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Section 10: Contact Directory

Company / body name	Contact	Telephone (office hours)	Telephone (out of hours)	Fax/ Email
Adler and Allan Tier 2 Contractor	24 hour emergency line	0800 592827	0800 592827	dutymanagers@adlerandallan.co.uk
Peel Ports	Clydeport Marine (Estuary Control 24/7)	01475 886321	0151 949 6651 Alternative 0151 949 6649 or 07833 441346	01475 727006 ClydeMarineManagers@peelports.com & Clydeport.Portlinks@peelports.com
	Port of Ardrossan (Harbour Office, Ardrossan, North Ayrshire, KA22 8DB)	01294 469468	01505 683100	
	Greenock Ocean Terminal (Patrick Street, PA16 8UU)	01475 886301 01475 886302	01475 726171	01475 888130
	Hunterston Terminal (Fairlie, Largs, Ayrshire, KA29 0AZ)	01475 565224 01475 565212	01475 568181	01475 568285
	King George V Dock (Govan, Glasgow, G51 4SD)	0141 4457402 0141 4457401	0141 445 7408 (Gatehouse)	0141 445 2791
	Public Relations	0151 6005126	077842353 74	PeelPortsPR@bigpartnership.co.uk Ben.archibald@bigpartnership.co.uk Simon.Moore@peelports.com
	Legal [Peel]	0345 0701412	075008266 81	Andrew.Langfeld@peelports.com

	Head of Legal	015194960 29	077708145 41	
MCA	Belfast CGOC CPSO POLREP	02891 463933 01224 597900	02891 463933 077641443 82	02380 329485 zone34@hmcg.gov.uk
Ministry of Defence, HM Naval Base (Faslane, Helensburgh, G84 8HL)	Duty Controller King's Harbour Master Deputy King's Harbour Master	01436 674321 Ext: 3555/4005 01436 811278 01436 677280 01436 677262 Ext: 3555/6996 01436 674321 Ext: 4238	01436 674321 Ext: 3555/4005 01436 674321 Ext: 4238	
SEPA	Emergency Line	0800 80 70 60	0800 80 70 60	
Nature Scot	<u>Duty Officer</u> Dave Lang (Local Ops Officer for the Clyde)	0131 3162610 01419 510827	 077665052 53	marinepollution@nature.scot 01419 514510
Maritime Unitary Authorities - initial contact for all Maritime Unitary Authorities listed below will be via Police	Argyll and Bute Council HQ Argyll and Bute Council Pollution Officer Argyll and Bute Council	01546 602127 01546 604141 01436 658728	 07769 954450 01436 658988	01546 604410 01546 604549

Scotland as listed below (0141 532 2000)	Emergency Planning			01546 604694
	Argyll and Bute Council- Stewart Clark	01546 604656	07887 628751	ccs@renfrewshire.gcsi.gov.uk
	West Dunbartonshire Council	01389 737000		
	West Dunbartonshire Civil Contingencies Officer	0141 6184824	07659 140384 (Duty Pager)	0141 287 8010
	Glasgow City Council	0141 2872000	0141 2878020	ccs@renfrewshire.gcsi.gov.uk
	Renfrewshire Council	0141 2878011		
	Renfrewshire Council Civil Contingencies Officer	0300 3000300 0141 6184824	07659 140384 (Duty Pager)	ccs@renfrewshire.gcsi.gov.uk
	Inverclyde Council	01475 717171	07659 140384 (Duty Pager)	
	Inverclyde Council Civil Contingencies Officer	0141 6184824	07659 183863 (Pager)	
North Ayrshire Council	01292 692180			
Marine Scotland	Duty Officer	07770 733423	07770 733423	01224 295524 ms.spillresponse@gov.scot
SSPCA	National Helpline	03000 999999	03000 999999	
	Head Uniformed Services	08707 377722	08707 377722	0131 3394777 Tom Gatherer 07733007240
	Duty Officer			

