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PETERHEAD PORT AUTHORITY

FISH MARKET RULES

These Fish Market Rules apply to Peterhead Fish Market and are made by and on behalf of Peterhead Port Authority ("PPA") to take effect on 25th September 2026 pursuant to its Bye-Laws Rules and Regulations. These Fish Market Rules supersede and replace all earlier versions of the Fish Market Rules which are hereby revoked with effect from 25th September 2026.

Graeme Reid, Chief Executive **Capt. Ewan Rattray, Harbour Master**

A. APPLICABILITY AND COMPLIANCE

1. These Fish Market Rules apply to all users of Peterhead Fish Market (the extent of which is delineated in Annex 2 hereto) including its electronic auction system. Such users will include all PPA employees, fishing vessel skippers and crew, fish selling agents, fish buyers, contractors, any individuals holding a "User" licence for the electronic auction software and all other workers entering the Fish Market, all hereinafter referred to as "**Market Users**") and, when applicable, any employer of any such Market User (hereinafter referred to as an "**Employer**").

2. By entering the Fish Market or using the electronic auction system, each Market User is bound by and required to comply with these Fish Market Rules. Any breach of these Fish Market Rules by a Market User may be subject to the Disciplinary Procedure set out in Annex 1 hereto.

3. All Market Users entering the Fish Market premises shall also comply with the food hygiene and all other applicable rules and standards required by the Brand Recognition Through Compliance Global Standards (BRCGS), Aberdeenshire Council, the Food Safety Act and all other applicable legislation and regulation (all as the same may be amended or replaced from time to time).

4. PPA requires that the electronic auction system facilitates a genuine competitive market for the sale of fish at Peterhead Fish Market. Any attempt to manipulate the electronic auction system, including through bid sharing, false bidding, misuse of system access or otherwise, which may distort or undermine such competition shall constitute a breach of these Fish Market Rules. It may also result in a referral to the relevant regulatory authorities. Market Users are requested to report any suspected irregularities to PPA immediately.

5. These Fish Market Rules will be published on the PPA website and may be amended by PPA from time to time by publishing an amended version of these Fish Market Rules on the PPA website. PPA also reserves the right to introduce additional measures and policies applicable to the Fish Market and/or the electronic auction system due to changes in applicable laws and/or operational, security, health, quality assurance and other risk considerations.

B. HEALTH AND SAFETY

1. All Market Users must take care of their own health and safety and that of others, observe applicable health and safety rules, follow instructions for the safe use of equipment and control, so far as reasonably practicable, all health and safety risks introduced by their activities. Market Users should report any health and safety concerns to PPA.

2. By law, Employers of Market Users must make a suitable and sufficient assessment of the risks to health and safety to which their employees are exposed whilst they are at work on the Fish Market. Every Employer shall also provide its employees with relevant information about the risks to health and safety identified by that assessment and any preventative and protective measures.

3. Children (aged under 16) are not permitted to be Market Users.

4. For Young Persons (aged 16 or 17) who are Market Users, Employers in addition to carrying out the risk assessment referred to in paragraph 2 above shall take particular account of:-

   i. inexperience, lack of awareness of risks and immaturity of Young Persons;

   ii. the fitting-out and layout of the Fish Market;

   iii. the nature, degree and duration of exposure to physical, biological and chemical agents;

   iv. the form, range and use of work equipment and the way in which it is handled;

   v. the organisation of processes and activities; and

   vi. the extent of health and safety training provided or to be provided to Young Persons.

5. In any event, Young Persons shall be prohibited from the use or operation of electronic pallet trucks on the Fish Market.

6. Upon request, Employers shall provide detailed information to PPA about the manner in which they have complied with the provisions of this Rule B.

7. Any individual attending the Fish Market with physical or mental impairment which has a "substantial and long-term" negative effect on their ability to carry out normal daily activities requires to make themselves known to PPA Management such that a suitable risk assessment can be undertaken and any appropriate health and safety measures can be established.

