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1 Scope of Procedure

1. This procedure provides details of the requirements relating to the use of workboats at CFL operated harbours.

2 Responsibilities

2. This procedure affects the following personnel and their responsibilities are defined within the text:
 - Port Manager;
 - Regional Harbour Manager.

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	Workboats	

3 Workboats

3. The Company shall establish and operate a system to ensure that periodic checks of all Harbour work craft are carried out, in compliance with Merchant Shipping (Small Workboats and Pilot Boats) Regulations, 1998, and the associated MCA Workboat Code.
4. The MCA Workboat Code applies to such vessels engaged in commercial activity, which are under 24m in Load Line Length and are less than 200GRT. This requirement does not apply to vessels engaged in recreational, sport or pleasure use.
5. [Form 2.237 CalMac Harbours Workboat Checklist](#) shall be used to carry out a check of all relevant craft that are providing marine services on behalf of the Harbour or under contract to the Harbour.
6. Workboats using Harbours operated by the Company shall be required to be in compliance with Merchant Shipping (Small Workboats and Pilot Boats) Regulations, 1998, and the associated MCA Workboat Code by making a signed declaration. This declaration is part of the Vessel Pre-Arrival process which must be completed by the vessel and submitted 48 hours prior to arrival.
7. At CMAL owned Harbours, this form requires the Port Manager to visually check and confirm that all relevant documentation is present and correct. Where adequate documentary evidence cannot be provided this will be noted on the comments section of Form 2.237 and the relevant Harbour Operations Manager notified. The Harbour Operations Manager shall review and engage with the vessel in the first instance. Where the issue cannot be resolved, the situation shall be escalated to the Regional Harbour Manager (Operations) who will, where relevant, notify the relevant MCA Marine Office.
8. Other than the completed check lists, there is no requirement for CFL to retain copies of documentation. Completed checklists shall be retained at each Harbour for a period of six months.
9. The Company shall make occasional random checks to verify continued compliance. The frequency of these occasional checks will be sufficient to promote compliance and will be reviewed according to the conditions found.