		077330072 03		
RSPB	Head Office Switchboard Duty Officer	01767 680551 01505 842663 0131 3116500 0141 3310993		0141 331 9080
Scottish Water	Call Centre	0845 6008855		
Emergency Services	Emergency Non-Emergency Police Scotland Scottish Fire Brigade NHS Greater Glasgow & Clyde	999 101 999 01505 331661 08452 701558	999 101 999 999 0845 2701558	
ITOPF	London	0207 5666999	07623 984606	
Marine Accident Investigation Branch	General Inquiries	023 80395500	023 80232527	023 8023 2459 maib@dft.gst.gov.uk
HM Revenue & Customs	Switchboard	0845 0109000		01382 313427
Health and Safety Executive	Switchboard Info Line	0141 2753000 0845 3450055		0141 2753100
Meteorological Office		0870 9000100 01392 885680		0870 900 5050 01392 885681
Oiled Waste Disposal	OSS Group Northburn Industrial Services	0870 2401055 01236 427514	01236 427514	01698 817894 01236 441148

	Shanks			01236 440801
	Gordons Environmenta l	01236 433671 0141 5520886		0141 842 1139
	KN Services	0141 8421189	07739 462465	
	EPS Glasgow (St. Mungo)		07743 053750	
		01821 640201		
		0141 4456399		
Helicopter Charterers	PDG Helicopters	01667 462740	07778 131113	01667 462376 01436 670680
	Loch Lomond Seaplanes	01436 675030	0786 7720514	
EDF	Hunterston B Power Station	01294 826000	01294 826000	

OSR Support

Company	Services	Telephone
Svitzer	Tugs	01475 723266
Clyde Marine Services	Tugs	01475 721281 01475 888023
Serco	Tugs, barges, other craft	01475 787912
CCD Marine	Workboats, barges, divers	01383 420506
Coastworks	Workboats, barges	01475 568572
GSS Marine	Workboats, barges	01436 821277
Shearwater Marine	Divers	01369 705949
Offshore Workboats	Workboats	0141 941 3366

Section 11: Resources Directory

The tiered response resources for the Clydeport Harbour Area have been developed following a risk assessment of the traffic and facilities of the areas and following the development of the most appropriate response strategy for the harbour given the prevailing environmental conditions.

Tier 1

The Tier 1 response equipment has been designed to deal with the credible spill risk from the Clydeport Harbour Area. Tier 1 resources and locations can be seen in detail within 'Supplementary

Information A'. The Tier 1 response is 30 minutes to muster at Greenock Ocean Terminal. Due to the large jurisdiction, the ability for COL to get to site within one hour is very challenging.

Additional Resources

PETROINEOS Finnart

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Containment and Recovery Equipment	200m (25m sections) Troil GP 450 on powered reel at S end of Jetty 3
	200m (20m sections) Vikoma Flexi 500 on powered reels. One reel situated at each of these locations: Ashore at N end of Jetty 3, ashore at N end of Jetty 2 and ashore at south end of Jetty 2
	6 x 25m lengths Sea Guardian boom (on trailered reel)
	3 x 25m Shore Guardian boom
	250m Vikoma Hi Sprint 950 boom on trailered power reel
	Temporary storage tanks
	Magnetic boom connectors
	Hoyle T Disc skimmer and power pack
	4 x 10m ³ Fastanks
	2 x Komara 20 skimmer systems
	Boom ancillaries
	Range of sorbents
Marine Vessel Resource	Duty tug in attendance when crude ship moored alongside
Mobilisation Procedure	Mobilisation on request of Marine Officer Finnart on VHF Channel 12/16. For mobilisation of additional tugs: Svitzer Marine Ltd- 01475 723266 Marine Officer- 07766 758025 Port Manager- 07884 230312 On site equipment mobilised by On Scene Commander
Land Based Spillages	Response trailer including: generator, rope mop skimmer, inflatable dinghy, outboard motor, Fastank (2000 gallons), bruce anchor, river guardian boom (5x10m), mini shore guardian boom (2x10m), air blower, 2" water pump, peristaltic pump, delta skimmer head, safety throw line, damming equipment.
Mobilisation Procedure	Held with Calltech Industrial Services. Mobilise via Grangemouth Site Shift Manager or directly on 07774 109261.

