

Port Babcock Rosyth Marine Operations Manual

Port General Directions FM(R)-PROC-002

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1. Introduction

Port Babcock Rosyth will exercise its powers through the Harbour Master pursuant to article 4(1) of ref 3.1 and as the Statutory Harbour Authority hereby gives the following general directions to vessels in and approaching Port Babcock.

In order to maintain and enhance the safety of navigation within the Harbour and its approaches it is important that masters are aware of current Byelaws, Directions and Notices to Mariners.

By complying with these General Directions Mariners will contribute towards protecting the environment by reducing the likelihood of Marine Incidents which may lead to pollution of harbour waters.

These General Directions are to be construed in conjunction with:

Any Special Directions given by a Harbour Master under article 26 (3) of ref 3.1.

Notices to Mariners.

It is the duty of the Master of a vessel to which a General Direction applies to comply with that Direction. However, the giving of a Direction does not diminish or in any other way affect the responsibility of the Master in relation to his Vessel, persons on board, its cargo or any other person or property.

2. Commencement

These Directions shall come into force on 1st January 2020 and will remain in force until further notice.

3. References

- 3.1 The Port Babcock Rosyth Harbour Empowerment Order 2009
- 3.2 Provision of Pilotage Services Contract (BAB-FAC-FPA-001)
- 3.3 Pilotage Act 1987
- 3.4 Merchant Shipping (Ship-to-Ship Transfers) Regulations 2020 Chapter 5
- 3.5 MSMS Policy (FM(R)-PROC-006)

4. Definitions & Interpretation

‘AIS’ means Automatic Identification System.

‘**Anchorage**’ means the anchorage area as indicated on BA Chart 728.

‘**Approach Channel**’ means the area to the east of either the Entrance lock or Emergency Direct Entrance leading to the Rosyth Approach Channel.

BA Chart 728 means the Admiralty Chart of Babcock Harbour and Port of Rosyth as published by the UK Hydrographic Office as revised from time to time.

‘**Barge**’ includes dumb vessels, including but not limited to barges, lighters, crane barges, engineering barges, pontoons, dredge barges but excludes any power-driven vessels and caissons.

‘**Berthed**’ when used in relation to a vessel means secured to a wharf, pier, quay, pontoon, jetty, or dolphin.

‘**Berthing Assistance**’ means the provision of manoeuvring advice and local knowledge during berthing or unberthing operations.

‘**Berth Surge**’ means the sudden, unplanned, and uncontrolled movement of a vessel along the berth face.

‘**Breakout**’ Vessel moorings or anchor failure.

‘**Bunker Vessel**’ means any vessel, normally navigating within Babcock Harbour Board’s area of jurisdiction, used for the storage, transportation, or delivery of oil products to vessels or facilities in the harbour.

‘**The Collision Regulations**’ means the International Regulations for the Prevention of Collision at Sea 1972 as amended and scheduled to the Merchant Shipping (Distress Signals and Prevention of Collision) Regulations 1996 as amended.

‘**Dead Ship**’ means a vessel that does not have use of its main engines or other forms of propulsion.

‘**ETA**’ means a vessel’s Estimated Time of Arrival at the pilotage boarding area.

‘**Exclusion Zone**’ means any area within the jurisdiction of Babcock Harbour, defined by a Harbour Master as being closed temporarily to general navigation for the purposes of navigational safety or emergency response.

‘**Gross Tonnage**’ in relation to a vessel means the tonnage as ascertained in accordance with the International Convention of Tonnage Measurement of Ships 1969 on the Merchant Shipping (Tonnage) Regulations 1982. As amended, and where in accordance with those regulations, alternative tonnages are assigned to a vessel, the Gross Tonnage of the vessel shall, for the purposes of these Directions, be taken to be the larger of those tonnages.

‘**Harbour Master**’ means a person appointed by The Board and includes that person’s deputies and assistants and any other person for the time being authorised by the Port to act, either generally or for a specific purpose, in the capacity of the Harbour Master.

‘**The Harbour**’ means Babcock harbour and has the meaning assigned to it by Section 4 of the Babcock Harbour Consolidation Act 1954.

