM23141470	Uyeasnd Hrb PrjTravel Costs		144	(144)
RCM23141486	Uyeasnd Hrb PrjTrans Hird&Cont		135	(135)
RCM23141500	Uyeasnd Hrb PrjPrinting		68	(68)
RCM23144016	Uyeasnd Hrb PrjOther Govt Grn		(46,426)	46,426
RCM23151002	Sc/oway Watr MnWorks Contract	40,000	-	40,000
RCM23161002	Walls Pier Works Contract	50,000	-	50,000
RCM23161760	Walls Pier Ext Consultant	90,000	-	90,000
		11,633,000	3,721,547	7,911,453







## **REPORT**

**To: Harbour Board**

**26 August 2009**

**From: Head of Service**

**Report No: P&H-21-09-F**

**Subject: Port Operations Report**

### **1 Introduction**

- 1.1 This report provides an overview of port operations since the issue of the last Port Operations Report.

### **2 Pilotage**

#### **2.1 Sullom Voe**

- 2.1.1 Since the issue of the last Port Operations Report, pilotage operations have been mainly routine with no major incidents.

#### **2.2 Scalloway**

- 2.2.1 During June/July there were 13 acts of Pilotage.
- 2.2.2 There are eleven authorised pilots for Scalloway. These are the eleven pilots who are also authorised for Sullom Voe.
- 2.2.3 Details of ship visits to Scalloway are shown in Appendix A. Up to date figures will be provided to the next meeting.

#### **2.3 Small Piers and Harbours**

- 2.3.1 Appendix B shows the current actual income for small piers and harbours.

### **3 Staffing – Port Operations**

- 3.1 Appendix C gives the staffing position as at 31 July 2009 showing a total of 133 staff.

## **4 Port Operations**

### **4.1 Sullom Voe**

4.1.1 Appendix D shows the exports and imports at the Port of Sullom Voe.

4.1.2 Appendix E is an abstract of weather delays for July and the cumulative totals for 2009.

4.1.3 Appendix J shows the Summary Net Controllable Expenditure for period (1st April to 30th June 2009)

### **4.2 Scalloway**

4.2.1 Appendix F shows the fish landing statistics for Scalloway.

4.2.2 Appendix G shows the cargo statistics for Scalloway.

4.2.3 Appendix H shows the summary management accounts for Scalloway.

### **4.3 Small Piers and Harbours**

4.3.1 Appendix I shows the summary management accounts for other small piers and harbours.

## **5 Shipping Standards**

The following incidents have occurred since the last report.

### **5.1 Ship Incidents**

5.1.1 There were no incidents during this period.

### **5.2 Pollution Incidents**

5.1.2 There were no incidents during this period.

## **6 Port Marine Safety Code**

6.1 An external audit of the Port Marine Safety Code (Safety Management System) was conducted by DNV on 14/15 July 2009 (see attachment 1). Two minor non-conformances were found by the auditor (see attachment 2).

6.2 The policies, principles and procedures of the Safety Management System are applied to all small ports and harbours operated by Shetland Islands Council. This includes Scalloway, which has its own Safety Management System in recognition of its additional, discrete activities.

## **7 Scalloway Port Facility Security Plan**

- 7.1 The Department for Transport's Transport Security Team (TRANSEC) conducted a Port Facility Security Assessment (PFSA) of Scalloway Harbour on 2 July 2009. No significant vulnerabilities were found although the plan will have to be amended to reflect the fact that TRANSEC have altered the categorisation of the Port of Scalloway to COG (Chemical Oil and Gas) Tier 3. This change is required because Offshore support vessels are now deemed to be in this category. Scalloway had previously been categorised as OBC (Other bulk cargo).

## **8 Policy and Delegated Authority**

- 8.1 The Harbour Board has full delegated authority for oversight and decision making in respect of the management and operation of the Council's harbour undertaking in accordance with overall Council policy and the requirements of the Port Marine Safety Code as described in Section 16 of the Council's Scheme of Delegation. The purpose of this report is to inform members on port operations which fall within the responsibility of the General Manager of Ports & Harbours Operations and does not seek any decision. However, this report is for information only and there are no Policy and Delegated Authority issues to address.