HM Royal Navy Faslane

Mobilisation Procedure	Via HM Naval Base, King's Harbour Master and request assistance. Tel: 01436 674321 Ext 3555 (or Ext 4005 between 1700 and 0700).
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Svitzer Towage

Capability	3 tugs permanently based in Greenock, two of which equipped for firefighting duties.
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	2 further oil spill tugs based in Belfast with access to booms which could be mobilised and on site within 12 hours. One vessel has circa 16 tonnes of dispersant and spraying equipment on board. Bollard pull for the 3 UK vessels is in excess of 60 tonnes. The Belfast tugs have a bollard pull of 40 tonnes.
Mobilisation Procedure	01475 723266 (24 hours)

Tier 2

These resources will be available from Adler & Allan Limited, on a call out basis. During working hours the reaction time to scene is <4.0hours, out of working hours the reaction time to scene is <6.0hours. All areas needing to be cleaned will be undertaken by Adler and Allan.

For further information, refer to Adler and Allan Heavy Rapid Response Vehicle (RRV) and equipment as per page 4 of the schedule of charges sheet.

No.	Description	
	Vehicle (pre-loaded)	8.5 tonnes
	Inshore skimmer	Portable weir skimmer and hoses (minimax)
	Pumps	Spate pump 3"
	Oil storage	Fastank – 2000gallons
8	Shore sealing boom	Inflatable Silverbeach 10m 550
8	Inshore fence boom	Rigid fence boom 10m (50P boom)
8	Inflatable sea boom	Silverboom 20m 75i
4	Inflatable sea boom	Silverboom 10m 75i
	Inflatable boom	Air fan – echo PB6000
	Inflatable boom	Air fan – echo PB2400
	Shore sealing boom	Water pump – Honda WP20X
8	Inshore boom	Bruce anchors
	Inshore boom	Tripping buoys
	Inshore boom	Connectors and lines
	Inshore boom	Anchor chains
	Decontamination equipment	n/a
	Sorbents	Booms and pads, various
	Inflatable vessels	Yamaha 2.65S

	Outboard motors	Mariner 4S
	Generator	Belle Minigen 2000 – Honda EC4000B
	Portable lighting	Twin floodlight 500w 110v
	Medical equipment	First aid kit
	Ancillary equipment	Toolkit
2	Fire fighting equipment	Powder 2kg
	Spare PPE container	Basic consumables
3	Grab bag	Personal safety and communications

Tier 3

The Tier 3 response, which could be mobilised in the event of a major oil spill, comprises the national stockpiles of counter pollution resources from the MCA; the response will be in accordance with the NCP.

Appendix I: MCA STOp Notices

N.B. All MCA Scientific, Technical and Operational advice notes (STOp notes) can be accessed via: <https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes>

Scientific, Technical and Operational Advice Note**STOp4/2001 - Important**

This STOp notice replaces STOp 2/98; please destroy your copy of STOp 2/98

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Advice to Local Authorities on the Collection and Handling of Oil Samples

1. **Background**
2. **Sampling from the sea and shoreline**
3. **Size of samples**
4. **Methods of collecting samples**
5. **Bottling, sealing, packaging and boxing of samples**
6. **Labelling and addressing of samples**
7. **Transportation of samples**
8. **Handling of samples for Bonn Agreement States**

Appendices**Appendix A: Oil Pollution Sample – Standard Label****Appendix B: Collection of Sample – Standard Form****Note: This document should be read in conjunction with:**

- **STOp 1/2001 - The Environment Group and Maritime pollution response in the UK.**
- **The National Contingency Plan for Marine Pollution from Shipping and Offshore Installations (NCP).**

All extant MCA STOp notices may be found on the MCA web site: www.mcga.gov.uk and all enquiries regarding this and other MCA STOp notices should be directed to meor meor@mcga.gov.uk

1. Background

Where an oil pollution incident is thought to have arisen from an illegal operational discharge an effort should be made to collect a sample of the pollutant and, if possible, matching samples from the suspect ship or other source for analysis, comparison, and possible subsequent use in legal proceedings. Samples of the pollutant may need to be taken from the sea or coastline. When beach pollution has occurred, local authorities or HM Coastguard would usually take the necessary samples. For advice on sampling at sea, contact the Counter Pollution Branch of the Maritime and Coastguard Agency (MCA) on 02380 329483. This notice sets out the procedures to be followed when collecting and handling oil samples.

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The MCA's Enforcement Unit will collect evidence concerning pollution incidents from shipping at sea, upon which a decision will be made as to prosecute or not. In England, Wales and Northern Ireland the MCA will conduct prosecutions. In Scotland the case will be presented to the Procurator Fiscal for action. If samples are likely to be used in connection with legal proceedings then the following procedures should be implemented:

In England and Wales

Although a single sealed sample of each type of pollutant is required by law, MCA would prefer three samples to be collected.