‘**Harbour limits**’ or ‘**Port Limits**’ means the area of jurisdiction exercised by Babcock Harbour Authority as stated in Article 4 of the Port Babcock Rosyth Harbour Empowerment order 2009.

‘**HW**’ means High Water @ Chart Datum in relation to tidal information.

‘**Knot**’ means one nautical mile per hour which is equal to an international measure of 1852 metres per hour.

‘**Length Overall**’ or ‘**LOA**’ means the maximum length of a vessel, including overhanging structure, cargo or equipment, and if a tug and tow, the combination of the tug and the object(s) towed, including the length of the towing medium deployed whilst navigating within the Pilotage Area.

‘**Master**’ when used in relation to any vessel, means any person having the command, charge or management of the vessel for the time-being, whether lawfully or not lawfully.

‘**Moored**’, when in relation to a vessel, means a vessel–

- i. Secured to a mooring buoy or chain either ahead or astern or both at a recognised mooring approved by the Harbour Master; or
- ii. Secured alongside any vessel so secured; or
- iii. Secured either ahead or astern by anchors in a position approved by the Harbour Master.

‘**Navigable Channel**’ means a regular course or track of shipping.

‘**Notices to Mariners**’ means Notices to Mariners issued by the Harbour Master and take the form of either Directions or advice concerning navigational safety within the Port.

‘**Passenger Vessel**’ has the same meaning as defined in the Merchant Shipping. (Survey and Certification) Regulations 1995.

‘Permission to Proceed’ means authorisation by a Harbour Master or his deputy, assistant to navigate as proposed by a vessel.

‘Port Control’ means the designated Local Port Service (LPS), operated by the Harbour Master.

‘Port Babcock Rosyth’ means Babcock Harbour and has the meaning assigned to it by Article 4, Schedule Port Limits of the Port Babcock Rosyth Harbour Empowerment order 2009.

‘Quay’ means any quay, wharf, jetty, dolphin, landing stage or other structure used for berthing or mooring vessels and includes any pier, bridge, roadway or footway immediately adjacent and affording access thereto.

‘Reporting Vessel’ means every vessel which is required by these Directions to report its position, intentions, or movements.

‘SOLAS’ means the International Convention for the Safety of Life at Sea.

‘Special Direction’ means a Direction authorised by Section 24 of the Port Babcock Rosyth Harbour Empowerment Order 2009.

‘Speed Restriction’ means any speed limits imposed by the Harbour Master for the protection of port users and/or port infrastructure consistent with safe navigation.

‘Seagoing Vessel’ means any vessel or craft designed or adopted for navigation at sea.

‘Small Vessel’ means any vessel of less than 20m length overall.

‘Underway’ means that a vessel is not at anchor, made fast to the shore, or aground.

‘Vessel’ includes any vessel, ship, lighter, keel, barge, boat, raft, pontoon, and craft of any kind, however navigated, propelled or moved, and any hovercraft and any hydrofoil vessel and any seaplane on the surface of the water and for the purposes of this present definition a “hydrofoil vessel” means a vessel however propelled designed to be supported on foils. For these directions, such vessels include HM warships and other government vessels.

4a. In these Directions, Unless the Context Otherwise Requires:

The Directions Headings form part of and affect the construction and interpretation of the Directions.

Unless specified otherwise in a particular Direction, all Directions shall be considered applicable deemed to apply to all vessels, throughout to the whole of the entire Babcock harbour area of jurisdiction, and at all times. A Direction addressed to a master shall be deemed to apply to the vessel for of which he or she is the master responsible.

5. Passage Planning and Manoeuvring in the Port and Approaches

5a. Passage Plan

All vessels proposing to operate and navigate any part of Port Babcock Rosyth and its approaches, whether for the purposes of entering, departing, or shifting within the harbour limits, must maintain a generic port passage plan and navigational risk assessment, establishing safe under-keel clearances and manoeuvrability capabilities for the vessel's routine passage and operations. This Direction applies to the approaches to the port from the time of reporting to the Port Babcock Harbour Master.

5b. VHF Communications

With the need at times for movements within the harbour, master's and pilots are reminded of the necessity for accurate information and clear VHF communication to Port Babcock and other vessels at all times. All communications with Port Babcock shall be on the primary channel, VHF Ch.74.

