



General Information			
Audit Form	Marine Safety Plan - Objectives and Audit		
Title	Marine Safety Plan Audit		
Region	United Kingdom	Branch	Peterhead
Department	Marine	Other	
Supplier		Customer	
Plant/Equipment		Employee	

Ownership			
Auditor	EWAN RATTRAY	Reviewer	EWAN RATTRAY
Created by	EWAN RATTRAY, 09/01/2025	Modified by	EWAN RATTRAY, 28/01/2025
Signed off by	EWAN RATTRAY, 28/01/2025 		
Closed by	EWAN RATTRAY, 28/01/2025 		

Notes for audit
This is the first audit on the safety case. The safety case was approved by the Board after receiving no comment after the January board papers.

Comments/summary for this audit		
Name	Date	Comment
EWAN RATTRAY	28/01/2025	This is the first audit for the new Safety Plan. Overall the audit was positive and where there was room for improvement, there were already plans in place.
EWAN RATTRAY	28/01/2025	No comments in addition to the audit and audit sign-off.

Audit Details	Audit Score: 3300 of 3500 (94.29%)
Duty Holder <i>Formally identify and designate the Duty holder, whose members are individually and collectively accountable for compliance within the port limits.</i>	

1.0 Duty Holder	
1.1 Have the Duty Holders received training on their role and responsibility under the Code in the last three years? <i>Measurement: Are 100% of Duty Holders trained?</i>	Room for improvement
Notes EWAN RATTRAY, 28/01/2025 <i>Only 50% of the duty holders have received training, however, there is now a tracker in Mango and the rest will complete at the earliest opportunity. Two duty holders are newly appointed as well.</i>	
1.2 Has the Duty Holder undertaken an operational tour of the Harbour with a port representative? <i>Measurement: Duty Holders attended a tour when appointed.</i>	Pass
Notes EWAN RATTRAY, 28/01/2025 <i>All Duty holders do an annual operational tour prior to a board meeting. Newly appointed board members also have a full port tour with the CEO.</i>	
1.3 Has the Harbour Board appointed a member to the board with relevant Maritime experience? <i>Measurement: At least one member to have relevant Maritime experience.</i>	Pass
Notes EWAN RATTRAY, 28/01/2025 <i>Gary Bruce</i>	

Total: 250 of 300 (83.33%)

Designated Person <i>Appoint a Duty Holder with direct access to the duty holder to provide independent assurance about the operation of the marine safety management system.</i>	
2.0 Designated Person	
2.1 Does PPA appoint and maintain a Designated Person to provide independent assurance directly to the Duty Holder that the safety management system is working effectively? <i>Measurement: Independent Duty Holder has been appointed.</i>	Pass
Notes EWAN RATTRAY, 28/01/2025 <i>ABP Mer appointed on a 3 year contract.</i>	
2.2 Is a quarterly DP report produced by the Duty Holder and shared with the Board? <i>Measurement: A quarterly DP report has been produced and shared with the Board.</i>	Pass

Notes EWAN RATTRAY, 28/01/2025 <i>ABP Mer produce a quarterly report and this is emailed to duty holders.</i>	
2.3 Does the Harbour Master provide regular updates to the Board regarding PMSC issues and compliance? <i>Measurement: Regular reports provided by the HM in the monthly board papers.</i>	Pass
Notes EWAN RATTRAY, 28/01/2025 <i>Port marine safety features as a standing item in board papers / meetings and weekly reports.</i>	

Total: 300 of 300 (100.00%)

Legislation <i>Review regularly and be aware of their existing powers based on local and national legislation, seeking amendments to its legal powers if required in order to promote safe navigation.</i>	
3.0 Legislation	
3.1 Are legal powers and duties reviewed at least once every 3 years? <i>Measurement: Duties and powers reviewed every 3 years.</i>	Room for improvement
Notes EWAN RATTRAY, 28/01/2025 <i>This has not been done in the last few years, but it is currently underway by the port lawyers.</i>	

Total: 50 of 100 (50.00%)

Duties and Powers <i>Comply with the duties and powers under existing legislation as appropriate.</i>	
4.0 Duties and Powers	
4.1 Does PPA issue, maintain, review and enforce byelaws (and if appropriate directions) to conserve and promote the safe use of the port? <i>Measurement: Via internal and external audits.</i>	Pass
4.2 Does PPA take such action that is necessary or desirable for the maintenance, operation, improvement or conservancy of the harbour / facility? <i>Measurement: Through internal or external audit / Harbour revision orders.</i>	Pass

Notes

EWAN RATTRAY, 28/01/2025

HRO's / regular port surveys / dredging campaigns.