In Scotland

There is no longer a legal requirement for three sealed samples of each type of pollutant in Scotland but as in England MCA recommend three samples: one for analysis, a second to be handed to the owner or master of the suspect vessel for retention and any appropriate action, and the third for production in court, where the prosecution will be handled by the local Procurator Fiscal.

In Northern Ireland

Although the law in Northern Ireland concerning this matter is the same as that in England and Wales, the Director of Public Prosecutions, who is responsible for handling prosecutions in Northern Ireland, has asked that for the sake of safety, three sealed samples of each type of pollutant should be provided on the same basis as in Scotland.

Responsibility for the collection of oil samples in Northern Ireland rests with Environment and Heritage Service, Department of the Environment (Northern Ireland).

Samples will usually be requested by a scientist/mariner in the MCA's Counter Pollution Branch or one of the Principal Counter Pollution and Salvage Officers as part of the response to a reported incident. Once a sample has been taken, agreement must be obtained from the Counter Pollution Branch before it is analysed

Please remember that analysis of samples will only be carried out and paid for by the MCA if authorised by the Counter Pollution Branch. Please note that organisations such as Ports and Harbours or the Environmental Regulator may be taking independent samples as part of their own individual responsibilities for oil spill response and pollution regulation. The analysis of the samples and the cost of analysis of such samples will be the responsibility of the organisation taking the sample and not the MCA.

2. Sampling from the sea and shoreline

When a large oil slick exists at sea or on a coastline, the number of samples that MCA may require is:

offshore spill - minimum of 1 sample / slick / day where possible,

onshore spill - representative samples from the shoreline, following discussion with Counter Pollution Branch.

Following an incident, attempts may be made to infer that not all the oil pollution came from one vessel, and that some of it may have come from other sources. Where therefore an oiled beach is being sampled, a careful and detailed examination of the beach should be made to determine the uniformity of the oil deposit and the extent to which it is polluted by more than one type of oil. In particular, if there are any tarry, semi-solid lumps or wet tarry patches, their presence should be recorded and some idea of their quantity and extent obtained. In addition, samples of such pollution should be retained and an attempt should be made to estimate costs expended on the clean-up of different oils.

In cases where samples have been taken at intervals along the beach, these should be clearly identified (see section 6 on labelling). It is desirable that samples of oil are taken in the area where the oil is first washed ashore. This is helpful since the fresher the oil the easier it is to identify by laboratory techniques.

3. Size of samples

Modern analytical methods mean that very little original pollutant is required to carry out most analyses. However, a larger sample is likely to be more representative. Detailed analyses are often hampered by either contamination or the loss of the oil's lighter fractions. A larger undisturbed sample may consist of a weathered oil crust covering a less weathered (holding a greater percentage of lighter fractions) and therefore more valuable sample. The recommended minimum quantities required for a detailed programme of analyses are:

- Unweathered oils that are liquid and substantially free of water, 10ml
- Oil exposed to seas surface and forming water-in-oil emulsion "chocolate mousse", 10ml
- Over side water discharge where contravention of 100ppm or 15ppm is suspected, 1 litre of the discharge.
- Tarry lumps as found on beaches, 10 grams.

A sample should not be withheld because the recommended quantity cannot be obtained, since much smaller samples can give useful results. In cases of pollution within UK territorial waters, when it is only necessary to prove that some oil has been discharged, a relatively small sample may be acceptable. Larger samples may be useful to carry out a range of tests to determine the most appropriate response/clean-up strategy. MCA can advise when and why such an approach is desirable

4. Methods of collecting samples

When liquid samples are skimmed off the surface of the sea, care should be taken to ensure that the sample contains sufficient oil. Various techniques may be adopted to skim thin layers of oil from the waters' surface and consolidate using a bucket with a hole.

Care should be taken to minimise contamination of liquid samples by solid matter. Oil deposited on rocks or other impervious materials should be scraped off and placed directly into the sample container. Lumps of tarry or waxy pollutant should be placed directly into sample containers; no attempt should be made to heat or melt these samples to enable them to flow into a container. The sample container should be sealed as soon as possible to minimise evaporation of the higher fractions.

