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NNB GENERATION COMPANY (HPC) LTD

HPC HARBOUR AUTHORITY

MARINE OPERATING PROCEDURES

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APPROVAL SIGN-OFF: HPC HARBOUR AUTHORITY MARINE OPERATING PROCEDURES

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2	Updated	Updated to reflect operational experience: Environmental explicit 'limits' changed to 'guidelines.'	[redacted]	08/06/2021
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6	Second Issue	Second Issue – Marine Operating Procedures	[redacted]	28/07/2025

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1 INTRODUCTION

1.1 Purpose

The Hinkley Point C Harbour Authority (HPCHA) Marine Safety Management System (MSMS) is based on formal risk assessment. This Marine Operating Procedures document uses the output from the risk assessment process to proceduralise activity in the harbour to ensure that harbour is safe for all those who use it; is a key part of the HPCHA MSMS. This document should be read in conjunction with the MSMS Manual, the Formal Risk Assessment and Risk Register, and Harbour Emergency Plans.

The HPC temporary jetty has been constructed primarily for the import by sea of the aggregates and sand required for the construction programme, to reduce the need for transporting such materials by road. Vessels are required to be self-discharging bulk carriers or sand dredgers; they will discharge to a jetty-based conveyor system.

The jetty may also be used to deliver other construction materials such as prefabricated rebar cages or AILs, governed by the operating parameters of the jetty for ground loading and size restrictions. The jetty will be operated as required by the jetty contractor, vessel arrival and departure times will be dictated by schedules and the tide/weather conditions. Various types of vessels may be utilised to deliver other construction materials to the jetty. Only one vessel will be able to moor alongside the jetty at a time.

1.2 Scope

The document applies to standard marine operations within the statutory jurisdiction of the HPCHA limits and vessels approaching, bound for the jetty.

1.3 References and Definitions

Ref	Title	Location	Document No.
	Marine Safety Management System Manual	TeamCenter	100769147
	Formal Risk Assessment	TeamCenter	100788968
	HPCHA Marine and Navigational Risk Register	TeamCenter	100910431
	HPCHA Aid To Navigation Management Plan	TeamCenter	100769133
	Port Waste Management Plan	TeamCenter	100787589
	Oil Spill Contingency Plan	TeamCenter	100760463
	Port Facility Security Plan	Egress Switch (DfT)	Secure Document Contact Harbour Master
	HPCHA Incident Investigation and Enforcement Guidance	TeamCenter	100769117
	HR Wallingford Simulation Report	TeamCenter	100788945
	HR Wallingford Mooring Analysis Report	TeamCenter	100788937
	Harbour Emergency Plan	TeamCenter	100788923
	Temporary Aggregate Jetty Operations and Maintenance Manual	TeamCenter	100664584

Term / Abbreviation	Definition
AIL	Abnormal Indivisible Load
AtoN	Aids to Navigation
DfT	Department for Transport
HPC	Hinkley Point C
HSE	Health & Safety Executive
MSMS	Marine Safety Management System
MCA	Maritime & Coastguard Agency
NNB	NNB Generation Company (HPC) Limited
OOW	Officer of the Watch (Ship's Deck Officer(s))
PMSC	Port Marine Safety Code
PPE	Personal Protective Equipment
SOLAS	The International Convention for the Safety of Life at Sea
SPMT	Self-Propelled Modular Transporter
SQEP	Suitably Qualified Experienced Person
UKC	Under Keel Clearance
VHF	Very High Frequency (radio)

1.4 Distribution List

HPC	Harbour Board Members, Harbour Master, Duty Harbour Masters, HSE & EP Manager, Incident Response Lead, Emergency Planning Lead, Security Control Room, Construction Security Manager.
Harbour Users	Bylor, Heidelberg, Osprey, Bristol Port Company, Specialist Group International, Aasen Shipping, Boluda Towage.
Other	Bristol Channel Pilots Company

To be added to the above distribution list please contact the Harbour Master.

1.5 Contact Details

[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

1.6 British Admiralty Chart 1152 – UK Hydrographic Office

Chart produced by UKHO to allow passage planning for vessels arriving and departing HPCHA harbour limits.

2 MARINE OPERATING PROCEDURES (MOPS)

MOP 1 – CERS and Pre-arrival/Departure information requirements

At least 24 hours before arrival Ships Agents are required to provide a completed CERS3 Notification Form.