## **7 Financial Implications**

- 7.1 There are no financial implications arising from this report.

## **8 Recommendation**

- 8.1 This report is for noting.



**SCALLOWAY 2009**  
**Number of Vessels and GT Totals**

**APPENDIX A**

	UK	UK	FOREIGN	FOREIGN	STANDBY/	STANDBY/	COMMERCIAL	COMMERCIAL	UK	UK	FOREIGN	FOREIGN	CRUISE	CRUISE
	COMM	COMM	COMM	COMM	OIL RELATED	OIL RELATED	(DISC RATE)	(DISC RATE)	FISHING	FISHING	FISHING	FISHING	SHIPS	SHIPS
	VISITS	GT	VISITS	GT	VISITS	GT	VISITS	GT	VISITS	GT	VISITS	GT	VISITS	GT
JANUARY	2	14	1	803	3	2923	2	4128	4	892	1	204	0	0
FEBRUARY	2	299	9	7914	1	680	1	2064	1	145	4	2196	0	0
MARCH	2	153	4	1965	2	1353	1	2064	13	2543	0	0	0	0
APRIL	2	142	1	1785	2	1341	0	0	4	1117	0	0	0	0
MAY	4	3558	8	1109	8	8447	2	4128	6	944	0	0	0	0
JUNE	6	437	8	2410	8	9505	0	0	9	1964	0	0	0	0
JULY														
AUGUST														
SEPTEMBER														
OCTOBER														
NOVEMBER														
DECEMBER														
	18	4603	31	15986	24	24249	6	12384	37	7605	5	2400	0	0

**SCALLOWAY 2009**  
**Number of Vessels and GT Totals**

**APPENDIX A**

<b>SALMON</b>	<b>UK</b>	<b>UK</b>	<b>FOREIGN</b>	<b>FOREIGN</b>	<b>SIC</b>	<b>LIFE</b>	<b>L/HOUSE</b>				
<b>CAGES</b>	<b>YACHT</b>	<b>YACHT</b>	<b>YACHT</b>	<b>YACHT</b>	<b>VESSEL</b>	<b>BOAT</b>	<b>TUG&amp; MISC</b>		<b>TOTAL</b>		<b>TOTAL</b>
<b>VISITS</b>	<b>VISITS</b>	<b>GT</b>	<b>VISITS</b>	<b>GT</b>	<b>VISITS</b>	<b>VISITS</b>	<b>VISITS</b>		<b>VISITS</b>		<b>GT</b>
11	0	0	0	0	0	0	2		26		8964
12	0	0	0	0	0	0	2		32		13298
5	0	0	0	0	0	0	4		31		8078
0	0	0	0	0	0	0	3		12		4385
0	0	0	1	0	0	0	1		30		18186
0	1	0	0	0	0	2	0		34		14316
									0		0
									0		0
									0		0
									0		0
									0		0
									0		0
									0		0
28	1	0	1	0	0	2	12		165		67227

