



SOP ENTRY/DEPARTURE OF VESSELS SOUTHWOLD HARBOUR DRAFT

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1.0 Document Control

This SOP is subject to a 3 yearly, review and periodic amendment as required.

Major changes will be issued as a new version with all minor amendments to that version annotated by

DATE Review(R)

Amendment (A)

2.0 Introduction

In line with the requirements of the port marine safety code and good practice, Southwold Harbour has carried out a risk assessment and produced this Standard Operating Procedure for the safe arrival/departure of vessels and movement within the harbour including procedures during restricted visibility.

Due to the size and nature of Southwold harbour and traffic type, mainly small fishing vessels and leisure craft and having considered the ALARP principal of risk, it has been concluded that Southwold Harbour does not require a VTS or formal LPS.

During working hours, the Harbour Master or Deputy Harbour Master will keep a listening watch on channel 12.

CCTV coverage of the harbour is available in the Harbour Master's Office.

3.0 Responsibilities

This SOP does not relieve any person of the requirement to comply with any statutory Act, Order or Regulation that may apply to their vessel or operation, including manoeuvring in accordance with the International Collision Regulations.

4.0 Vessels departing from mooring and proceeding to sea/ berthing elsewhere within the Harbour

Vessels equipped with VHF radio should call Southwold Harbour on channel 12 during working hours prior to leaving a berth.

If located within the Harbour Master's office Harbour, staff will check CCTV and make visual observation, taking due notice of other movements including vessel launching and the operation of the foot ferry.

If clear, Harbour staff will respond by radio. If other operations are taking place but not causing immediate concern, this will be relayed to the departing/ manoeuvring vessel which will then be advised to proceed with caution.

Any vessel without radio communication should contact the Harbour Master before leaving a berth or launching.

If Harbour staff are unable to view CCTV and are operating within the harbour, they will make visual observations and even if no other operations are apparent will advise vessels to proceed with caution.

5.0 Vessels arriving at Southwold Harbour.

Any visiting vessel especially if unfamiliar with Southwold Harbour and its approaches and berthing arrangements should contact the Harbour Master at least 24 hours before arrival on 01502 72412 and again on channel 12 before entry.

All vessels shall call Southwold Harbour on VHF Channel 12 before making an approach to the Harbour.

If within the Harbour Master's office' Harbour staff will check CCTV and make visual observation, taking due notice of other movements including vessel launching and the operation of the foot ferry.

If clear, Harbour staff will respond by radio. If other operations are taking place but not causing immediate concern, this will be relayed to the arriving vessel which will then be advised to proceed with caution.

Visiting vessels unfamiliar with the harbour will be given advice in relation to safe navigation, and any additional local information in relation to navigational hazards

If Harbour staff are unable to view CCTV and are operating within the harbour, they will make visual observations and even if no other operations are apparent will advise vessels to proceed with caution.

6.0 Launching/Recovery

All vessels intending to launch or recover from slipways will not do so without first seeking permission from the Harbour Master or Deputy Harbour Master.

7.0 Restricted Visibility

Southwold Harbour is not equipped with radar facilities and is unable to give an all clear during periods of restricted visibility. Vessels without radar are strongly advised not to proceed to sea or manoeuvre within the harbour during periods of restricted visibility.

Vessels equipped with operational Radar should proceed with caution during periods of restricted visibility.

8.0 Arrival/Departure outside office hours.

Southwold Harbour is unable to provide live entry/departure information outside office hours.

All vessels are encouraged to arrive/ depart when the Harbour Master or Deputy Harbour Master is on duty, if however, circumstances do not allow for this, any vessel arriving/departing or manoeuvring/ operating within the harbour outside these times should call Southwold Harbour on Channel 12. If no reply is received vessels should proceed with due caution and with regard to the International Collision Regulations.