This information should be sent by email using the DfT standard form. If the journey length is less than 24 hours the above information should be sent as soon as the information is available.

Additionally, the **HPCHA Pre-Arrival Notification form** (100780813) should be sent to the Harbour Master.

Any vessel defects which will have a significant effect on navigational safety or manoeuvrability should be reported by the most appropriate means without delay to the Duty Jetty Manager who shall inform the Duty Harbour Master.

At least 1 hour before departure, vessels are required to provide the Duty Jetty Manager and the Harbour Master the following information:

ETD, next port of call (if known), cargo manifest, details of next visit to Hinkley Point C (if known), any outstanding issues.

Consolidated European Reporting System - The MCA website is to be updated by the Duty Jetty Manger for arriving and departing vessels by Hinkley Point C. This is required for vessels over 300GT.

Additional Information Requirements

Before making final approach or departing, vessels are required to provide the following information to the Duty Jetty Manager: maximum draught, ECDIS accuracy has been verified by cross checking, any defects affecting the ability to navigate or manoeuvre, anchors are cleared for use, the Safe Working Load of bollards and fairleads plus that they are 'fit for task'.

Masters' will be required to confirm that they have produced a SOLAS V Passage Plan which considers HPCHA Arrival and Departure Guidance and that they have the required under keel clearance (UKC).

All vessels are to always maintain a listening watch on VHF Channel 16 and working Channel 87 when approaching and within the Harbour Limits.

- Masters' must also report to the Harbour Master and Duty Jetty Manager any defect that may affect the manoeuvrability of their vessel.
- Masters should confirm to the Duty Jetty Manager when they are safely moored at the berth.
- The working language within HPCHA limits and approaches is English. Where appropriate, IMO Standard Marine Communication Phrases (SMCPs) shall be used.
- All times should be in UK local time. Note: UK Hydrographic Office Admiralty tide times are UTC.
- All heights and depths will be relative to Chart Datum.
- All positions should be referred to in WGS84 datum (or compatible ERTS89).

MOP 2 - Jetty Manning & Harbour Equipment Requirements

Duty Jetty Manager – In attendance from approximately two hours before ship arrival until approximately thirty minutes after ship departure. The Duty Jetty Manager will use the pre-arrival time to become fully appraised of the latest weather information, the operational readiness of the jetty and to conduct safety and security rounds, noting any defects. They will establish communication with the arriving vessel, noting any operational concerns or limitations and agreeing final approach with the bridge team.

The Duty Jetty Manager must maintain a listening watch on designated VHF channel 87 and channel 16.

Mooring Team Working Supervisor – Responsible for the linesmen team and to liaise directly with the Duty Jetty Manager. On duty from approximately two hours before ship arrival until after ship departs jetty and is agreed clear. To maintain a listening watch on designated VHF channel 87. The mooring team supervisor should be considered a working supervisor and will be the fourth member of the linesmen team.

Linesmen X3 – On duty from approximately two hours before ship arrival until after ship departs jetty and is agreed clear. They shall maintain a listening watch on designated VHF channel 87.

The jetty team shall have the following equipment available for use:

Handheld VHF radios x 6
Base station VHF/DSC radio (25 watt)
Hand-held foghorn x2
Messenger lines x6
Ear defenders x6
Serrated knifes x6
De-icing / winter supplies
Chargers for handheld VHF radios
Binoculars x2
Heaving lines x6
Lifebuoys
Advanced First Aid Kit including defibrillator (AED)
Hand-held search light x2
Life jackets, harness with adjustable lanyard, PLB, AIS and electronic flare

MOP 3 - Vessel Criteria and Procedures for Use of HPCHA Jetty

HPCHA is a private facility that is used by vessels which provide construction materials to the HPC site; these materials consist of cargoes of sand, aggregates and rebar cages.
Dependent on Bylor (a T1CP) need for concrete pours and rebar, they request Heidelberg (their T2CP contractor) to schedule shipments of aggregate and sand to the jetty. This is planned with a 3-month look-ahead. Osprey (also a T2CP) arrange shipments of rebar through Heidelberg's 3-month schedule.
Once a vessel appears on the HPCHA Jetty schedule it has implicit permission to approach the HPC harbour area, subject to meeting any other required criteria for a safe berthing. These include, but not limited to, Flag State controls, the use of tugs and pilot, arrangement for the safe manning of the jetty, the weather and tidal conditions for the approach, vessel stay alongside and departure from the harbour.
All vessel visits are subject to receiving a Green Light from a meeting 1-hour prior to the scheduled berthing, where the Duty Jetty Manager, Tug Master, and vessel's Master / Pilot jointly assess actual conditions and confirm (by VHF) it is safe to proceed with the scheduled call or if it is to be postponed or aborted. The Green Light / Red Light decision shall be passed to the Duty Harbour Master.