5c. Exceptional Operations

A vessel engaged in any operation or subject to exceptional circumstances that could navigationally affect another vessel manoeuvring in the vicinity, shall maintain a listening watch for port movements and contact the Harbour Master if the master believes insufficient information has been passed by Port Babcock to any other vessel. This includes any abnormal operation such as an anchor being left deployed, bunkering operations, lifeboat or rescue boat recovery, divers working on the vessel or any operation that could affect other vessels manoeuvring.

5d. Immobilisation of Main Engines

No vessel shall be immobilised without the permission of the Harbour Master. This request should be made in writing at least 24 hours in advance.

No vessel shall be immobilised for a period longer than can be accurately forecasted and agreed upon by the Harbour Master.

The vessel must have sufficient mooring lines and fenders to withstand potential weather conditions and vessel movements.

When required, standby towage should be available during periods when a vessel may be immobilised and is affected by deteriorating weather conditions.

All dead ship moves require that a Barge Proforma be completed prior to the commencement of the move. In the absence of a vessel's master, dead ship moves require an authorised Class 1 Tow Master to be onboard. An exception to this will be for Caissons and floating assets, which will be moved with the assistance of Harbour Tugs and Port Staff.

A dead ship shall not be moved from its berth in wind speeds exceeding a mean of 20 knots, with gusts up to 25 knots. This wind speed limitation may be adjusted based on the windage of the vessel and prevailing site conditions, which should be noted on the Barge Proforma and discussed at a toolbox talk prior to any dead ship move.

5e. Use of Hand Steering

All vessels underway within the port authority shall have the manual mode of steering engaged at all times. Additionally, each vessel shall have a competent helmsman in operation, responsible for steering the vessel while underway within the authority.

Dynamic positioning may be used as a replacement with the agreement of the Harbour Master and/or Pilot.

5f. Vessels Entering Port Babcock Rosyth

Every vessel proposing to enter Port Babcock must submit a completed copy of its CERS and Crew List at least 24 hours prior to arrival. On the day of arrival, the vessel should report to the Babcock Harbour Master on VHF Channel 74 upon reaching the Forth Bridges and provide the following information:

The vessel will then agree to a passage plan with the Babcock Harbour Master. The passage plan must include, at a minimum, the vessel's intended manoeuvres and use of tugs.

- i. Confirmation that all navigational equipment is in full working order; or report any defects that may affect safe navigation or the vessel's manoeuvrability during its transit.
- ii. Confirmation of tug requirements.
- iii. Confirmation of vessel length overall and maximum draft.
- iv. Fendering requirements if transiting the entrance lock.

Port Babcock will grant permission to enter when the way is clear and will provide any relevant information for a safe entry, including details on other vessel movements, whether permission is for entry to the Outer Harbour or all the way to the berth, as well as weather and tidal conditions at the entrances and off the berths.

The pilot shall select VHF Channel 74 for communication with the tugs and shore party, confirming the vessel's requirements for making the tugs fast, the intended manoeuvres, and the type of assistance required.

The recommended minimum moorings should consist of two head/stern lines and one spring line at each end of the vessel. Additional moorings may be necessary in adverse weather conditions. When berthing, the first lines ashore, unless otherwise advised, should be the springs forward and aft. Weighted heaving lines are not permitted and will be cut and disposed of.

5g. Vessels Departing or Shifting within Port Babcock Rosyth

Every vessel shall give adequate notice to Babcock Port of its intended departure from the berth on VHF Ch.74 and provide the following information.

- i. ETD from the berth.
- ii. Confirm that all navigational equipment is in full working order or report any defects that may affect the safe navigation or manoeuvrability of the vessel.
- iii. Confirm tug requirements.
- iv. Fendering requirements if transiting the entrance lock.

Port Babcock will give permission to depart/shift when the way is clear and will advise of any information that is relevant to a safe manoeuvre. This information will consist of other vessel movements, weather, and tidal conditions. The vessel will then confirm the passage plan with Port Babcock Harbour Master.

The passage plan shall as a minimum consist of the vessel's intended manoeuvre and use of tugs.