**Small Piers/Harbours - Income Received**  
**April 2009 to June 2009**

**APPENDIX B**

	Baltasound	Collafirth	Cullivoe	Fair Isle	Hamnavoe	Mid Yell	Out Skerries	Symbister	Toft	Uyeasound	Walls	West Burrafirth	Scalloway
Metered Water Charge	0	0	0	0	0	0	0	0	0	0	0	0	(1,465.16)
Equipment and Plant Hire	0	0	0	0	0	0	0	0	0	0	0	0	(103.46)
SalmonTender Dues	(365.22)	0	0	0	0	0	0	0	0	0	0	0	0
Comp Annual Dues	0	(216.48)	(283.72)	0	(55.76)	(570.72)	0	0	0	0	0	(236.16)	0
Fish Landing Dues	0	(49.93)	(19,169.77)	0	0	(201.24)	0	(236.16)	0	0	0	(353.97)	(9,882.36)
Salmon Landing Dues	0	0	0	0	0	0	0	(38.48)	0	0	0	0	0
Hire of Net Bins	0	0	0	0	0	0	0	0	0	0	0	0	0
Storage Charges	(42.48)	0	0	0	0	0	0	0	0	0	0	0	0
Net Storage on Pier	0	0	0	0	0	0	0	0	0	0	0	0	0
Wharfage Charges	0	(6.50)	(24.00)	0	0	0	0	(57.73)	(16.22)	0	(6.50)	(6.50)	0
Other Staff Time Charge	0	0	0	0	0	0	0	0	0	0	0	0	0
Pleasure/Fishing Boat Dues	(512.91)	(460.43)	0	0	0	0	0	(208.82)	0	0	0	(171.38)	(535.94)
Ship Commercial Dues	(545.16)	0	(225.09)	(6.93)	0	(136.08)	0	(32.31)	0	0	0	0	0
Yacht Period Dues	0	0	0	0	0	(6.03)	0	(7.97)	0	0	0	0	0
Salmon Cages Dues	0	0	0	0	0	0	0	0	0	0	0	0	0
Cruise Ships	0	0	0	0	0	0	0	0	0	0	0	0	1388.80
Dues on Shellfish Landings	0	0	0	0	0	0	0	0	0	0	148.87	0	0
Metered Electricity	0	0	0	0	0	0	0	0	0	0	0	0	(922.02)
<b>Income Harbour Activities</b>	<b>(1,465.77)</b>	<b>(733.34)</b>	<b>(19,702.58)</b>	<b>(6.93)</b>	<b>(55.76)</b>	<b>(914.07)</b>	<b>0</b>	<b>(581.47)</b>	<b>(16.22)</b>	<b>0</b>	<b>142.37</b>	<b>(768.01)</b>	<b>(11,520.14)</b>
Phone Call Reimbursed	0	0	0	0	0	0	0	0	0	0	0	0	0
Sale of Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0
Finance Lease Income	0	0	0	0	0	0	0	0	0	0	0	0	(2,362.50)
Miscellaneous Income	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Income - Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,362.50)</b>
<b>TOTAL INCOME</b>	<b>(1,465.77)</b>	<b>(733.34)</b>	<b>(19,702.58)</b>	<b>(6.93)</b>	<b>(55.76)</b>	<b>(914.07)</b>	<b>0</b>	<b>(581.47)</b>	<b>(16.22)</b>	<b>0</b>	<b>142.37</b>	<b>(768.01)</b>	<b>(13,882.64)</b>





**Staffing Position – 31 July 2009**

<b><u>Post</u></b>	<b><u>Established Posts</u></b>	<b><u>Actual</u></b>	<b><u>Comments</u></b>
Harbour Master	1	1	
Marine Officer/Pilots	11	11	
VTS Operators	2	2	
Operations Manager – Ports	1	1	
Port Safety Officers	2	2	
Launch Crew Skippers	9	9	
Launch Crew Deckhands	13	12	
Tug – Masters	13	13	2 Temp Contact
Tug - Chief Engineers	12	11	
Tug - 2 <sup>nd</sup> Engineers	8	8	
Tug - Mates	12	12	5 Temporary contracts
Tug – Mate	1	1	Long Term Sick (TUPE)
Tug - GPRs'	4	4	3 Temp contracts
Assistant Pier Masters (Scalloway)	3	3	
Full Time Harbour Assistant	1	1	
Part Time Harbour Assistants	9	8	
Administration Manager	1	1	
Finance Assistants	5	5	
Clerical Assistant	3	3	
Cook	1	1	

Engineering Manager – Marine	1	1
Engineering Manager – Ports	1	1
Maintenance Planning Engineer	1	0
Engineering Supervisor	1	1
Electrical Engineer	3	2
Marine Engineer	3	3
Welder/Fabricator	2	2
Maintenance Engineer	1	1
Engineering Assistant	4	4
Apprentice – Electrical	1	1
Apprentice – Mechanical	1	1
General Assistant	2	2
Store Keeper	1	1
Storeman	1	1
Senior Stores Assistant	1	1
Stores Assistant	1	1
Driver	1	1
Total	138	133