C. HYGIENE

1. Hand / Boot Washing

   i. Hands must be washed at entry point on each occasion of entering the Fish Market floor.

   ii. All Market Users must enter and leave the Fish Market via the main door and must use the boot wash facility provided by PPA when entering the Fish Market prior to and following the fish sale.

2. **Clothing**

i. Hair shall be contained in a hat or appropriate headgear.

ii. All Market Users shall dress in clean and washable protective clothing (the wearing of warm market jackets is permitted).

iii. All clothing must be in a good state of repair.

iv. Boots must be clean and washable.

3. **Illness**

i. All Market Users must be fit to work in a food environment.

ii. Any person with an illness which may be contagious, or symptoms of such an illness, must not enter the Fish Market (the 48-hour rule should be observed).

4. **Jewellery and Accessories**

i. Only plain wedding bands shall be worn in the Fish Market.

ii. Other jewellery must be covered by a blue plaster or plastic glove.

5. **Eating, Drinking and Smoking**

i. No food or drink shall be consumed on the Fish Market floor nor the Electronic Auction Room located on the second floor. Food may be consumed only in designated areas for that purpose (Fish Market Cafe).

ii. No chewing gum is permitted.

iii. Smoking and the use of electronic cigarettes is permitted only in designated smoking areas.

6. **Work Practices**

i. Walking or standing on fish boxes is prohibited.

ii. Resting of feet on fish boxes is prohibited.

iii. The use of feet to inspect fish is prohibited.

iv. The random tipping of fish on the Fish Market floor is prohibited.

v. Sitting on fish boxes, fish bins and pallet trucks is prohibited.

D. VISITORS

1. Requests for visitors (who are not Market Users) to attend the Fish Market (whether clients, auditors, guests or any other person not engaged in the business of the Fish Market) must be

approved by the Fishing Business Unit Manager prior to any visit taking place. Any request for such visitors below age 18 will not normally be approved unless in accordance with paragraph 6 below.

2. All visitors to the Fish Market must sign-in on entry and acknowledge they have read, understood and will comply with these Fish Market Rules and other applicable hygiene rules to which they will be subject.

3. Visitors will be issued with Fish Market PPE (white coats, boots and head covering) which must be worn.

4. All visits during the fish sale are normally permitted only between 0645hrs and 0745hrs and visitors must not be present on the Fish Market once the roadside doors are open and fish are being removed from the sale.

5. All visitors are required to remain above the yellow continuous line at all times and not proceed to walk among the fish sale as it progresses.

6. A risk assessment must be completed for all visiting parties and special consideration must be given when any member of the visiting party is below age 18 and is attending the Fish Market as part of a work experience or educational visit.

7. Any Market User with visitors attending the Fish Market will be responsible for escorting those visitors at all times and ensuring that those visitors comply with these Fish Market Rules and depart the Fish Market floor before the roadside doors are open.

E. VEHICLE PARKING

1. All Market Users must ensure that their vehicle is parked in the main Greenhill carpark when accessing the Fish Market.

2. Market Users must not block any access to the Fish Market loading / unloading bays.

3. No parking on double yellow lines.

4. PPA designated parking spaces are for PPA staff only.

5. Parking bays are available for Blue Badge holders. These are clearly marked and should not be used otherwise for any reason.

F. OPERATIONAL PROCEDURES

1. Fish Sales

(a) Electronic Auction

i. Fish sales at Peterhead Fish Market are conducted by Aucxis Kosmos electronic auction system and to ensure sales are accurate, timely and transparent, PPA operates measures for the electronic weighing, grading and cataloguing of fish to be sold.

ii. All Market Users are required to comply with these measures including the following:-

- Mandatory Vessel booking-in prior to landing.
- Strict landing cut-off times to allow PPA staff to complete weighing, grading and catalogue preparation.
- Private fish landing rules.
- Catalogue verification by fish selling agents before the auction.
- Enforcement of compliance, with breaches treated under the Disciplinary Procedure.

iii. These measures are designed to:-

- Ensure fish are weighed and graded accurately by trained PPA staff.
- Provide a reliable, verified catalogue for the electronic auction.
- Maintain fairness, efficiency and traceability in all fish sales.
- Minimise delays and operational risks within the Fish Market.

iv. All Market Users are expected to familiarise themselves with these measures and cooperate fully with PPA staff to ensure the smooth operation of the electronic auction system.

v. Access to Wi-Fi on premises is provided for the purposes of electronic auction functionality and basic communication. Any misuse will result in access being withdrawn.