HCPHA and the jetty manager will provide and promulgate arrival and departure guidance to assist Masters with their passage plan. The information will include local information such as hazards to navigation, tidal conditions, available depth of water, under keel clearance requirements, weather limitations and communicational protocols. This guidance will be included within these Marine Operating Procedures, and Local Notice to Mariners, where necessary.

As per HPCHA General Directions, only authorised vessels can enter the Harbour. Any unauthorised vessels entering the Harbour should be reported to the Security Control Room. This information will then be passed to the Harbour Master & NNB Site Security Manager. Details of the vessel(s) to be recorded should include type, length, colour, number of persons on board, speed of the vessel, location and route taken by the vessel. Authorised Vessels within the Harbour will be warned of the presence of an unauthorised vessel(s).

MOP 4 – Environmental limits for marine operations

The HPC Harbour Area is situated on the south side of the Severn Estuary and exposed to the third highest tidal range in the world. This manifests as high current speeds and rapid changes in tidal level. The Harbour is not protected in the same way as neighbouring harbours in that there is no breakwater or enclosed harbour with water levels maintained by lock systems. Swell and wave effects can be significant. The harbour is exposed to the wind, especially in the WSW to ENE quadrant.

To mitigate the extreme tidal conditions, **berthing is only permitted on the flood tides, port side alongside.** This is to always ensure that vessels berth into the tide to maintain steerage way, with the benefit of initial mooring line management taking place as the vessel rises relative to the jetty.

The weather forecast must be monitored by Ship Masters, Pilots, Tug Masters, Duty Harbour Master and the Duty Jetty Manager prior to arrival and whilst alongside the jetty. Ships shall not approach or moor alongside the jetty if adverse conditions are forecast within the period planned alongside **and if any of the above-named persons have stated it is not safe to proceed.**

- Weather forecasts are reviewed daily in advance by Duty Jetty Managers and communicated to the vessel scheduler to enable assessment of conditions and allow early cancellation of vessels if necessary.
- 24 hours in advance of scheduled call, Duty Jetty Managers are to send forecast conditions to HPCHA (HM), vessels and tug if attending. Stakeholders shall hold a Go/No Go meeting to confirm/reject the scheduled jetty operation.
- 1-hour prior to scheduled arrival, Duty Jetty Manager, Tug Master, and vessel's Master / Pilot to jointly assess actual conditions and confirm (by VHF) it is safe to proceed with scheduled call or if call to be aborted.

The Duty Harbour Master shall be advised of the outcome of this decision in a timely manner.

When carrying out the above assessment, all stages of the port call must be considered, approach, berthing, lying alongside and departure. The conclusion of the above joint assessment must be entered in the jetty log by the Duty Jetty Manager. It should be noted that the HPC Duty Harbour Master is available for the Duty Jetty Manager to contact for further consultation and safety advice.

WIND RESTRICTIONS

Berthing Aasen/Peak Vessels (tugs) & Arco Dart	20 knots with northerly component **or** 25 knots with southerly component
Crane operations	12 m/s (23.3 knots)
SIG. WAVE HEIGHT	
For vessels + tug	1m
Arco Dart	0.3m
VISIBILITY (all vessels)	to be a minimum of 0.5nm
UKC (all vessels)	1m

In conditions of reduced visibility, a dynamic risk assessment shall be conducted with the vessel on approach, with visibility being the key consideration. This shall be conducted by the Master of the vessel, in consultation with Pilot and Tug Master as appropriate. Reference should be made to **Marine Guidance Note (MGN) 369 – Navigating in Restricted Visibility**

MOP 5 – Pilotage and Passage Planning

Pilotage will be provided by Bristol Channel Pilots authorised through the Bristol Port Company in their statutory role as Competent Harbour Authority. Please see BPC Pilotage Directions.