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>Brent Exports</b>													
No of Vessels	7	6	8	5	8	9							43
GT	434518	345334	473289	394712	487487	527043							2662383
Cargo C/Wise	228515	75695	398358	163333	238511	225773							1330185
Cargo Foreign	374978	405652	236243	245589	416495	412086							2091043
<b>Schiehallion Exports</b>													
No of Vessels	1	2	2	2	2	0							9
GT	56204	123123	116192	121462	148893	0							565874
Cargo C/Wise	0	89574	0	89392	84168	0							263134
Cargo Foreign	85548	66476	179324	89562	88697	0							509607
<b>Joint Exports</b>													
No of Vessels	0	0	0	0	0	0							0
GT	0	0	0	0	0	0							0
Brent C/Wise	0	0	0	0	0	0							0
Brent Foreign	0	0	0	0	0	0							0
Schiehallion C/Wise	0	0	0	0	0	0							0
Schiehallion Foreign	0	0	0	0	0	0							0
<b>Schiehallion Imports</b>													
No of Ships	1	6	5	4	4	0							20
GT	72245	453156	374349	302104	298823	0							1500677
Schiehallion C/Wise	43105	249488	166188	214450	166754	0							839985
<b>Clair Exports</b>													
No of Ships	2	2	3	3	2	2							14
GT	117818	116999	186643	170443	121301	119166							832370
Cargo Coastwise	180931	90473	90900	271734	180984	176802							991824
Cargo Foreign	0	90668	180430	0	0	0							271098
<b>Ship to Ship Imports</b>													
No of Ships	0	0	1	0	0	0							1
GT	0	0	42661	0	0	0							42661
STS Crude C/Wise	0	0	0	0	0	0							0
STS Crude Foreign	0	0	58870	0	0	0							58870
<b>Ship to Ship Exports</b>													
No of Ships	0	0	1	0	0	0							1
GT	0	0	42010	0	0	0							42010
STS Crude C/Wise	0	0	0	0	0	0							0
STS Crude Foreign	0	0	58870	0	0	0							58870
<b>Ship To Ship Joint Exp</b>													
No of Ships	0	0	0	0	0	0							0
GT	0	0	0	0	0	0							0
STS Crude C/Wise	0	0	0	0	0	0							0
STS Crude Foreign	0	0	0	0	0	0							0
Brent C/Wise	0	0	0	0	0	0							0
Brent Foreign	0	0	0	0	0	0							0
Schiehallion C/Wise	0	0	0	0	0	0							0
Schiehallion Foreign	0	0	0	0	0	0							0
<b>Propane Exports</b>													
No of Vessels	0	1	0	0	0	0							1
GT	0	11822	0	0	0	0							11822
Propane C/Wise	0	0	0	0	0	0							0
Propane Foreign	0	8534	0	0	0	0							8534
<b>Butane Exports</b>													
No of Vessels	0	0	0	1	0	0							1
GT	0	0	0	11822	0	0							11822
Butane C/Wise	0	0	0	0	0	0							0
Butane Foreign	0	0	0	8810	0	0							8810
<b>Joint Exports</b>													
No of Vessels	0	0	0	0	0	0							0
GT	0	0	0	0	0	0							0
Propane C/Wise	0	0	0	0	0	0							0
Propane Foreign	0	0	0	0	0	0							0
Butane C/Wise	0	0	0	0	0	0							0
Butane Foreign	0	0	0	0	0	0							0



## Ports &amp; Harbours Operations

**Abstract of Weather Caused Delays at 31 July 2009**

	Monthly Totals			Cumulative Totals		
	Days	Hours	Mins	Days	Hours	Mins
Berthing Suspension	00	19	54	20	22	48
Unberthing Suspension	00	00	00	00	00	00
Loading Suspension	00	00	00	00	13	06
Boatwork Suspension	00	00	00	00	20	00
Pilotage Suspension	00	00	00	00	06	00
Helicopter Usage	00	00	00	00	00	00
Tug/Pilot Standby	00	00	00	00	00	00
Total Disruption - all Causes	00	19	54	21	07	48
Actual Delays Due to Weather	00	07	06	04	07	54