Oil adhering to seaweed, small pieces of wood, sand, plastic, material, cloth, vegetation or other debris should be dealt with by placing the complete specimen comprising oil and support material into the sample container.

5. Bottling, sealing, packaging and boxing of samples

All samples should be securely packed and sealed, using screw topped containers and UN approved fibreboard boxes to ensure safe carriage of the sample. These have been supplied to HM Coastguard Stations and MCA Marine Offices for use by MCA Staff. In consultation with CPB, MCA sampling bottles can be made available to local authorities.

As proof against unauthorised opening, the sample container should be sealed with wire and a lead or sealing wax seal. Alternatively, adhesive labels with a signature stuck on the bottle top in such a way that they have to be broken to open the bottle are acceptable.

The bottle should then be placed inside a plastic bag, which should be sealed with a further adhesive label in the same way as for the sample bottle to ensure that it is not tampered with.

If it is necessary to take an oil sample where one of the standard containers above is not available the receptacle should be of glass with a screw-cover and a seal which would not be affected by the oil. Small (100ml) and medium (500ml) glass bottles are readily obtainable from chemists or hardware shops.

The use of closed metal receptacles or plastic jars is strongly discouraged as contact with metal or plastic can, in some cases, interfere with the analysis. Avoid the use of any metal tool made of nickel or vanadium based alloys, as these metals occur naturally in crude oils and refined products and their levels may assist in the identification of the oil source.

An example of the recommended oil pollution sample standard label can be found in Appendix A. The recommended sample form is at Appendix B.

To assist with any subsequent investigations it is important that a letter is sent to MCA quite independently of the sample (but a copy should be sent with the samples), setting out details a. to m, where available.

7. Transportation of samples

If a sample needs to be analysed, the Counter Pollution Branch will contact their contractor to arrange for the sample to be collected by courier and analysed.

Please ensure that samples are labelled correctly and securely packed in UN approved boxes to avoid breakage. It is important that the standard proforma described in section 6 should also be included with the sample along with all carriage documentation. To facilitate sample transportation, clear information on the number of samples to be collected, the location they need to be collected from and a contact name and phone number must be given to Counter Pollution Branch.

8. Handling of samples for Bonn Agreement States

In cases where samples are taken at the request of a contracting member of the Agreement for Co-operation in Dealing with Pollution of the North Sea by Oil, the BONN Agreement, the Counter Pollution Branch would be the focal point for processing the samples for either analysis or onward transmission to the requesting member state. The results of such tests would not be made public until the contracting party involved was informed.

Appendix A: Oil pollution sample – standard label

OIL POLLUTION SAMPLE – STANDARD LABEL			
ID No.	Date/time	Location	Name and address of sampler
<hr/>			
For continuity of evidence: Please complete clearly.			
Sample passed to:			
Date	Name	Address	Signature

Appendix B: Oil Pollution Sample – Standard Form

Collection of oil samples - This form to be completed by person taking sample If in doubt please refer to MCA STOP Notice on sampling. Remember to complete sample jar label and sign	
A	ID Number - YY/MM/DD - with initials of person taking sample
B	Sample description
C	Location of sample – OS Grid Ref or Lat/Long if possible
D	Date and time of sample collection
E	Purpose for which sample was taken
F	If known, suspected source
G	Were dispersants used?
H	Method of sampling (device?)
I	Name, address, e-mail address & Tel No of person taking sample and any witnesses
If possible the following information would also be helpful	
J	Wind speed and direction
K	Air and Sea Temperature
L	Sample description, viscosity, colour, any contaminants?
M	Description of the oil spill, distribution and consistency
Original form to be kept with sample - please send copy of the form to the Counter Pollution Branch of the MCA - Bay 1/11, Spring Place, 105 Commercial Road, Southampton, SO15 1EG Tel:023 8032 9485	

Appendix II: MCA Exercise Guidelines

OPRC Plans – Exercises – MCA Guidance (OPRC Guidelines for Ports, September 2016)

The following provides guidance on planning and conducting exercises which have been designed to evaluate the contingency plan and include a degree of training for any personnel likely to be involved in an oil spill incident.

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Each port / harbour / oil handling facility must participate in exercises in accordance with the provisions within their OPRC Compliant Oil Spill Contingency Plan.