Masters' will be required to confirm that they have produced a Passage Plan which considers navigational safety information and that they have the required under keel clearance (UKC). All passage plans are to be compliant with SOLAS V Section 34. A copy of the passage plan may be requested by HPCHA prior to arrival at the Harbour limits. The development of a plan for voyage or passage, as well as the close and continuous monitoring of the vessel's progress and position during the execution of such a plan, is of essential importance for safety of life at sea, safety and efficiency of navigation and protection of the marine environment. The need for voyage and passage planning applies to all vessels.

Voyage and passage planning includes appraisal, i.e., gathering all information relevant to the contemplated voyage or passage; detailed planning of the whole voyage or passage from berth to berth, including those areas necessitating the presence of a pilot; execution of the plan; and the monitoring of the progress of the vessel in the implementation of the plan.

MOP 6 – Vessel Mooring Operations

The HPC Temporary Jetty has been configured for port side alongside mooring for self-discharge coaster vessels and sand dredgers. The position of mooring dolphins and bollards is optimised for this arrangement, and therefore all vessels will be required to moor port side alongside.

Mooring and unmooring is a routine operation which demands a high degree of teamwork. To be safe and efficient, all involved must be properly trained and equipped and have a clear understanding of the contribution made by others, as well as their own role and responsibilities (SQEP).

A mooring team is required for all arrivals and departures; this should be booked with the Duty Jetty Manager at least 24 hours in advance with the mooring team being on jetty 2 hrs before arrival. The mooring team will be made up of at least three qualified linesmen and a mooring supervisor (four linesmen in total), all will carry a portable VHF radio.

VHF communications are a vital component of safe mooring operations. It is essential that those onboard the ship and ashore can communicate promptly and effectively should the need arise. Once VHF communications have been established and tested, linesmen should keep transmissions to a minimum and should normally only call when in doubt, or in an emergency.

When tugs are used, linesmen should also monitor the tug - ship communications to have a full appreciation of the berthing or un-berthing operation. When berthing and un-berthing, it is the duty of the ship's Master to ensure that the vessel is handled in a safe and controlled manner, having due regard to the safety of those on the jetty, as well as the crew of the vessel. Particular attention should be paid to the use of the vessel's bow thruster when mooring lines are in the water. Ship's crew must be instructed not to use weighted heaving lines for the running of lines.

Mooring lines will be attended by the onsite HPC line handlers, please note forward and stern lines of 80m will be required for dolphin 1 and 13. (Heaving lines will be deployed from the Jetty to vessels, due to the height of the Jetty = 19.5m above CD).

Maintaining and monitoring mooring lines during time on berth is the responsibility of the vessel Master. Monitoring will also be undertaken periodically by both linesmen and Jetty Linesmen/Managers.

All personnel involved in mooring operations must constantly review their own safety, as well as the safety of other team members as the mooring operation proceeds and remain aware of the ever-changing circumstances that can affect the safety of personnel.

The working limit for the jetty mooring bollards it set at 30 tonnes.

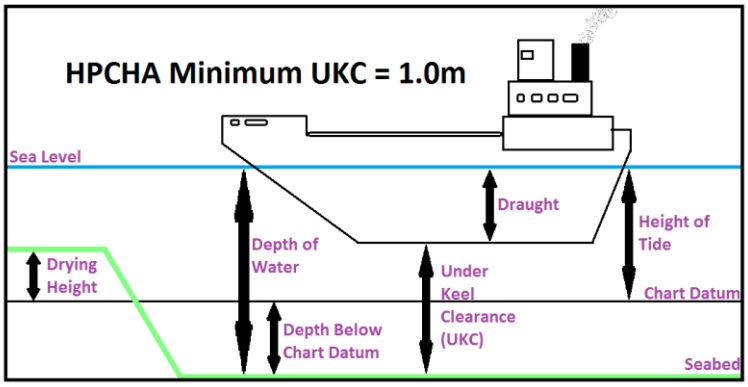
All mooring lines on a bollard should be 'dipped' to facilitate prompt and easy release. Lines should only be 'dipped' when slack, and when the weight of the line is held by another person.

Due to the relative height of the jetty and the range of the tide, it is critically important that that mooring line tension is closely monitored by moored ships.

For further detail please see contractor (ByLor) Task Risk Assessment Method Statement (TRAMS) for Jetty Mooring Operations.

MOP 7 – Calculation and maintenance of Under Keel Clearance (UKC)

Under Keel Clearance is the vertical distance between the deepest part of the ship and the seabed. This needs to be set at a level to allow a safe distance between the seabed and the ship's hull so that there is a margin to reduce the chance of any unplanned grounding and subsequent issues that may cause.