The pilot shall select VHF Ch. 74 for communication with the tugs and confirm the vessel's requirements for making the tugs fast and the intended manoeuvre and assistance required.

5h. Standard Vessel Manoeuvres

The pilot will discuss the proposed manoeuvre for the vessel with the Master after boarding. The berthing and unberthing manoeuvres will depend on factors such as weather, tidal conditions, the vessel's handling characteristics, and other vessel movements within the Harbour.

Any vessel whose normal ability to manoeuvre is impaired in any way must notify the Port Babcock Rosyth Harbour Master prior to arrival or departure.

In the case of a move where the main engines are not operational, this must be declared to the Harbour Master and the pilot, and in such cases, will be treated as a “dead ship” move.

In the approaches and manoeuvring areas, a minimum under keel clearance of 0.5 meters is recommended. At the berths, an assessment of the likely tidal conditions has been made, and with the Master's agreement, this clearance may be reduced.

In accordance with ref 3.2 and ref 3.3, neither Port Babcock nor any authorised pilot will be held responsible for any collisions or damage incurred. The Master retains full responsibility for the safe navigation of their vessel, even when a pilot is on board. The Master has the authority to relieve the pilot of their duty if the master believes the pilot is jeopardizing the ship's safety.

5i. Leisure Craft

Leisure craft must request access to Port Babcock Rosyth waters through VHF Ch.74, once permission has been given, leisure craft may be allowed passage through the Harbour when it is safe to do so without impeding the planned manoeuvres of vessel traffic.

Small vessels not confined to the fairway shall not impede or cause obstruction to other Vessels which can safely navigate only within the approach channels.

High speed leisure activities involving the use of power craft at high speed, or wind assisted craft at high speed such as ‘Kite Surfing’, are prohibited without prior written approval from the Harbour Master.

5j. Recreational Area

Recreational users must request access to Port Babcock Rosyth waters through VHF Ch.74, once permission has been given, user may be allowed passage through the Harbour when it is safe to do so without impeding the planned manoeuvres of Vessel traffic.

To note: The port does not operate a Leisure zone strategy.

5k. Mooring / Unmooring Operations

Vessels are required to utilise the port team for all line handling operations when arriving, shifting or departing site, unless permission is granted by the Harbour Master to use ships staff.

To use ships staff for self-mooring, a risk assessment must be conducted, and permission must be obtained from the Harbour Master. Without this permission, the operation must not proceed.

6. Speed Restrictions

6a. This Direction Applies to all Vessels Manoeuvring within the Port and Entrances to the Port.

Mariners are reminded of the dangers associated with manoeuvring vessels at excessive speeds within the Harbour limits, as this can create a surge effect on vessels already berthed or moored.

Experience shows that when tidal heights are less than 2 meters above chart datum, the likelihood of a manoeuvring vessel creating a surge effect significantly increases. Therefore, all vessels manoeuvring within the

Harbour during periods of low water should be aware of the actual tide height. The Port Babcock Harbour Master will provide advisories when the tide height falls below 2 meters above chart datum.

The non-tidal area will be maintained at the appropriate depth as recorded on BA River chart 728.

6b. Speed Restriction in Outer and Inner Harbour

All vessels are to observe a maximum speed limitation of 5 knots.

6c. Speed Restriction at Port Approaches from Tidal Waters

All vessels to observe a maximum speed limitation of 5 knots when approaching the port through the approach channel.

6d. Speed Restriction at Eastern Entrance

During periods of adverse weather and or tidal conditions it may be necessary and at the discretion of the Master to maintain a speed greater than 5 knots through the Port Approaches. This is permissible to assist the safe conduct of the vessel provided that Port Babcock Rosyth Harbour Master has been advised in advance.

7. Bunkering Operations within the Port of Babcock Rosyth

7a. General

This Direction applies to any vessel involved in a bunker operation within the Port of Babcock, where environmentally hazardous fluids are transferred to or from a vessel by vessel or road tanker. This includes all vessels regardless of size, except those within the confines of a dry dock, where the local project team will notify the harbour authority of operations and manage the activity directly.

