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Marine Safety Management System Manual

Version No.	Date	Document Owner (author)	Description of changes made
V 1.0	18-12-25	Harbour Master	Updated after PMSC Audit
V 1.1	11-02-26	Harbour Master	Reviewed and updated

This document is reviewed as part of the internal audit process.

Review triggers are set within SharePoint and are author, date, and time stamped by the system.

Marine Safety Management System (MSMS) Manual – 2026

This manual defines the structure, purpose, and operation of the Falmouth Harbour Marine Safety Management System (MSMS). The MSMS is a controlled, digital management framework designed to ensure that all harbour operations are conducted safely, efficiently, and in compliance with the Ports & Marine Facilities Safety Code (PMFSC), and other applicable legislation.

1. Purpose and Scope

The MSMS provides the means by which Falmouth Harbour Commissioners (FHC) plan, manage, monitor, and continuously improve marine safety performance. The MSMS applies to all marine operations within the statutory limits of Falmouth Harbour, including pilotage, vessel traffic, moorings, conservancy, harbour maintenance, and emergency response.

2. System Overview

The MSMS is hosted in a controlled SharePoint environment, structured into a series of folders that represent the core components of the system and align with the different chapters of the PMFSC. The core folders are mirrored as Controlled Documents (current versions) and Records (historical documents). Sub-folders within the core folders vary between Controlled Documents and Records.

Appendix 1 shows the folder directory for Controlled Documents.

Appendix 2 shows the folder directory for Records.

The Duty Call Log and Patrol Log are also accessed from the MSMS home screen.

Access permissions are managed by the Harbour Master to ensure version control, traceability, and compliance with ISO 9001 principles.

3. Governance and Responsibility

Falmouth Harbour Commissioners, as the Duty Holder, have ultimate responsibility for the safe management of marine operations. The Harbour Master oversees the operation of the MSMS and ensures its continued compliance with the PMFSC. The Designated Person provides independent assurance to the Duty Holder that the MSMS is effective and properly implemented.

4. MSMS Folder Structure

The SharePoint-based MSMS consists of the following core folders:

- **01 Legislation** – Contains all applicable national and international maritime legislation, harbour orders, Falmouth Harbour byelaws, and statutory instruments relevant to Falmouth Harbour operations.
- **02 Regulation** – Includes documents relating to enforcement, patrolling, Local Port Services, licensing, and other regulatory areas.
- **03 Safety Management** – Contains Marine Safety Management System related documents, Marine Safety Policies, risk assessments, hazard logs (link to HAZMAN), and emergency response documents. This section forms the core of the MSMS framework.
- **04 Procedures** – Contains standard operating procedures (SOPs) for all routine and emergency operations. Each procedure identifies responsibilities, required documentation, and review schedules.
- **05 Port Operations** – Documents relating to day-to-day marine operations including vessel movements, pilotage, towage, berthing, bunkering, and cargo transfer.
- **06 Harbour and Marine Maintenance** – Includes maintenance schedules, inspection records, dredging logs, hydrographic survey data, and Aids to Navigation maintenance reports.
- **07 Personnel** – Contains staff competence records, training logs, authorisations, and qualification certificates. It also includes induction and refresher training plans, and Falmouth Pilots LLP training.
- **08 Communication and Reporting** – Documents communication plans, stakeholder engagement processes, internal reporting templates, incident reporting procedures, and monthly safety reports.
- **09 Audit and Review** – Contains audit schedules, review reports, non-conformance logs, corrective action records, and Designated Person audit findings.
- **10 Conservancy** – Includes environmental and hydrographic information, channel condition reports, wreck management records, and environmental impact assessments.
- **11 Harbour Vessels** – Holds vessel maintenance records, inspection reports, certification documents, and operational checklists for all FHC vessels and craft.

5. Document Control

All documents within the MSMS are controlled under FHC’s document control procedure. Each file includes a unique code and document owner. Regular reviewing of files is done by using Sharepoint’s ‘Review Date’ and ‘Document Owner’ settings. The frequency of reviews is determined by the Harbour Master team but varies from 12-24 months. Obsolete documents are archived in the ‘Z’ drive but remain accessible for audit purposes. Changes to controlled documents require approval from the Harbour Master team.

The following table is used on the front page of documents to control the versions. The version reference should also be displayed in the footer of all controlled documents.

Documents that are published externally (FH website etc.) should be noted in the MSMS column “comments” and the document should be replaced with the latest version.

Version No.	Date	Document Owner (author)	Description of changes made

6. Risk Management

The MSMS incorporates a structured risk management process aligned with the Port Marine Safety Code. All marine operations are assessed to identify hazards, evaluate risks, and determine control measures.

Navigational risk assessments are stored in HAZMAN – a web-based risk management system. These are reviewed regularly, and updated following incidents, audits, or operational changes.

Operational risk assessments are stored in the Safety Management folder of the MSMS. The template is stored in the IMS (as it is also used for non-marine related risk assessments). Each risk assessment contains any associated hazards and considers the Impact Category (People, Property, Environment, and Stakeholders - reputation) of these hazards. The Likelihood (L), Severity (S), and overall Risk (R) of each hazard must be assessed in the context of each Impact Category - but L, S, and R scores recorded in the risk assessment are of the single Impact Category which scores highest (i.e. the one with the highest risk).