The minimum under keel clearance for vessel manoeuvring or transiting within harbour limits and approaches is **1 metre.** Please note this includes the full area covered by the UKHO Electronic Navigation Chart (ENC) section GB601152 (also shown on Admiralty Chart 1151).

The Duty Jetty Manager will advise whether a berth or location is available and subject to section 5 Environmental Limits above, will provide clearance to enter/ depart the Harbour.

It is the vessel Masters' responsibility, as part of the vessel passage plan, to ensure there is always the required depth of water, allowing for the required Under Keel Clearance including squat.

MOP 8 – Towage Guidelines

The requirement for routine towage has been assessed using simulation and discussed in hazard workshops.

A tug with minimum 20 tonne bollard-pull (using a tow winch) will always be required for all vessels at risk of grounding alongside the jetty. This is to ensure the ships can be manoeuvred from the berth during wind with a Northerly component and/or should the ship have a mechanical failure. The tug can also assist by holding the ship alongside (by pushing on) should the ship's mooring lines part. The Ship's Agent will book a tug(s) directly with the Bylor contracted and HPCHA approved towage provider as required.

As a Statutory Harbour Authority, HPCHA must be satisfied that tugs operating within their harbour authority waters are fit for purpose to undertake towage operations safely.
Throughout towage operations effective VHF communications between all parties is a vital component of safe operations. At all times tug's crew, ship's crew and jetty staff must be able to communicate effectively.

Operations such as mooring and towing impart great loads upon ropes or warps, gear and equipment. All fixed and running gear including towlines and ropes should be fully maintained, tested, certified and regularly inspected for wear, damage and corrosion.

MOP 9 – Safety and Security

Permission is required from the HPCHA Port Facility Security Officer (PFSO) or nominated Deputy prior to arrival of a vessel to the jetty. To arrange access to the jetty for non-HPC site pass holders please contact Port Facility Security Officer (Harbour Master) or nominated Deputy. Via prior arrangement with the NNB security team non-HPC site pass holders can be transported through the main site by secure Bus.

Safe access is to be provided whilst a vessel is moored alongside the jetty.

Due to the tidal range at the jetty, a bespoke gangway is available for use for specific occasions or for emergencies; this is operated and maintained by the jetty contractor.

Please see; MGN 533 (M) MEANS OF ACCESS, Safety in docks HSE Approved Code of Practise L148, Code of Safe Working Practices for Merchant Seafarers.

When personnel are working outside of the jetty hard barrier, they are required to wear a safety harness and lanyard. A self-inflating lifejacket with Personal Locator Beacon (PLB), AIS and electronic flare is to be worn always during mooring operations and when working within three metres of an unguarded edge. Please see contractor Task Risk Assessment Method Statement (TRAMS) for Jetty Mooring Operations.

No bunkering, diving, hot-works or flying operations are permitted on any vessel within the HPCHA limits. HPCHA does not offer waste reception facilities. See HPCHA Port Waste Management Plan.

MOP 10 – Vessel cargo handling arrangements

Prior to ships commencing cargo discharge the Duty Jetty Manager must confirm to the Officer of the Watch (OOW) that the jetty cargo handling equipment is ready for operation. The Duty Jetty Manager must inform the OOW of the maximum rate of cargo discharge/maximum handling capacity of the hopper and conveyor. During cargo discharge the OOW and Duty Jetty Manager must maintain radio contact so that the ship can cease discharge if requested. The loading and discharge of cargo should always be monitored by a competent person. Bobcats (or similar plant) will not be available or supplied via the jetty.

All ship lifting operations should be in accordance with; MGN 352, The Merchant Shipping (Lifting Operations and Lifting Equipment) Regulations 2006 (SI 2006 No. 2184), as amended, The Merchant Shipping (Provision and Safe Use of Work Equipment) Regulations 2006 (SI 2006 No. 2183), the Code of Practice for Merchant Seamen and NNB Lifting requirements.

Additional deliveries of non-aggregate cargoes have shown the maximum weight and size capable of being handled at the jetty for onward land transport via SPMTs.

Weight Restriction: Ground loading maximum of 6.243 Tonnes / m^2

Size Restrictions (for Jetty roadway): Width 5m, height of side protection 1.5m.