7b. Bunkering Restrictions

The Port Babcock Bunkering Policy provides guidance for the safe transfer of bunkers. Ship owners, bunker suppliers, and bunker vessel operators whose vessels or road tankers are authorised to supply bunkers in the Port of Babcock must ensure that their employees adhere to the procedures and requirements outlined in this policy for every bunkering operation.

To obtain authorisation for bunkering operations within the port, each prospective bunker vessel is subject to an operational risk assessment and berthing/mooring plan. All resulting control measures must be implemented by the bunker vessel, Master, or Owner prior to the commencement of bunkering operations.

- i. Bunkering operations shall not be conducted at night unless prior notice is given in accordance with the Chapter 5 of ref 3.4 and must be authorised by the Harbour master.
- ii. No hot work is permitted on vessels engaged in bunkering operations.
- iii. All bunkering barges must be of double hull construction.

Weather-related restrictions on operations by bunker barges are agreed upon by the bunker barge operators and the Harbour Master. Wind limits will vary based on risk assessments related to the manoeuvring capabilities of the vessel in use. General restrictions will be communicated through local Notices to Mariners and/or Marine Information Notices.

Strong winds and swells, particularly from an south westerly direction, may adversely affect the manoeuvrability of bunker barges and the safety of bunkering operations. The severity of these effects will be influenced by tidal

height and berth location. Clear radio communication between the vessel Master and the Port Babcock Harbour Master is essential during all bunkering operations, especially in close to adverse conditions. Alternative berthing arrangements may be made for bunkering during such weather, subject to prior notice and berth availability.

Manoeuvring of bunker barges for Ship-to-Ship bunkering operations will be suspended when visibility drops below 500 meters, measured from opposite ends of the Non-Tidal Basin (west to east).

The maximum allowable wind speed for bunkering operations is 20 knots, unless otherwise agreed by the Harbour master.

All manoeuvres of bunker vessels using tugs must employ the services of an authorised Pilot, unless a dispensation is granted by the Harbour Master.

7c. Bunker Operations for Vessels.

All vessels intending to bunker other vessels must provide the following information to the Harbour Master in advance, before the bunker vessel booking is confirmed:

- i. The bunker door position.
- ii. The mooring and fendering plan.

Once the application has been approved, the Harbour Master will direct each vessel to an appropriate berth or receiving vessel, considering operational requirements, prevailing, and expected meteorological conditions.

7d. Vessels Engaged in Bunkering Operations.

Must obtain permission from Port Babcock Harbour Master on VHF Channel 74 prior to the commencement of any bunkering operation and shall confirm completion of operations when the bunker hose is removed. Port Babcock shall withhold permission for the receiving vessel to sail until satisfied that the bunker barge is clear-

- i. Must ensure that English is used during all aspects of the bunkering operation and appoint an officer fluent in spoken English to be in charge.
- ii. Must be securely moored at all times and ensure suitable fendering has been provisioned. On completion of bunkering operations, the bunker barge shall not remain alongside any vessel for any longer than is reasonably necessary.
- iii. If during a bunkering operation the wind and swell conditions deteriorate to such an extent as to make the operation untenable, bunkering shall cease, and the bunker barge be moved away from the vessel if safe to do so.
- iv. Must be equipped with appropriate oil spill equipment and an oil-resistant boom or an anti-pollution standby vessel, whose specification and method of deployment have been approved by the Harbour Master.
- v. If more than one bunkering operation is running concurrently and a pollution incident occurs, then all bunkering operations will be ceased immediately. Bunkering operations can only recommence with approval of the Harbour Master.

8. Manning Level Within Port Limits (Excluding Laid up Vessels and Submarines)

8a. General

This direction applies to all vessels when underway or berthed to ensure that an adequate and appropriate level of manning is always maintained whilst in close proximity to other vessels and port structures.

8b. Manning when Underway

When underway within port limits the minimum bridge manning shall consist of the Master and one other competent person capable of taking charge of the navigation and manoeuvring of the vessel for the time being, until safely alongside or out of Babcock jurisdictional waters

8c. Manning when Alongside

When berthed, or moored, the Master shall ensure that adequate crew is available to man or be present at the vessel sufficient to tend the vessel's moorings and gangway and to deal as far as is reasonably practical with any on-board emergency that might arise. Manning shall be sufficient to comply safely with any instruction by the Harbour Master to move and navigate the vessel from a berth within one hour of such request, excepting a vessel with permission from the Harbour Master to immobilise at a lay by berth.

