

Appendix 1 Berthing and Mooring operator – Licence Application

In order to obtain a licence for the provision of berthing and mooring services at an ABP port, third party providers of such services must comply with the requirements set out in this Mooring and Berthing Licence Application (“Application”) and the attached Berthing and Mooring Terms and Conditions (“Terms and Conditions”) (together, the “Licence”).

This applies to operators providing services to third parties only – if you are working for ABP you will be required to complete our contractor pre-qualification process if you are not already an ABP approved contractor. Please seek further advice from the Harbour / Dock Master.

Associated British Ports (ABP) has a responsibility under the Port Marine Safety Code to ensure the safe undertaking of marine operations within its areas of jurisdiction. As such, all third party providers of berthing and mooring services at ABP’s ports must be able to demonstrate that their operations are in line with ABP’s requirements. To facilitate this, the following application process will assess and license the operations of third party providers within ABP’s ports.

Please read through the following Application Form, which must be read alongside ABP’s Berthing and Mooring Terms and Conditions and all relevant supporting documentation. Once you are satisfied you have read and understood the relevant information, please complete Parts 2 to 4a of the Application Form and return a signed copy to the local Harbour/Dock Master confirming that you agree to the requirements and attach any required supporting documentation.

Section 1: Port Contacts Details <i>(to be completed by the port)</i>			
Name of Port(s):			
Contact details of Marine Manager:			
Emergency Contact details for Port:			
Section 2: Applicant Details			
Name of Company or Individual:		Email:	
Telephone Number(s):		Number of employees:	
Names of individuals to be engaged in the provision of berthing and mooring services:			

Section 3: Compliance Requirements			
Requirement	Confirmation	Evidence Required	For ABP use (note whether satisfactory)
<p>1 <u>Safety Awareness:</u> The Licensee must comply with the following safety requirements:</p> <ol style="list-style-type: none"> 1. The Licensee must work in accordance with the Port Skills and Safety Guidance on Mooring (SIP005). 2. All Licensees must work in accordance with their own published safety policy, safe systems of work and risk assessments. 3. All berthing and mooring operations are to be undertaken in accordance with: <ol style="list-style-type: none"> a. the ABP Berthing and Mooring Manual for the Port(s) for which the Licensee is licensed (available from the Port); and b. ABP's Health and Safety Information and Guidelines for Contractors and Visitors (available from the Port). 4. The Licensee must carry out checks on mooring equipment prior to use. ABP may provide templates for such records. 	<p><input type="checkbox"/> I confirm I have read and understood the safety requirements for the provision of berthing and mooring services at the port.</p> <p>Comments (if any):</p>	<p><input type="checkbox"/> A copy of your risk assessment(s) for mooring operations.</p> <p><input type="checkbox"/> A copy of your safe systems of work / procedures for mooring operations.</p> <p><input type="checkbox"/> An example pre-use checklist / inspection checklist.</p>	
<p>2 <u>Training</u> All Licensees must be trained in accordance with a structured safety and operational training programme appropriate to the services they will be carrying out. As a minimum, training for each operative carrying out berthing and mooring services must include:</p> <ol style="list-style-type: none"> 1. Instruction in boat handling, with emphasis upon the dangers of positioning a boat between a ship and a tug, a ship and a quay wall, under an anchor or in the vicinity of a vessel's propellers 2. Instruction in the correct operation of VHF radios. 3. Delivering toolbox talks to the full extent required by good industry practice and applicable laws relating to environmental protection and health and safety. <p>All Licensees must participate in at least one emergency preparedness drill per year at the port(s) for which this licence is granted (either run by the port or by the Licensee itself).</p>	<p><input type="checkbox"/> I confirm that all operatives engaged in the provision of berthing and mooring services comply with the training requirements</p> <p>Comments (if any):</p>	<p><input type="checkbox"/> The Licensee's safety and operational training programme for this year.</p> <p><input type="checkbox"/> Evidence of participation in an emergency preparedness drill.</p>	
<p>3 <u>Knowledge of Port</u> The Licensee is required:</p> <ol style="list-style-type: none"> 1. To have a comprehensive knowledge of current berth names, mooring bollard numbering sequences, crane numbers, safety 	<p><input type="checkbox"/> I confirm that I meet the requirements of local</p>	N/A	

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<p>ladder, safety chain locations, and life-buoy locations for the Port;</p> <p>2. To be capable of accurately reading a vessel's draft marks or dock and lock levels in imperial or metric measure;</p> <p>3. To have a working understanding of general marine terminology in order to carry out the berthing and mooring services.</p>	<p>knowledge of the Port.</p> <p>Comments (if any):</p>		
<p>4 Mooring Boats Where a mooring boat is utilised by the Licensee, all Licensees must be trained to operate the boat and it must be fit for purpose, maintained to an acceptable standard and comply with all statutory requirements. Prior to use of the mooring boat, a representative of the Licensee must run the craft's engines in good time to confirm operational readiness.</p>	<p><input type="checkbox"/> I confirm that any mooring boat used in the provision of the services is fit for purpose.</p> <p><input type="checkbox"/> Tick here if N/A</p> <p>Comments (if any):</p>	<p><input type="checkbox"/> Evidence of compliance with any statutory requirements. E.g. statutory inspections / certificates.</p> <p><input type="checkbox"/> Recent Maintenance records / maintenance schedule for the boats.</p>	
<p>5 Damage and Incident Reporting Procedures Licensees must have procedures for incident reporting and investigation in place and must report all damage, accidents or incidents of which they become aware to the relevant Emergency Contact at their port.</p>	<p><input type="checkbox"/> I confirm that I understand the damage and incident reporting procedures.</p> <p>Comments (if any):</p>	<p><input type="checkbox"/> Copy of incident reporting / investigation procedures.</p> <p><input type="checkbox"/> Details of any HSE / MAIB / MCA notices / prosecutions in the last 5 years (if any – please provide details of action taken to prevent reoccurrence).</p>	
<p>6 Security The Licensee is required to adhere strictly to the requirements of the International Ship and Port Security Code (ISPS) as applied by ABP and the nominated berth operators in their port. The Licensee will also assist ABP with security requirements in connection with their activities at the Port in accordance with the ISPS Code and any requirements of the United Kingdom Department for Transport or any other relevant competent authority.</p>	<p><input type="checkbox"/> I confirm that I will comply with the requirements of the ISPS code and will assist ABP with any requirements thereunder.</p> <p>Comments (if any):</p>	N/A	

