## Workboats within CFL Operated Harbours

(For Local Harbour Authorities, see their local processes and procedures).

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| **Activity** | Workboats within CFL Operated Harbours |
| **Purpose / Scope** | This procedure provides details of the requirements relating to the use of workboats at CFL Operated Harbours.  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. |
| **Procedure** | Workboats employed in Company Operated Harbours are required to comply 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 to [harbour.operations@calmac.co.uk](mailto:harbour.operations@calmac.co.uk) 48 hours prior to arrival.  [Form 2.237 CalMac Harbours Workboat Checklist](https://calmac.sharepoint.com/:w:/r/sites/CFL_CMS/_layouts/15/Doc.aspx?sourcedoc=%7BC7D387D4-CAA6-4E50-8553-92784DB33992%7D&file=CHFS-OMM-FO056-Form%202.237%20CFL%20Operated%20Harbours%20-%20In%20Port%20Workboat%20Checklist.docx&action=default&mobileredirect=true&DefaultItemOpen=1) 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.  At CFL Operated 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 Area Harbour Manager (AHM) notified.  The AHM will engage with the workboat operator in an attempt to resolve. If the issue cannot be resolved, the situation shall be escalated to the Head of Harbour Operations, who will, where relevant, notify the relevant MCA Marine Office.  Completed checklists shall be retained at each Harbour for a period of six  months. |