

# PROCEDURE

**Issued by:** Capt AK Ullah, Harbour Master **Date** 12/04/2013  
**Subject:** **Vessels – Working outboard or overside**

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## 1.0 Information

- 1.1 This procedure applies to any work being conducted on any vessel within the Port of Sunderland's jurisdiction, involving any person carrying out maintenance or repair work, whereby that person is required to work outboard or over-side using staging, scaffolding, floating platform or other means.
- 1.2 The procedure does not apply to repair / maintenance work being carried out in dry dock, subject to adequate UK Docks RAMS being in place.

## 2.0 Procedure

- 2.1 Attention is drawn to the Code of Safe Working Practices for Merchant Seafarers published by the Maritime and Coastguard Agency (MCA) in 2015, which contains best practice guidance for working overside, together with the provisions of Health and Safety at Work, etc Act, 1974, Management of Health and Safety at Work Regulations, 1999.
- 2.2 The master of a vessel must ensure that an appropriate Method Statement and Risk Assessment has been undertaken and documented for the overside work to be undertaken.
- 2.3 The Port of Sunderland form "Vessel Permit to Work / Overside Working" (Appendix 1) must also be completed.
- 2.4 Prior to commencement of work, Sunderland Port Control is to be contacted on Marine VHF Channel 14 to confirm completion of the form.
- 2.5 The completed form will then be emailed to [portmarineoperations@sunderland.gov.uk](mailto:portmarineoperations@sunderland.gov.uk) or faxed to Sunderland Port Control on +44 (0)191 553 2145. Should email or fax communications be unavailable, a member of port staff will collect the form in person.
- 2.6 After examination by the Harbour Master or his Deputy, the completed form will normally be approved, subject to any additional conditions he may wish to impose. The Harbour Master may reject or defer any request to work overside on safety grounds.

- 2.7 Following approval (or otherwise), the vessel will be notified by the most appropriate means. Work must not commence until approval has been received.
- 2.8 Vessels must notify Sunderland Harbour Radio on Marine VHF Channel 14 upon the commencement and completion of any overside operation.
- 2.9 During overside working, vessels must maintain a listening watch on Marine VHF Channel 14.
- 2.10 Any suspension of work due to weather conditions, inability to continue to meet safety criteria, etc should also be reported to Sunderland Harbour Radio, with the reason being stated.
- 2.11 Completed Permit to Work forms will be filed by the pilots / Deputy Harbour Masters.

**VESSEL PERMIT TO WORK/WORKING OVERSIDE (APPENDIX 1)**

This Permit to Work must be completed before the commencement of any work overside.

The Master is responsible for ensuring this form or a similar permit from the port is filled prior to commencement of work. All boxes must be completed with details or a tick. Where a reference is not applicable N/A must be written.

Vessel	
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Nature of work			
Area where work is to be carried out			
Authorising Person: Name/signature			
On deck Supervisor		Person detailed	
Period of validity From Date/Time :		To Date/Time :	
Has the duty officer/engineer informed.			
Call Port control on CH: 14 before and after the work is completed / and in any emergency.			
Has a risk assessment of the proposed work been carried out			
Warning notices posted.			
Port of Sunderland Procedures read and understood .			
Life buoy and line ready.			
Safety boat standing by and Life boat ready to launch			
Is equipment in good order?			
Have adjacent areas been checked.			
Safety arrangements will be maintained for the duration of the Work.			
Is there adequate P.P.E. Safety helmet/Harness and line attached to a strong point , life jacket			
As necessary all tools taken overside to be secured.			
Other details please specify			
<b>Harbour Master signature</b>		<b>Master signature</b>	