The objectives of any exercise need to be pre-agreed, enabling the exercise planners to tailor the exercise to the needs of the players. For example, it may be desirable for different aspects of the plan to be exercised separately such as notifications or equipment mobilisation / deployment. A larger exercise, encompassing all aspects of the response, may not explore the detail of each of these individual themes but will help promote a wider understanding of the purpose and scope of the whole plan. Whatever the scale or type of exercise, the invited participation by the appropriate environmental and regulatory authorities, and others, will aid the collective understanding of the plan, to the benefit of all involved.

The following list gives examples of exercise types that can be undertaken.

Notification Exercise – announced or unannounced

Used to test alert and call-out procedures for response teams, test communication systems, availability of personnel, evaluate travel options and arrangements and test the transmission of information. Such an exercise can be used to check the validity of contact information within the plan and should be carried out at least twice per year.

Mobilisation Exercise

May be used to test the actual mobilisation times of individuals and contracted resources. Ideally mobilisation should be tested without prior warning, although the requirement for an unannounced callout will need to be balanced against the practical difficulties and financial penalties of doing so. Whilst this important aspect of the response may be exercised in isolation, it may be seen as beneficial to incorporate this as a specific objective within the scope of another of the framework exercises.

Desktop Exercise

Whilst the degree of complexity can be decided upon by the exercise coordinator, a table-top exercise can be used to test the emergency management knowledge and capability. It provides individual and also team training, enabling personnel to be familiarised with the various roles and responsibilities and identification of resources. A table-top exercise can also explore the interaction between the different parties involved, particularly by testing the principles of the response strategies. These exercises can be used to test coordination with local authorities and the emergency services. Some

organisations, which have peripheral responsibilities, may be role-played. During this exercise the capability to respond to a tier 2 type spill and initiate the primary actions in the event of a Tier 3 response can be put to the test. As discussed above, it can be effective to combine this exercise with an equipment mobilisation / deployment exercise, but in any case a table-top exercise of the incident management structure should be incorporated within the exercise programme at least annually.

Incident Management Exercise (require significant planning)

These exercises can test the capability of local teams to respond to tier 1, tier 2 and tier 3 type incidents, providing experience of local conditions and spill scenarios, enhancing individual skills and teamwork, integrating the roles of external bodies and organisations. **MCA considers that each port, harbour and oil handling facility must hold an Incident Management Exercise, incorporating equipment deployment to a Tier 2 level at least every three years**, following initial plan approval. This is likely to incorporate, or be combined with a Tier 1 equipment deployment. Such exercises need, so far as possible, to involve actual involved organisations to represent a real emergency. If this cannot be achieved, role-playing personnel can be used to simulate roles and responsibilities.

A Balanced Programme of Exercises

Different types of exercises will test different facets of the plan whilst even the most ambitious Incident Management Exercise cannot be expected to test every aspect of the plan. Notification exercises, which are useful to update contact details within a plan, should be undertaken with greater frequency than equipment mobilisation exercises, for example. Before an exercise takes place, the appropriate authorities should be notified. This notification procedure should be formally documented and a copy of this documentation held and logged within the port / harbour / oil handling facility.

A typical programme of exercise frequency is as follows:

Exercise type	Frequency
Notification exercise	Twice per year
Mobilisation exercise	Twice per year
Table top exercise (may incorporate mobilisation and deployment of local response equipment)	Once per year
Incident management exercise (IME) (will incorporate mobilisation and deployment of resources up to Tier 2 level)	Once every 3 years
<i>In an instance where a port, harbour or oil handling facility considers this requirement to be unduly onerous on the basis of the risk assessment, they may submit an alternative exercise programme to the Regional CPSO for consideration and approval, on an individual basis. In some circumstances it may be permissible to undertake an Incident Management Exercise in the fourth year of the plan's five-year life-cycle providing for the 'lessons-learned' to be captured within the final plan review/update year.</i>	

Sharing of Exercises

In a situation where a group of ports and harbours within a distinct geographic region and sharing the same Tier 2 contractor, there may be scope to undertake a joint exercise at one of the ports. Key individuals from nearby ports could be invited to observe or participate, thus gaining from the experience of the hosting port. In any case, each plan holder must host their own exercise involving mobilisation and deployment of their Tier 2 response, at least every three years.

A post exercise/incident form should be completed and forwarded to the Regional CPSO, and all relevant plan holders, each time an exercise is carried out.