**Fish Landing Statistics - Scalloway  
2009/2010**

**APPENDIX F**

<b>FISH LANDINGS - SCALLOWAY</b>		<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>		<b>TOTAL</b>
Fish Landed Through Market (Boxes)		5121	7142	6914	0	0	0	0	0	0	0	0	0		<b>19177</b>
Consigned Fish (Boxes)		440	400	522	0	0	0	0	0	0	0	0	0		<b>1362</b>
Mackerel Landings		0	0	0	0	0	0	0	0	0	0	0	0		<b>0</b>
<b>TOTAL NO OF BOXES - (Boxes)</b>		<b>5561</b>	<b>7542</b>	<b>7436</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>20539</b>

<b>DUES PAID ON FISH LANDINGS</b>		<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>	<b>PERIOD</b>		
<b>(Rate = £0.025 per £1.00 Value)</b>		<b>00/01</b>	<b>00/02</b>	<b>00/03</b>	<b>00/04</b>	<b>00/05</b>	<b>00/06</b>	<b>00/07</b>	<b>00/08</b>	<b>00/09</b>	<b>00/10</b>	<b>00/11</b>	<b>00/12</b>		<b>TOTALS</b>
LHD Ltd		9882.36	4239.17	14611.17	0	0	0	0	0	0	0	0	0		<b>28732.70</b>
Other (Consigned Fish)		0	0	686.40	0	0	0	0	0	0	0	0	0		<b>686.40</b>
Mackerel Landings		0	0	0	0	0	0	0	0	0	0	0	0		<b>0.00</b>
<b>TOTAL FOR LEDGER PERIOD</b>		<b>9882.36</b>	<b>4239.17</b>	<b>15297.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>29419.10</b>





Scalloway Harbour  
Wharfage Charges 2009/2010

APPENDIX G

WHARFAGE - Imports		APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH		TOTAL (tonnes)
Inward - Tonnes (Misc)		692.000	0.000	30.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		722.000
Salmon Nets - Tonnes (In)		40.000	110.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		150.000
Fish Feed - Tonnes (In)		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		0.000
<b>TOTAL CARGO</b>		<b>732.000</b>	<b>110.000</b>	<b>30.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>		<b>872.000</b>

WHARFAGE - Exports		APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH		TOTAL (tonnes)
Tonnes (Misc)		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		0.000
Ice Loaded		100.300	99.820	114.560	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		314.680
Gas Oil Bunkers		182.728	209.536	955.411	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		1347.675
Fish Feed		77.000	66.000	133.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		276.000
Salmon Nets		6.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000		6.000
<b>TOTAL</b>		<b>366.028</b>	<b>375.356</b>	<b>1202.971</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>		<b>1944.355</b>



**Other Small Piers/Harbours  
(Part 2 - Harbours)  
Summary Management Accounts - Revenue  
April 2009 to June 2009**

**Appendix I**

	<b>Annual Budget 2009/2010</b>	<b>Actual April to June 09</b>	<b>Variance (Adverse)/Favourable</b>
All Income	(50,340)	(21,886.45)	(28,453.55)
<b>Total Income</b>	<b><u>(50,340)</u></b>	<b><u>(21,886.45)</u></b>	<b><u>(28,453.55)</u></b>
Employee Costs	28,705	6,718.73	21,986.27
Agency Payments	-	-	-
Property And Fixed Plant	77,567	13,654.35	63,912.65
Supplies and Services	7,655	10,940.80	(3,285.80)
Transport and Mobile Plant	145,660	41,867.85	103,792.15
Administration	-	-	-
<b>Total Expenditure</b>	<b><u>259,587</u></b>	<b><u>73,181.73</u></b>	<b><u>186,405.27</u></b>
<b>Net Revenue Expenditure/(Income)</b>	<b><u>209,247</u></b>	<b><u>51,295.28</u></b>	<b><u>157,951.72</u></b>

NB Financing Costs and Recharges are not included in the above figures, as these are dealt with separately at the year end. The above is "controllable costs".