(b) <u>Mandatory Booking-In of Landings</u>

i. All Vessels intending to land fish for sale at the Fish Market must book in their catch with PPA no later than 1600hrs on the day prior to the day of sale (being a minimum of 15 hours before the 0700hrs sale).

ii. The booking-in information must include:-

- Estimated total catch currently onboard at the time of booking.
- Species breakdown and number of remaining tows anticipated before landing (where applicable).

(c) <u>Cut-Off Time for Vessel Landings</u>

i. Due to the requirement for electronic weighing, grading and catalogue preparation, a strict landing cut-off time shall apply.

ii. All Vessels must have completed landing no later than 0400hrs on the day of sale, such time being set to ensure that the weighing, grading and catalogue preparation process can be completed by no later than 0500hrs on the day of sale.

(d) Place of Landing of Fish

i. Vessels landing fish only for sale through the electronic auction will be accommodated in the Main Market to allow for timely weighing, grading, and cataloguing.

ii. Vessels landing fish only for private sale outside of the electronic auction system should land at the Old Market or other quayside outside of the Market area to ensure the efficient operation of the Main Market facility.

iii. Where a Vessel is landing for both electronic auction and private sale, allocation of landing area will be determined by the PPA Market Operator based on operational requirements. For the avoidance of doubt however, where only a minor proportion of a Vessel's landing is intended for the electronic auction, the Market Operator will normally direct that Vessel to land through the Old Market.

iv. Fish will be laid out and catalogued according to quality and freshness grades. Each lot sold will represent a batch of fish of the same grade, rather than a single Vessel's full landing. This means buyers will know the quality/freshness of the fish before bidding and more saleable lots will be available overall (Reference Rule F.1(i) "Ownership and Ticketing of Fish Sold").

(e) Weighing, Grading and Catalogue Preparation

i. All fish presented for sale by electronic auction shall be weighed by PPA trained staff only, using the approved and certified electronic weighing equipment. Note that weighing will be undertaken according to the Marine Directorate sample weighing regulations.

ii. All fish presented for sale by electronic auction shall be graded by PPA trained staff only. The grading system is based on sensory assessment aligned with recognised Torry freshness scoring principles.

iii. The provisional electronic sales catalogue shall be completed by PPA, on behalf of the fish selling agents, no later than 0500hrs on the day of sale. The catalogue will then be published after approval from the fish selling agents (see paragraph f (i) below).

iv. Any fish landed on the Fish Market and weighed using PPA equipment that is subsequently sold privately or exported and leaves the Fish Market without being sold by electronic auction will incur a charge, and no stakeholder may use PPA weighing equipment for such purposes free of charge including for weighing carried out prior to sale or export.

v. Individual fish may not be removed from any box, bin or other display method while on the Fish Market floor (inspection of fish from a box is permitted but the fish must be returned to the original box).

(f) Catalogue Verification and Publication

i. The appointed fish selling agents shall attend the Fish Market at 05:00hrs to verify the provisional electronic sales catalogue prepared by PPA.

ii. Following such verification, the final approved sales catalogue will be formally published for electronic auction use.

iii. No amendments to the catalogue shall be permitted once final approval has been given, except where expressly authorised by PPA in exceptional circumstances.

iv. Buyers will be permitted to inspect fish landed on the market floor prior to the electronic auction commencing. Anyone entering the fish market floor is reminded of the primary rules related especially related to hygiene, personal conduct and respectful behaviour.