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<p>7 Health The Licensee must ensure that their employees are fit to carry out the work for which they are employed. The Licensee must demonstrate that they operate a drug and alcohol misuse policy which includes provision for “random” and “for cause” testing of its employees. ABP reserves the right to remove from its Port any individual who has tested positive for drugs or alcohol.</p>	<p><input type="checkbox"/> I confirm that my employees are fit for work.</p> <p>Comments (if any):</p>	<p><input type="checkbox"/> A copy of the Licensee’s drug and alcohol policy and procedure. <input type="checkbox"/> A copy of the Licensee’s medical / health surveillance arrangements.</p>	
<p>8 Personal Protective Clothing and Equipment The Licensee must ensure that, at all times, each of its operatives providing berthing and mooring services wear appropriate PPE, which must as a minimum include:</p> <ol style="list-style-type: none"> 1. A hard hat with chinstrap conforming to current British Standards 2. Safety shoes or boots with steel toe caps 3. Safety glasses 4. A high visibility vest or coat 5. Gloves 6. A self-inflating buoyancy aid of not less than 150 Newton fitted with and approved crotch strap and BS seasafe light when working in tidal areas. <p>The Licensee must supply a portable marine VHF radio with multi-channel selection. Radios must be capable of transmitting and receiving on all operational channels used in the port(s) for which the Licensee is licensed where relevant.</p>	<p><input type="checkbox"/> I confirm that all operatives engaged in the provision of berthing and mooring services will be supplied with, and will wear at all times, appropriate PPE and equipment.</p> <p>Comments (if any):</p>	<p><input type="checkbox"/> Copies of the Licensee’s Ofcom licence for VHF radios, where relevant (e.g. if not operating under ABP’s Ofcom licence).</p>	
<p>9 Supervision Upon satisfactory completion of this Licence, the Licensee may provide berthing and mooring services at the port, provided that all Port Operatives shall be properly and adequately supervised by the Licensee at all times when carrying out the berthing and mooring services. Unless otherwise expressly agreed with ABP, the Licensee shall be deemed to assume full responsibility for the supervision and conduct of any operation carried out at the Port pursuant to this Licence.</p>	<p><input type="checkbox"/> I understand that the grant of this Licence enables me to provide berthing and mooring services at the Port in accordance with my own safe systems of work and risk assessments, and that I will do so without supervision by ABP.</p>	N/A	

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<p>10 Insurance The Licensee must have in place insurance to cover its third party liabilities at a minimum level of:</p> <ul style="list-style-type: none"> - £5 million per claim employers' liability insurance - £5 million per claim public liability insurance <p><i>If you are insured to lesser sum – please provide some comments as to why this is sufficient for your operation.</i></p>	<p><input type="checkbox"/> I confirm that I have the required level of insurance in place. Comments (if any – including justification of a lesser sum of insurance where applicable):</p>	<p><input type="checkbox"/> A copy of policy certificates for employer's liability (N/A if a sole-trader) and public liability insurance.</p>	
<p>11 Terms and Conditions ABP's Berthing and Mooring Terms and Conditions form part of this Licence – the operator is required to adhere to those terms.</p>	<p><input type="checkbox"/> I confirm that I have read and understood the Terms and Conditions as appended.</p>	N/A	
<p>12 Grant of Licence: Licences will be granted annually upon receipt of a satisfactory application. All Licences renewed or issued in any given year will expire after 12 calendar months and a new Licence application must be completed for the following calendar year.</p>	<p><input type="checkbox"/> I acknowledge that this licence will be granted until xxxxx only and will complete a new application for the next calendar year.</p>	N/A	
<p>13 Licence Fee: An annual fee of £250 will be payable in consideration of the grant of a Berthing and Mooring Licence by ABP. The Fee will be payable in accordance with the Terms and Conditions. Payment should be made via <i>[To be confirmed by the port]</i></p>	<p><input type="checkbox"/> I have paid the Licence Fee in accordance with the Terms and Conditions.</p>	<p><input type="checkbox"/> Evidence of payment attached.</p>	

Part 4 – Confirmation and signature		
<p>A - Licensee I hereby confirm:</p> <p>(1) that I have read and understood the terms of this Licence; and (2) that I will comply with the requirements of the Licence; and (3) that ABP shall be entitled to terminate this Licence in the event that I do not comply with any of the terms contained herein.</p>	Name:	
	On behalf of (licensee name):	
	Signature:	
	Job Title:	
	Date:	
<p>B - ABP – [To be completed by ABP]</p>	Name:	
	Signature:	
	Job Title	
	Date:	

Upon completion - a copy to be retained by ABP and a copy to be provided to the Mooring Operator.