**SCALLOWAY HARBOUR**  
**Summary Management Accounts - Revenue**  
**April 2009 to June 2009**

Appendix H

	<b>Annual Budget 2009/2010</b>	<b>Actual April - June 09</b>	<b>Variance (Adverse)/Favourable</b>
Fish Landing Dues	(80,000)	(29,419.10)	(50,580.90)
Other Dues/Charges	(234,200)	(55,373.82)	(178,826.18)
<b>Total Income</b>	<b>(314,200)</b>	<b>(84,792.92)</b>	<b>(229,407.08)</b>
Employee Costs	137,699	33,862.63	103,836.37
Administration	23,225	1,350.04	21,874.96
Agency Payments	2,000	317.00	1,683.00
Property and Fixed Plant	112,267	11,007.58	101,259.42
Supplies & Services	12,300	313.07	11,986.93
Transport and Mobile Plant	57,494	3,052.56	54,441.44
<b>Total Expenditure</b>	<b>344,985</b>	<b>49,902.88</b>	<b>295,082.12</b>
<b>Net Revenue</b>			
<b>Expenditure/(Income)</b>	<b>30,785</b>	<b>(34,890.04)</b>	<b>65,675.04</b>

NB Financing Costs and Recharges are not included in the above figures, as these are dealt with separately at the year end. The above are "controllable costs"

# *Shetland Islands Council Ports and Harbours Operations*

## *Attachment 1*

### **Reassessment Audit Report**

#### **Management System Certification**

#### **ISO 9001:2008**

2009-07-14 to 2009-07-15

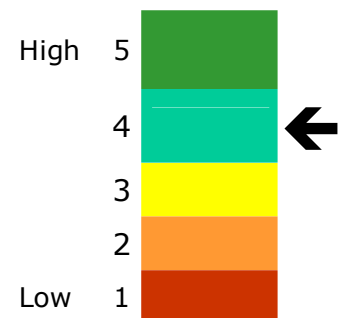
**DNV Team Leader** *Pat Darmody*

**Audit Team** *Pat Darmody*

## Management Summary

### *Focus Area Results*

#### *Focus Area 2 - [Further improve controlled record management]*



#### **Positive indications**

- Improved system continues to be applied for retrieval of hard copy stored data with dedicated storage area and better controlled access.
- Plan in place for reference library and enhanced electronic

## Management Summary

### *Focus Area 2 - [Further improve controlled record management]*

#### *Degree of control*

management and storage of files, currently in hard copy i.e. statistical type data files which will be produced electronically.

- Indexing and filing is ongoing including populating content of archive folders etc.
- Process for tracking and traceability of data has also been improved further.
- Management have taken decision to employ additional resource in the capacity of Senior Clerical Assistant which will be important to progress and improvement in this area.

### **Main areas for improvement**

Continue through to completion the review and implementation of the enhanced process ongoing for record/file management in terms of storage, indexing, filing and access etc for the remainder of 2009 and into 2010.

### ***Focus Areas for Next Audit (suggested):***

## Management Summary

### ***Focus Areas for Next Audit (suggested):***

- Further improve controlled record management



## Management Summary

### *Overall Summary*

#### ***Key points observed during the audit***

##### **Positive indications**

- Again mature documented management system which has been tailored around the business needs of Shetland Islands Council Ports and Harbours Operations continues to prevail.
- A review on the impact of changes to the organisation in relation to ISO 9001:2008 had been undertaken and a formal management plan was in place to re-issue policy documentation reflecting ISO 9001:2008. Management had indicated that extent of changes had been minimal with no great impact on existing application of controls in place.
- Again a structured review process in place in order to update defined working practices (active procedural update and revision), including thorough and in depth internal audit process which continues to prevail.
- Internal communication links remain very impressive with key management participation and involvement being a strong focus.
- "Top Management" actively promoting the need for further continual improvement measures and objective setting during management review process in particular.
- It was evident that Internal Business Processes/Performance

## Management Summary

### *Overall Summary*

Indicators and External Processes/Performance Indicators were being achieved overall as a result of management review analysis.

### **Main areas for improvement**

- Actively monitor the agreed focus area through to acceptable completion.
- Review documented management system in light of ongoing implementation of AMPRO (Work order and work history management process) in order to ensure defined working practices continue to be reflected in a specified manner e.g. Workshop job card controls.