(g) Access to Aucxis E-Auction

i. A "User" licence is required to access the electronic auction software. A fee of £150 + VAT is charged per annum per licence.

ii. Buyer licences will only be issued to applicants who comply with its Conditions of Sale and Credit of the Peterhead Fish Salesmen's Association. Restricted licences will also be available to other stakeholders, for example vessel skippers, for auction viewing purposes.

iii. User and Buyer licences may be withdrawn under the Disciplinary Procedure if a breach of these Fish Market Rules occurs.

(h) Minimum Price

i. Fish shall not be sold below the minimum price set by the relevant fish selling agent for species approved for price adjustment within the Aucxis Kosmos system.

ii. Where fish fails to achieve such minimum price, it may only then be designated as "Not for Human Consumption" and sold to a buyer at a price agreed between the fish selling agent and the buyer.

(i) Ownership and Ticketing of Fish Sold

i. Each Lot of fish sold through the electronic auction system shall remain the property and responsibility of the successful bidder as recorded by the electronic auction system until it has been removed from the Fish Market. No Lot, or part of a Lot, may therefore be divided, shared, transferred or otherwise allocated to another party (except a sub-buyer of the bidder registered as such in the electronic auction system) whilst the Lot or part is located within the Fish Market.

ii. On completion of a sale, tickets will be automatically printed on printers within the Fish Market hall and applied by PPA staff, supported by the fish selling agents, to each fish box in the Lot purchased. Only when this process has been completed can buyers, or their logistics representatives, apply, in compliance with paragraph (i) above, their own buyer specific labelling.

(j) Removal of Fish Sold

i. Fish sold by electronic auction must be removed from the Fish Market as soon as reasonably practicable after the sale but not before the main roadside doors have been opened. In any event, fish may not be removed either manually or by pallet truck if such removal passes through a current ongoing auction.

ii. Once sold at auction, fish shall be removed from the Fish Market only in fish boxes or bins by the purchaser, agent or authorised representative.

iii. All fish product landed through the Market for private sale must be removed within 6 hours of landing or by 0600hrs on any day (even if within 6 hours of landing) otherwise a charge of £1.00 per box per day will be applied by PPA. If the fish is in the main Market area at the time the charge is triggered then it will be moved to the Old Market area and the costs of relocating the fish will be charged in addition. This will be charged to the Vessel owner / agent.

iv. Fish sold on the Fish Market must be removed from the Fish Market by 12 noon on the day of sale or a charge of £5.00 per box per day will be applied by PPA. If the fish is in the Main Market area at the time the charge is triggered then it will be moved to the Old Market area and the costs of relocating the fish will be charged in addition. This will be charged directly to the fish buyer, as they are responsible for ensuring the fish is removed from the Fish Market in a timely manner.

(k) Gifting of Fish

If for any reason the Vessel owner (including skipper, crew or official representative) wishes to gift fish to any other person, they may do so only if the Vessel is still in the process of landing to the Fish Market when the owner may gift fish to anyone at their discretion outside the main Fish Market building on the quayside.

(l) Dues - Fish Landed Outwith Port

PPA will charge 2.0% ad-valorem dues payable on fish landed outwith the Port that are brought into the Fish Market (whether to be sold by electronic auction or not). This will be charged to the Vessel owner / agent. Note that no consignments shall be accepted into the Fish Market without receipt of appropriate delivery note / fish tally. If you do not wish to be charged then please ensure that the fish is not brought into the Fish Market.

2. Electronic Pallet Trucks

i. The electronic pallet trucks in the Fish Market are the property of PPA.

ii. All Employers of Market Users who operate these trucks shall be responsible for ensuring compliance with this Rule F.2 and have a current risk assessment covering all intended activities.

iii. Employers must ensure that their employees operating pallet trucks are suitably qualified, insured to do so and meet the minimum age requirements (see Rule B.5 above).

iv. Employers must ensure that their employees operate the pallet trucks in a safe manner giving proper consideration to other Market Users.

v. Market Users and/or their Employers using PPA property and equipment will be liable for all damage caused to such PPA property and equipment.

vi. Pallet trucks must not leave the Fish Market premises when removing fish from the Fish Market floor.

vii. Without prejudice to the above provisions, PPA may require Market Users who operate electronic pallet trucks to enter into a licence agreement with PPA further regulating such operation.