Total: 200 of 200 (100.00%)

Risk Assessment

Ensure through risk assessment, that all marine risks, including those associated with any harbour works in the SHA area, are formally assessed and are eliminated or reduced as low as reasonably practicable in accordance with good practice.

5.0 Risk Assessment

5.1 Does PPA ensure that the Port's Risk Assessment system is kept up to date, with all Risks and Controls reviewed within the prescribed review periods?

Pass

Measurement: 100% in date.

Notes

EWAN RATTRAY, 28/01/2025

A full marine HAZID workshop was held in Nov 2024 and new RA's produced.

5.2 Does the port undertake a review of the Port's Navigational Risk Assessment at least every 5 years or if there is a material change of operational risk at the Port?

Pass

Measurement: Review conducted every 5 years or on material change.

Total: 200 of 200 (100.00%)

Marine Safety Management System

Operate an effective Marine Safety Management System which has been developed after consultation, is based on a formalised Risk Assessment process, and refers to an appropriate and comprehensive approach to incident investigations.

6.0 MSMS

6.1 Does PPA annually review at least 50% of the key elements eg. manuals & policies that constitute the port's MSMS, such that all elements are reviewed every 2yrs?

Room for improvement

Measurement: Internal audit system and record.

Notes

EWAN RATTRAY, 28/01/2025

The port management team are currently building a more robust review system using mango. The mango system has a built in review feature. The team are also making specific audits which will be run each year.

6.2 Does PPA ensure the Port's Marine Safety Management System is audited, internally and externally, in accordance with the PMSC, audit reports being promptly shared with the Duty Holder? <i>Measurement: Both internal and external audits conducted.</i>	Pass
Notes EWAN RATTRAY, 28/01/2025 <i>2024 external audit was presented to the board, and internal audits will be including in board papers.</i>	

Total: 150 of 200 (75.00%)

Review and Audit <i>Undertake, monitor, review and audit the port's risk assessments, as well as the port's Marine Safety Management System on a regular basis.</i>	
7.0 Review and Audit	
7.1 Does PPA complete an internal audit and produce a subsequent report for the Duty Holder annually? <i>Measurement: Internal audit</i>	Room for improvement
Notes EWAN RATTRAY, 28/01/2025 <i>This has been built into the Mango system.</i>	
7.2 Does PPA organise an external audit, with a subsequent report for the Duty Holder every year? <i>Measurement: External audit.</i>	Pass

Total: 150 of 200 (75.00%)

Competence <i>Appoint, develop and retain sufficient competent people, who are appropriately trained, qualified and experienced, in positions of responsibility for managing marine and navigational safety.</i>	
8.0 Competence	
8.1 Are all staff, with marine safety responsibilities are trained to undertake their duties and appropriately certified? <i>Measurement: 100% of mandatory training complete.</i>	Pass

Total: 100 of 100 (100.00%)

Safety Plan <i>Publish a safety plan showing how the standards in the PMSC will be met and a report assessing their performance against that plan at least every 3 years.</i>	
9.0 Plan	
9.1 Is there a 3-yearly Marine Safety Plan (this plan) and make it available publicly on web-site and to Duty Holder? <i>Measurement: A plan has been published and is in date.</i>	Pass
9.2 Is there an annual assessment of the port's performance measured against the current plan which has been published? <i>Measurement: Has this audit been completed and published?</i>	Pass

Total: 200 of 200 (100.00%)

Aids to Navigation <i>Ensure the provision of necessary aids to navigation (buoys, beacons, lights) within port limits, and to comply with the directions from the applicable Lighthouse Authority. Raise, remove, destroy and mark any sunken vessel or other dangers to navigation.</i>	
10.0 Aids to Navigation	
10.1 As the Local Lighthouse Authority, does PPA provide and maintain adequate navigational aids consistent with port user requirements to facilitate safe navigation within the port and in it's approaches? <i>Measurement:</i> <i>Cat 1 > 99.8%</i> <i>Cat 2 > 99.0%</i> <i>Cat 3 > 97%</i>	Pass
10.2 Does PPA raise, remove, destroy and mark a sunken vessel or other obstructions that are, or may become a danger to safe navigation within port limits, issuing NtM immediately? <i>Measurement: Audit reports, NtM's and remedial actions.</i>	N/A

Total: 100 of 100 (100.00%)

Traffic Management <i>Monitor and manage vessel traffic within port limits through the provision of a system which has been determined by formal risk assessment, that may include a VTS or LPS.</i> <i>Promulgate navigational, tidal and other relevant information as appropriate.</i>	
11.0 Traffic Management	
11.1 Does PPA provide and maintain at VTS service on a consistent basis (>95%), operated by qualified operators? <i>Measurement: >95%</i>	Pass