## Management Summary

### *Audit Findings and Compliance Status*

#### **Summary from the Audit:**

##### **Number of Non-Conformities (Non-conformities) identified during this audit:**

Total number of Category 1 (Major) Non-conformities: 0

Total number of Category 2 (Minor) Non-conformities: 2

**Number of Observations identified during this audit:** 2

**Number of Improvement Opportunities identified during this audit:** 0

**Number of Noteworthy Efforts identified during this audit:** 0

**Note: Details of the Non-Conformities, Observations, Improvement Opportunities, Noteworthy Efforts can be found in the attached 'List of Findings'**

### *Conclusion / Next Step*

- The audit findings and general conclusions were presented and discussed in the Closing Meeting.
  - Corrective Actions in response to any nonconformities identified are required to be undertaken by the Organisation no later than: 14<sup>th</sup> October 2009.
  - A Recommendation for renewal of Certification to reflect ISO 9001:2008 was completed by the Lead Auditor at the end of the audit and this will be processed accordingly.
  - A Follow-up audit will be performed latest: Not required
- ☐ By a desktop review of submitted documentation at the office of the lead auditor.
- ☐ By a further visit to the customer's site.

## Management Summary

### **Statement of confidentiality**

*The contents of this Report, including any notes and checklists completed during the Audit will be treated in strictest confidence, and will not be disclosed to any third party without the written consent of the customer, except as required by the appropriate Accreditation Authorities.*

### **Distribution**

This report will be sent to the Organisation's Contact Person, in hardcopy or electronic format as agreed with the Organisation, and to the DNV Technical Review Office as required by the DNV process. An electronic copy will be retained in the DNV filing system.

### **Annexes**

✓ Audit Programme (Agenda)

✓ List of findings

**Ports & Harbours Operations 2009/2010**  
**Sullom Voe**  
**Net Controllable Expenditure for Period April to June 2009**

**Appendix J**

	EMPLOYEE COSTS	ADMINISTRATION	AGENCY PAYMENTS	PROPERTY & FIXED PLANT	SUPPLIES & SERVICES	TRANSPORT & MOBILE PLANT	TRANSFER PAYMENTS	TOTAL EXPENDITURE (3 Months)	TOTAL INCOME (3 Months)	NET TOTAL (3 Months)	ANNUAL BUDGET (12 months)	ANNUAL BUDGET REMAINDER
Sullom Voe	-	(2,219.78)	-	198,962.91	(23,146.44)	19,013.63	-	192,610.32	(1,368,192.91)	(1,175,582.59)	(5,710,487)	(4,534,904.41)
B & L - SV	-	-	-	-	-	-	-	-	(93,527.85)	(93,527.85)	(252,673)	(159,145.15)
Pilotage - SV	-	-	-	-	-	-	-	-	(169,600.97)	(169,600.97)	(672,645)	(503,044.03)
Mooring - SV	-	-	-	-	-	-	-	-	(69,041.98)	(69,041.98)	(294,397)	(225,355.02)
Marine Officers	257,401.35	298.61	-	-	1,389.84	2,548.14	-	261,637.94	-	261,637.94	1,055,598	793,960.06
Launch Crews	(50,349.80)	541.90	-	79.99	1,621.72	470.46	-	(47,635.73)	-	(47,635.73)	1,118,651	1,166,286.73
Pollution Cont	-	-	-	-	-	-	-	-	-	-	1,500	1,500.00
SOTEAG	-	-	-	-	-	-	-	-	-	-	650	650.00
SVA	-	-	-	-	-	-	34,782.61	34,782.61	-	34,782.61	80,580	45,797.39
Canteen Servs	6,234.73	-	-	198.25	6,887.24	118.03	-	13,438.25	(9,095.32)	4,342.93	28,067	23,724.07
Port Engineering	133,324.86	806.91	-	-	1,004.89	1,237.17	-	136,373.83	(204.40)	136,169.43	635,972	499,802.57
VRM Recharge In	-	91.50	-	17,960.84	5,479.04	5,244.12	-	28,775.50	(2,573.20)	26,202.30	257,766	231,563.70
Pilot/Mooring Boats	-	50.74	-	7,780.42	610.84	16,928.19	-	25,370.19	-	25,370.19	139,885	114,514.81
Ports Recruitment	22.24	-	-	-	-	-	-	22.24	-	22.24	17,000	16,977.76
Support Servs	50,626.88	-	-	-	1,326.29	443.15	-	52,396.32	-	52,396.32	234,715	182,318.68
Port Ops - Man	138,804.60	8,638.94	-	63.03	5,759.22	6,629.40	-	159,895.19	(53.76)	159,841.43	709,491	549,649.57
Admin Building	-	-	-	18,653.61	227.60	1,462.99	-	20,344.20	-	20,344.20	107,748	87,403.80
<b>Sub Total</b>	<b>536,064.86</b>	<b>8,208.82</b>	<b>-</b>	<b>243,699.05</b>	<b>1,160.24</b>	<b>54,095.28</b>	<b>34,782.61</b>	<b>878,010.86</b>	<b>(1,712,290.39)</b>	<b>(834,279.53)</b>	<b>(2,542,579)</b>	<b>(1,708,299.47)</b>
Towage Crews	586,830.28	13,796.69	-	-	2,911.23	2,440.37	-	605,978.57	(1,282,420.00)	(676,441.43)	(1,488,594)	(812,152.57)
Tugs	-	1,588.65	-	41,660.48	20,904.60	207,512.04	-	271,665.77	-	271,665.77	1,512,228	1,240,562.23
Towage Management	-	0.19	500.00	-	388.75	609.12	-	1,498.06	-	1,498.06	29,440	27,941.94
<b>Towage Total</b>	<b>586,830.28</b>	<b>15,385.53</b>	<b>500.00</b>	<b>41,660.48</b>	<b>24,204.58</b>	<b>210,561.53</b>	<b>-</b>	<b>879,142.40</b>	<b>(1,282,420.00)</b>	<b>(403,277.60)</b>	<b>53,074</b>	<b>456,351.60</b>
<b>OVERALL TOTAL</b>	<b>1,122,895.14</b>	<b>23,594.35</b>	<b>500.00</b>	<b>285,359.53</b>	<b>25,364.82</b>	<b>264,656.81</b>	<b>34,782.61</b>	<b>1,757,153.26</b>	<b>(2,994,710.39)</b>	<b>(1,237,557.13)</b>	<b>(2,489,505)</b>	<b>(1,251,947.87)</b>