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MOP 11 – Maintenance of water depth, anchorages, and Aids to Navigation

Anchorages As per HPCHA General Directions, HPCHA does not have a designated anchorage within the Harbour Area, where no anchoring is allowed unless in response to an emergency. The nearest charted anchorage is in Blue Anchor Bay.

Hydrographic Surveys Hydrographic surveys of the Harbour and Approaches will be undertaken as necessary to maintain charted depths in the Harbour Area and approaches; the periodicity of surveys will be based on the rate of change identified in historic surveys, and on any anomalies detected by vessels using the harbour. Surveying will be as per the *Provision of Hydrographic Information – A Code for Practise for United Kingdom Port and Harbours.*

Aids to Navigation (Harbour) HPCHA Aids to Navigation (AtoN) are limited to lights on the jetty and mooring dolphins and are detailed in the table below. These lights should be checked for operability by the Duty Jetty Manager each night they are in attendance and as is safe and practicable. Any deficiencies should be reported to the Harbour Master so that a repair or replacement can be made. If any navigation light fails overnight, vessels navigating within the HPCHA harbour limits should be informed by the Duty Jetty Manager. AtoN must be maintained in good condition, they may not be interfered with without the prior consent of the Harbour Master.

Aid to Navigation Name	Type	Latitude	Longitude	Charter	Range
HPC West Mooring Dolphin	Lighted Beacon	51º 12.710'N	003º 09.500 W	Q Fl (2) G 6s	4NM
HPC East Mooring Dolphin	Lighted Beacon	51º 12.720'N	003º 09.330'W	Q Fl (3) G 6s	4NM
HPC Jetty Head West	Lighted Beacon	51º 12.710'N	003º 09.480'W	2 F G (vert)	1NM
HPC Jetty Head East	Lighted Beacon	51º 12.720'N	003º 09.390'W	2 F G (vert)	1NM

Aids to Navigation (Approaches) HPCHA is responsible for the AtoN marking the HPC cooling water intakes and outfalls. These AtoN consist of cardinal and special marks and will vary in number and location dependent upon the stage of construction; any permanent changes will be notified to the Hydrographic Office and charted, and all changes will be notified to mariners via LNTM.

Obstructions to navigation Information regarding obstructions to navigation should be passed to the Harbour Master and Duty Jetty Manager. Obstructions will then be assessed and marked if appropriate. A Local Notice to Mariners may also be issued. Following assessment, a decision will be made how best to deal with the obstruction, this may include salvage, hydrographic survey, permanent AtoN or other measures required for safety of navigation.

MOP 12 – Incidents, emergencies, near misses, drugs and alcohol

Refer to:
Harbour Emergency Plan.
HPCHA Incident Investigation and Enforcement Guidance.

Incidents All incidents, emergencies and near misses within the Harbour or Approaches should be reported to the Duty Jetty Manager, Harbour Master, the Security Control Room, and where necessary HM Coastguard at the earliest possible opportunity in line with jetty emergency arrangements. This should not detract for the Masters' responsibly to react, respond and manage emergencies onboard their vessel.

Note: Masters are legally required by the *Merchant Shipping (Accident Reporting and Investigation) Regulations 2012* to notify the Marine Accident Investigation Branch (MAIB) of any reportable Marine Casualty or Marine Incident. For further information, please see MGN 458.

Oil Spill All oil spills into harbour waters must be reported to the Harbour Master as per Section 136 the Merchant Shipping Act 1995. For further information, please see the **HPCHA Oil Spill Contingency Plan**

Damage Any damage caused by or affecting ships should be reported to the Duty Jetty Manager and Harbour Master.

Medical emergencies All medical emergencies should be reported to the Duty Jetty Manager and the Security Control Room; this will then be relayed to the Harbour Master and the emergency services as required.

Drugs and alcohol Part 4 of the Railways and Transport Safety Act 2003 deals with alcohol and drugs offences on board ships. It describes the powers of the Harbour Master and the police, and the limits and testing procedures for dealing with persons suspected of committing an offence.

If the Harbour Master has reason to believe that a crewmember (professional staff) on board a ship may have committed an offence in relation to the above Act, the Harbour Master may contact the Police and request the attendance of a constable in uniform to carry out an alcohol / drug intoxication test. A marine official (the harbour master) may detain a vessel until the arrival of a uniformed constable. If it is confirmed by the Police that the intoxication test has provided evidence to suggest an offence has been committed this information may be passed to the Maritime & Coastguard Agency for enforcement action.

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