Exception: Laid-Up Vessels (Cold Ship)

The requirement for specific manning level will not apply to laid-up vessels (cold ship) that have undergone a risk assessment and received approval from the Harbour Master. At a minimum, port staff will carry out daily mooring checks during normal working hours on such vessels.

9. Weather & Tidal Restrictions

9a. General Port Closure

The Port shall be closed to all shipping movements when the sustained wind speed within the harbour exceeds 30 knots. Before closing the port, the Port authorities will consult with scheduled operators, agents, and the Masters of affected vessels to assess the situation and make a decision based on the prevailing circumstances.

Masters are reminded of their responsibility to ensure that sufficient moorings are deployed and properly tended, taking into account the prevailing or anticipated weather and tidal conditions when alongside any berth.

9b. Emergency Direct Entrance Limits

Wind and Water Level Limitations:

1. Wind Speeds:

- i. The Emergency Direct Entrance is sensitive to strong winds blowing from east to west.
- ii. The emergency caisson (L) must be deployed if there is a mechanical or electrical failure of the main caisson (N).
- iii. Wind speeds should not exceed a mean of 15 knots or gusting 20 knots during operations.

2. Tidal Requirements:

- i. The Emergency Direct Entrance can only be opened during a rising tide when the predicted water level is at least 4.7 meters relative to chart datum (CD).
- ii. The entrance gate will open at 4.2 meters relative to CD and will close at either 5.6 meters or 30 minutes before high water, whichever occurs first.
- iii. The entrance must not be opened on predicted tides above 6.1 meters relative to CD.

9c. Vessel's Manoeuvring Limiting Wind Speed

When the wind speed within the Harbour or at the designated berth exceeds 30 knots, vessel movement should be avoided. It is important to note that the safe wind speed for handling certain vessels may differ from this threshold. Therefore, a dynamic risk assessment must be conducted in consultation with the vessel's master and/or pilot before any manoeuvres are attempted.

9d. Standby Towage

In the event of high winds that reach port closure levels, a standby tug may be required to assist with mooring breakage mitigation and to provide emergency response for any potential vessel breakouts. Subject to towage availability and weather conditions.

9e. Swell Height

Swell conditions can lead to a tug's towline parting or hinder effective assistance alongside vessels, especially those equipped with side belting. It is recommended that tugs cease operations when the swell height inside the harbour reaches 1.5 meters.

9f. Restricted Visibility

When visibility reduces to less than 500 meters, movements within the harbour must not be undertaken unless the vessel is equipped with suitable radars capable of assisting with manoeuvres and has sufficiently trained officers to operate such equipment. The pilot must ensure that the vessel's handling capabilities—specifically the machinery, navigational equipment, bridge team, and the ability to employ tugs for towage assistance—are satisfactory. The 500-meter parameter corresponds to the visible distance from either side of the non-tidal basin.

When visibility is less than 500 meters, multiple movements shall not occur while other vessels are within the approach channels or manoeuvring areas adjacent to the berths. Vessels underway should sound the appropriate signals, and caution must be exercised with respect to smaller craft that may not be easily detectable by radar.

If visibility is severely restricted and falls below 250 meters, vessel movements and towage operations within the port are prohibited. The 250-meter threshold refers to the visible distance from the west of the entrance lock looking east to the end of the lock, and from the emergency direct entrance to the furthest dolphin and the end of the middle jetty.

9g. Under Keel Clearance

In the approaches, and manoeuvring areas, a minimum under keel clearance of 0.5 metre is recommended. At the berths, provided an assessment of likely tidal conditions has been made, this clearance may be reduced.

10. Duty to Report Damages/Incidents/Defects

10a. General

The Master of every vessel berthed, anchored, moored, or underway within Babcock Port limits shall ensure that the Harbour Master is kept fully informed of any matter or incident relevant to safety, security, environmental protection, proper traffic organisation, or the efficient operation of the port. This includes reporting any sightings of floating debris that may pose a hazard to navigation or a danger to small craft.