## List of Findings (Current)

Organisation : Shetland Islands Council Ports and Harbours Operations

Audit Start Date	Audit Type	No.	Status	Description and Consequence	Category of Finding	Focus Area	Process/ Area/ Department	Standard	Clause	DNV-auditor's Initials	Clients proposed Corrective Action	DNV-auditor's Verification of Corrective Action and Effectiveness	DNV Auditor Closing NC	Date of Closure
2009-07-15	RA	1	O	Although general training undertaken was Corporate led and managed on this basis, evaluation of external job specific training provision which is departmentally arranged e.g. Briggs was not adequately demonstrated.	Minor		Management	ISO 9001:2008	6.2.2	PD	A draft review had been done in this area and will be assessed by management and brought under control.			2009-10-14
2009-07-15	RA	2	O	Discussion with Top Management indicated a review of changes by them from ISO 9001:2000 to ISO 9001:2008 had resulted in little impact on the business. However, references to ISO 9001:2000 had still to be updated on most documentation e.g. Quality Policy and associated Safety Management System documents.DNV will review for ongoing effectiveness at the next visit.	Observation		Management	ISO 9001:2008	4.2.1/ 5.3	PD				
2009-07-15	RA	3	O	The electronic version online of the ISO 9001 reference index and the organisational structure contained in the "Introduction" section of the Sullom Voe Safety Management System did not correlate in terms of revision with the controlled paper copy number 2 issued to DNV.	Minor		Management	ISO 9001:2008	4.2.2/ 5.5.1	PD	A review will be done and clarification and update to ensure appropriate revision of documents are available and controlled.			2009-10-14
2009-07-15	RA	4	O	It was noted that within the workshop area out of date information was evident communicating qualified persons for abrasive wheels and the vertical drill had the safety guard removed. DNV would urge a review of these issues as a matter of priority in respect to health and safety risk.	Observation		Management			PD				