G. CONDUCT

1. Market Users having access to the electronic auction system will act in good faith in operating the system, will act always in accordance with Rule A.4 above and the other provisions of these Fish Market Rules relating to the system and otherwise in a manner which does not delay the progress of any sale or otherwise disrupt the efficient operation of the system.

2. Market Users are subject to PPA's Drug and Alcohol Regulations (available on the PPA website as may be amended from time to time).

3. Market Users must not use, move, remove or tamper with any property which is not their own property. Incidents of theft shall be reported to the police.

4. Market Users shall not: -

   i. use insulting, abusive, indecent or obscene language;

   ii. engage in any behaviour at the Fish Market which is discriminatory or constitutes bullying, harassment, racial or sexual harassment or victimisation;

   iii. behave in a dangerous, disorderly, violent, threatening or offensive manner;

   iv. behave in a manner which causes or is likely to cause interference, nuisance, disturbance, annoyance or inconvenience to PPA employees or other Market Users;

   v. deliberately obstruct or cause obstruction to another Market User;

   vi. deliberately obstruct, prevent, hinder or interfere with any PPA employee or resource in the exercise of any of their duties; or

   vii. engage in any behaviour or circumstance, whether related to the Fish Market or otherwise, which may cause reputational damage for PPA.

5. Market Users must also comply with all of their other obligations to PPA, whether related to the Fish Market or otherwise and including, without prejudice to the foregoing generality, complying with the terms of any property lease by PPA and paying any sums due to PPA in respect of services by PPA or harbour dues. If this Rule is breached by an Employer, the Rule shall also be deemed to be breached by any employee of that Employer.

6. In general PPA operates a zero-tolerance policy towards unacceptable behaviours by Market Users. Any such behaviours will be dealt with in accordance with the Disciplinary Procedure.

7. Any person within the Fish Market shall, if requested to do so, supply his / her name and that of his / her Employer to an employee of PPA.

8. Fire doors must only be used in an emergency, unless otherwise determined by a PPA employee.

9. Wooden Pallets must not be used for the display of fish on the Fish Market floor. Wooden pallets can be used for the removal of fish from the Fish Market.

10. Access to the Fish Market must be through an approved access point only and no access is permitted through roadside loading bay doors.

H. CCTV AND FILMING

1. PPA CCTV cameras are in operation within the Fish Market. These recording devices will be operated in line with the PPA CCTV Policy (available on the PPA website and as may be amended from time to time) to which Market Users are subject.

2. PPA also reserves the right to take photographs and / or film of any aspect of Fish Market operations including the electronic auction for operational, promotional or other media purposes.

3. Subjects to paragraphs 1 and 2 above, there shall be no photography, filming or video recording within the Fish Market including the electronic auction room without the prior written approval of PPA.

I. ACCESS FOBS

1. Access FOBS may be issued to Market Users at PPA's discretion. These FOBS are the responsibility of the Market Users to whom they are issued. Any sharing of FOBS with unauthorised personnel will result in the Market User having FOB access rights removed. Damaged or lost FOBS must be reported to PPA and a replacement will be issued.

2. Any Market User who does not have a FOB must sign the visitors' register at the Fish Market main reception.

ANNEX 1

DISCIPLINARY PROCEDURE

1. In the event of any alleged breach of the Fish Market Rules or a Direction (as defined in the PPA Byelaws), PPA shall be entitled, without prejudice to the provisions of the PPA Byelaws, to apply the Disciplinary Procedure in this Annex 1.

2. In the event of any alleged breach by a Market User of the Fish Market Rules or a Direction for which it is considered by PPA that a written warning is appropriate, the following procedure shall apply:-

   (a) PPA will issue to the Market User a written notice setting out in reasonable detail the circumstances of the breach and the written warning.