10b. Ability to Manoeuvre & Notification of Defects

The Master of every vessel that is hampered, impairing its ability to manoeuvre yet remains seaworthy in all respects, shall inform the Harbour master of the vessel's condition before entering Babcock Port limits. Such a vessel must not enter without the consent of the Harbour Master and is subject to any movement restrictions imposed by him. If the vessel experiences any subsequent deterioration in its condition while navigating within Harbour limits, the Master must immediately report the circumstances to the Harbour Master.

Additionally, the Master of every vessel is required to report any defect that affects, or has the potential to affect, the vessel's normal ability to manoeuvre under prevailing conditions. However, the selection of operating propulsion for fuel economy is exempt from reporting, provided that such machinery remains available for immediate use.

10c. Notification of Incident

The Master of every vessel:

- i. Which has been involved in a collision or makes contact with any vessel, navigational mark, tide buoy, shore facility or property or;
- ii. Which by reason of fire, defect or otherwise is in such a condition as to affect its safe navigation or to give rise to danger or damage to other vessels or property or;
- iii. Where the vessel has been involved in any incident or occurrence which causes or threatens contamination or pollution of the environment by any means or;
- iv. Which has been involved in grounding in any part of Babcock Port Limits.

Shall report the occurrence to Port Babcock Rosyth Harbour Master and as soon as reasonably practicable and thereafter provide the Harbour Master with full details in writing.

Where the damage to a vessel is such that it affects; or is likely to affect her seaworthiness the Master shall not, other than with the permission of the Harbour Master and in accordance with his directions, move the vessel except to clear a fairway, to moor, or to anchor in safety.

10d. Lost Anchor, Cable, or Propeller

The Master of every vessel that has slipped, parted from, or lost any anchor, chain, cable, or propeller shall report the incident to the Harbour Master as soon as reasonably practicable. If possible, the Master should include the position of the lost item. If directed by the Harbour Master, the Master shall ensure that the item is recovered promptly.

In the case of a lost anchor, chain, cable, or propeller, the Master should, if the position is known, leave a buoy to mark its location.

10e. Abandonment of Vessels

The Master of every vessel that is abandoned, derelict, missing, sunk, in danger of sinking, stranded, or drifting without power shall immediately notify the Harbour Master through Port Control. The notification should include the vessel's position, if known, and any other particulars necessary for ensuring safe navigation.

10f. Berth Surge

Every vessel that believes it has experienced a berth surge whilst alongside in the port shall immediately report the occurrence to the Harbour master who will then immediately instigate a Safety Occurrence Report.

10g. Notification of Hot Work

The Master of any vessel intending to undertake 'Hot Work' on board, which includes welding, cutting, grinding, or burning, must request authorisation and obtain a permit either through their appointed agent or directly from the Harbour Master before commencing any such operations. Additionally, the Master must ensure that a completed risk assessment for the work to be carried out is in place.

The exception to this will be vessels undergoing maintenance work in dry dock or shiplift facility, which will be managed by their local project managers.

10h. Notification of Diving

The Master of any vessel or the person in charge of a project intending to undertake any form of 'Diving' activity must request authorisation and obtain a permit from the Harbour Master before commencing operations. Additionally, suitable risk assessments must be completed and reviewed prior to the start of any diving activities.

10i. Notification of Launching Lifeboats / Fast Response Craft (FRC)

The Master of any vessel intending to conduct a 'lifeboat' or 'FRC' trial in harbour waters, or wishing to deploy such craft for any reason, must request authorisation from the Harbour Master prior to commencing any operation.

11. Amendments

Date	Version No	Changes Made	Name
22/03/2018	1	Creation of General Directions	Richard Johnston
29/10/2020		Updates to Caisson move wind parameters	Richard Johnston
08/03/2022	3	Header / Footer change – Document Review	Richard Johnston
15/05/2024	4	Document update, include section 4k – Mooring, and updated wind speed limits	Richard Johnston
	5		Richard Johnston
05/12/2024	6	4d. update to include tow master requirement, 4h. reference to Pilotage Act 1987, Formatting updates	Reece McPherson