7. Training and Competence

FHC ensures that all personnel are trained and competent to perform their duties safely. Training needs are identified through the Training Matrix. Records of pilots’ training are maintained in the '07 Personnel' folder. Training includes induction, task-specific instruction, and refresher courses. Pilots are trained in accordance with MCA and industry standards.

8. Incident Reporting and Investigation

Incidents and near misses are reported via the HAZMAN dashboard - a link to this is found in '03 Safety Management'. Investigations are carried out by the Harbour Master or delegated officers, with outcomes logged in HAZMAN. Corrective actions are monitored through HAZMAN until closure.

9. Audit and Review Process

The MSMS is subject to internal audits and external reviews by the Designated Person. Audit frequency is determined by the Harbour Master and aligns with the PMSC's three-year review cycle. Audit findings, recommendations, and corrective actions are tracked to ensure continuous improvement. A Statement of Compliance is submitted to the Maritime and Coastguard Agency (MCA) every three years.

10. Continuous Improvement

Falmouth Harbour Commissioners are committed to maintaining an open, transparent, and proactive safety culture. Feedback from staff, stakeholders, and harbour users is encouraged and used to improve the effectiveness of the MSMS. Lessons learned from incidents and audits are shared through team briefings and formal reports. All folders and documents are subject to controlled access and periodic review. The SharePoint environment ensures version tracking, secure storage, and remote accessibility for authorised personnel.

Appendix A – SharePoint ‘Controlled Documents’ Directory Map

Legislation	Regulation	Safety Management	Procedures	Port Operations	Harbour and Marine Maintenance	Personnel	Communication and Reporting	Audit and Review	Conservancy	Harbour Vessels
Industry Guidance	Enforcement	Emergency Response	Port Procedures	PEC's	(No sub-folders)	Training	Harbour User Group	Improvement Log	(No sub-folders)	Arrow and Atlantic
Legal Compliance	Patrolling	Risk Assessments	FPS Procedures	Bunker Barge Approvals		Training Matrix	Port Notice to Mariners	Annual Targets		Killigrew
Accountability										
Statements	Explosives and DGs	Incident Log - Hazman	Boat Procedures	Pilotage		Falmouth Pilots LLP	FEMSC			Aberfal
Policies	MCGA	MSMS Documents	Emergency Procedures	Large Vessel Moorings & Crossroads Buoy			PB Crew Meetings			Work Boats
	Duty HM Documents	Incidents		Bunkering			Marine Operations Meetings			Karga
	Licencing	Environment		Towage			Radio Guidance			Lugo
	Russian Sanctions Regulations	Risk Controls		Special Category RA			Maintenance Team Meeting			
	Explosives	Navigation		Port Information			Pilotage Standards Committee			
	MCA			Passage Plan						
				Events						
				STS Non Hydrocarbons						
				Commercial Diving Operations						
				Hull & Prop Cleaning						
				Drying Berths						
				Jack Up						

Appendix B – SharePoint ‘Records’ Directory Map

Legislation	Regulation	Safety Management	Procedures	Port Operations	Harbour and Marine Maintenance	Personnel	Communication and Reporting	Audit and Review	Conservancy	Harbour Vessels	Projects
Industry Guidance	Enforcement	Emergency Response	Port Procedures	PEC's	Boatpark	Training	Harbour User Group	Internal Audit Reports	AtoNs	Arrow	Harbour Monitoring System
Legal Compliance	Patrolling	Risk Assessments_JSA's_Toolbox Talks	FPS Procedures	Bunker Barge Approvals	Forklift Truck	Training Matrix	SWRPA	External Audits	Dredging	Atlantic	Jack Up Location - Inner Harbour
Acts and Orders	Accident Investigation	Emergency Exercise and Drill Log	Boat Procedures	Pilotage	Fuel Barge	Falmouth Pilots LLP	Port Notice to Mariners	Improvement Log	Hydrographic Survey	Killigrew	
Directions	LPS	Incident Log - Hazman	Emergency Procedures	Large Vessel Moorings & Crossroads Buoy	Large Vessel Moorings & Crossroads Moorings	Duty Holder Training	FEMSC	Annual Targets	Tidal Data	Aberfal	
Policies	SOSREP	MSMS		Bunkering	LOLER		Consultation	FH Marine Facilities	UKHO	Arwenack	
Byelaws	MAIB	Post-Incident Review Reports		Towage	Quays		Reporting	Pilotage Review Docs 2025	Wrecks & Abandoned Vessels	White Work Boat	
	Explosives and DGs	Incidents		Special Category RA	Small Craft Moorings		PB Crew Meetings			Blue Work Boat	
	MCGA	Environment		Port Information	Workshop		Marine Operations Meetings			Karga	
	Duty HM Authorisations	Oil Spill Response		Passage Plan	Yacht Haven Marina		Notice to Agents			Kalmynsi	
	Licencing	Dangerous Vessels		Events			Radio Guidance			Keynvor	
	Russia Sanctions Regulations	Risk Controls		STS Non Hydrocarbons			Port Welfare Group			Lugo	
	Commercial Vessels Under 24m	Navigation		Commercial Diving Operations			UKHMA				
		Duty Harbour Call Logs		Terrestrial Radio Licences			FDEC PUG				
		Lifejackets		Hull & Prop Cleaning			UKMPA				
		MCA Deficiency Reports		Drying Berths			Maintenance Team Meeting				
				Jack Up			PoFSA				
							FPS Panel				
							Pilotage Standards Committee				