   (b) In the event the Market User disputes the alleged breach, he / she may notify PPA of the grounds of dispute within 3 days of receipt of the notice and shall indicate whether he / she wishes a personal hearing. As soon as reasonably practicable following receipt of the notice of appeal or conclusion of the personal hearing requested by the Market User if applicable, PPA shall issue a decision either affirming, overturning or varying the written warning. This decision shall be final and binding.

   (c) All references to PPA in this clause 2 shall mean a Senior Officer of PPA nominated by PPA for that purpose except that any appeal and personal hearing (if applicable) shall be dealt with by another Senior Officer of PPA.

3. In the event of any alleged breach by a Market User of the Fish Market Rules or a Direction (i) for which it is considered by PPA that a sanction more serious than a written warning may be appropriate or (ii) when the Market User has already received a written warning in relation to another breach, the following procedure shall apply: -

   (a) PPA will serve on the Market User a written notice setting out in reasonable detail the circumstances of the alleged breach.

   (b) In the event the Market User disputes the alleged breach, he / she may notify PPA of the ground(s) of dispute within 3 days of receipt of the notice and shall indicate whether he / she wishes a personal hearing.

   (c) PPA shall issue a decision in relation to the alleged breach as soon as reasonably practicable after the latest of; (i) expiry of the period of 3 days referred to in paragraph (b) above without any notice of dispute from the Market User; (ii) receipt of the notice of dispute from the Market User in accordance with paragraph (b) above without any request for a personal hearing; or (iii) conclusion of a personal hearing requested by the Market User in accordance with paragraph (b) above, if applicable.

   (d) PPA may decide that the alleged breach; (i) is not established or (ii) is established, in which event PPA may issue to the Market User: -

      i. a written warning;

ii. a suspension from attendance at the Fish Market and/or access to the electronic auction system for such period as PPA shall determine;

iii. permanent exclusion from the Fish Market and/or access to the electronic auction system; or

iv. such other disposal of the matter as PPA may decide.

(e) The Market User may appeal to the PPA Chief Executive against the decision by notice of appeal setting out the grounds of appeal and received by the Chief Executive within 3 days of the issue of the PPA decision. The notice of appeal shall indicate whether the Market User wishes a personal hearing before the Chief Executive.

(f) As soon as reasonably practicable following; (i) receipt of the notice of appeal in accordance with paragraph (e) above or (ii) conclusion of a personal hearing requested by the Market User in accordance with paragraph (e) above if applicable, the Chief Executive shall issue a decision either affirming, overturning or varying the PPA decision. The Chief Executive's decision shall be final and binding.