11.2 Does PPA promulgate weather, tidal and traffic information to all commercial vessels 24/7 and to all recreational & fishing vessels insofar as practicable? <i>Measurement: >95%</i>	Pass
Notes EWAN RATTRAY, 28/01/2025 <i>Met office reports and live weather data app.</i>	

Total: 200 of 200 (100.00%)

Pilotage <i>Provide a Pilotage Service appropriate to the district and in accordance with the requirements of the Pilotage Act 1987.</i>	
12.0 Pilotage	
12.1 Does annually review and consider the need for pilotage services to be provided to secure the safety of ships navigating in or in the approaches to the port, having regard in particular to the hazards involved in different cargoes. <i>Measurement: Internal audit</i>	Pass
Notes EWAN RATTRAY, 28/01/2025 <i>Last annual review carried out in Dec 2024.</i>	

Total: 100 of 100 (100.00%)

Hydrography <i>Conduct and make available Hydrographic Surveys, conducted to International Hydrographic Office standards to ensure safe navigation within port limits and share the soundings with the UKHO.</i>	
13.0 Hydrography	
13.1 Has there been at least 1 hydrographic survey of the Port every 3 years, with sharing results promptly with UKHO and relevant port users? <i>Measurement: 1 survey every 3 years.</i>	Pass
Notes EWAN RATTRAY, 28/01/2025 <i>Last port survey conducted in 2023.</i>	
13.2 Is accurate tidal information provided to marine users digitally or by other promulgation? <i>Measurement: Data shared.</i>	Pass

Notes

EWAN RATTRAY, 28/01/2025

Admiralty tide data used to promulgate data.

Total: 200 of 200 (100.00%)

Dredging

Undertake maintenance dredging as appropriate

14.0 Dredging

14.1 Is maintenance dredging conducted as required to maintain adequate water depths for marine users?

Measurement: Survey & dredge reports.

Pass

Total: 100 of 100 (100.00%)

Consultation

Consult with port users and other relevant stakeholders in respect of navigational safety issues and proposed changes to navigational arrangements.

15 Consultation

15.1 Is the Port User Group meeting hosted twice per year?

Measurement: Hosting of PUG.

Pass

Notes

EWAN RATTRAY, 28/01/2025

Meeting held Nov 2024.

15.2 Is there an AGM held on an annual basis?

Measurement: Hosting of public meeting.

Pass

Total: 200 of 200 (100.00%)

Emergency Preparedness

Prepare, plan and exercise for emergencies, developing and maintaining appropriate plans, that ensure effective management and co-ordination in respect of the SHA's response to emergency incidents, including oil spills, within its area of jurisdiction.

16.0 Emergency Preparedness

16.1 Is the Marine Safety Plan audited and published on an annual basis? <i>Measurement: Internal and external audits.</i>	Pass
16.2 Is an approved OPRC maintained in accordance with MCA guidance? <i>Measurement: Approved OPRC Plan.</i>	Pass
16.3 Is the Port's Emergency Plan exercised and tested at regular intervals? <i>Measurement: Quarterly drills.</i>	Pass
Notes EWAN RATTRAY, 28/01/2025 <i>Last port emergency drill conducted in Jan 2025.</i>	

Total: 300 of 300 (100.00%)

Marine Services <i>Ensure that providers of marine services and any vessels they utilise within the Port are compliant with national and local legislation, as well as industry good practice.</i>	
17.0 Marine Services	
17.1 Are marine services risk assessed? <i>Measurement: Valid and in-date RA's.</i>	Pass
Notes EWAN RATTRAY, 28/01/2025 <i>Risk assessments held in Mango.</i>	
17.2 Are mooring services provided which comply with best industry practice (SiP 005)? <i>Measurement: Mooring audit and training records.</i>	Pass

Total: 200 of 200 (100.00%)

Incident Reporting and Investigation <i>Robustly, rigorously and promptly investigate all marine accidents or incidents, reporting as required and taking any appropriate remedial action(s).</i>	
18.0 Incident Reporting and Investigation	
18.1 Are marine incidents reported and investigated? <i>Measurement: Incident reporting and investigation.</i>	Pass

<p>18.2 Are the MAIB and MCA informed regarding reportable marine incidents?</p> <p><i>Measurement: Reporting to the MAIB.</i></p>	<p>Pass</p>
<p>18.3 Following a marine incidents are the marine risk assessments reviewed?</p> <p><i>Measurement: Audit of marine RA's.</i></p>	<p>Pass</p>

Total: 300 of 300 (100.00%)

Audit Score: 3300 of 3500 (94.29%)