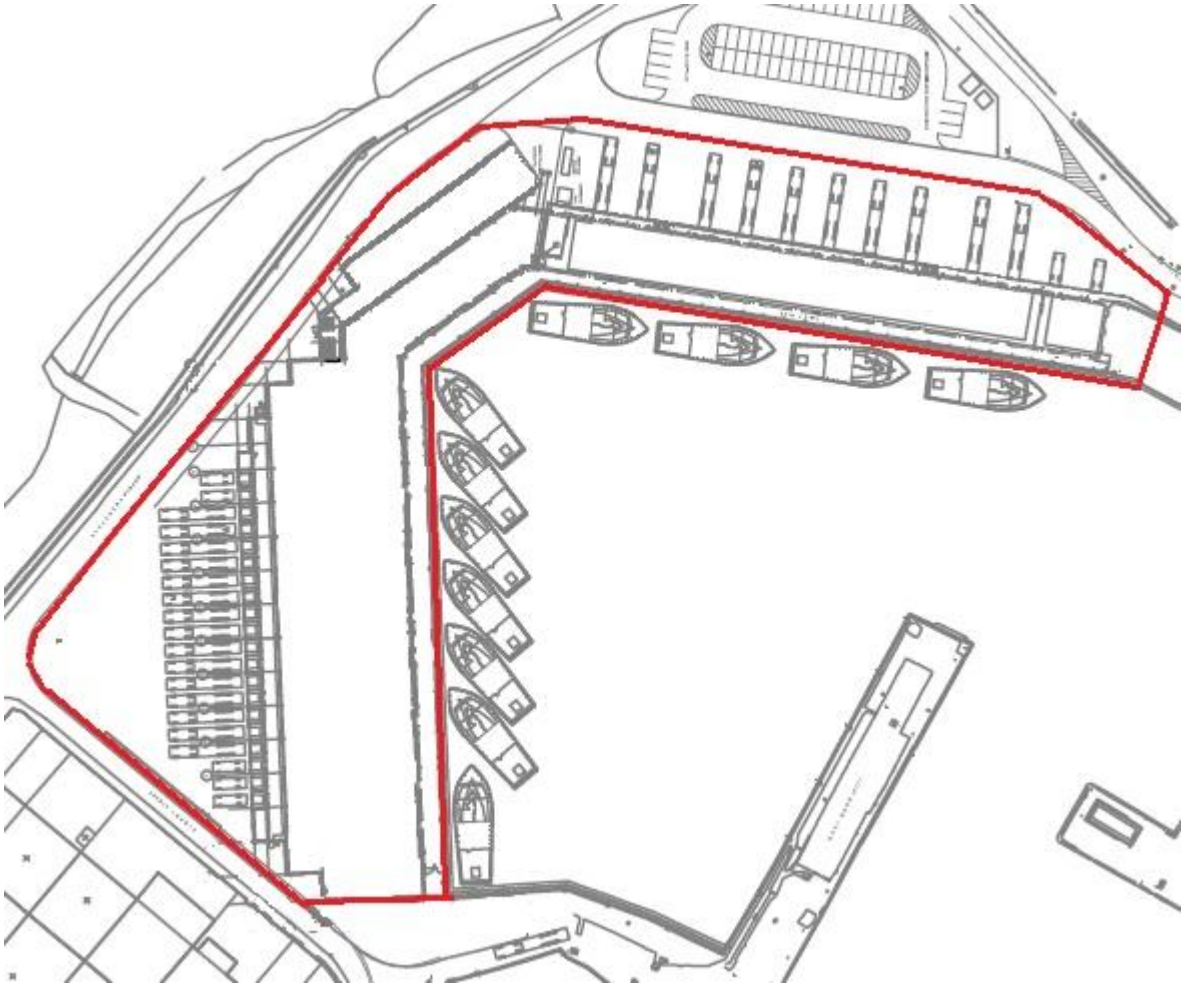
(g) All references to PPA in this clause 3 shall mean a Senior Officer of PPA nominated by PPA for that purpose. In the event the Chief Executive is unavailable to deal with the appeal, PPA shall appoint another Senior Officer to deal with the appeal.

4. Without prejudice to the provisions of this Disciplinary Procedure, in the event of an alleged breach by a Marker User as referred to in clause 3 above, PPA may by written notice to the Market User suspend the Marker User from attendance at the Fish Market and / or from the electronic auction system until conclusion of the Disciplinary Procedure. Suspension under this rule is not a disciplinary penalty and will not mean or imply that any decision has already been made about the allegation.

5. At any personal hearing pursuant to the Disciplinary Procedure, the Market User may be accompanied by another person of his / her choice.

6. In the event any breach of the Fish Market Rules or a Direction is alleged to have been committed by a Market User who is an employee of another party, the Employer may also be subject to the Disciplinary Procedure in respect of the same alleged breach and the provisions of this Rule shall apply *mutatis mutandis.*

ANNEX 2

PETERHEAD FISH MARKET

For the purpose of these Fish Market Rules, Peterhead Fish Market is shown delineated below. This covers the building and extends to the edge of the quayside in the vicinity of the Fish Market. Also, from the building to include the Fish Market Forecourt at Alexandra Parade and Greenhill.