

1. Purpose

The purpose of this policy is to ensure that marine qualifications held by staff involved in harbour operations remain valid, current and appropriate for the duties undertaken.

This policy establishes a formal process for monitoring, maintaining and revalidating marine qualifications already held by staff, ensuring that operational competence is maintained and that Tor Bay Harbour Authority continues to operate safely in accordance with the Port and Marine Facilities Safety Code.

2. Scope

This policy applies to all Tor Bay Harbour Authority personnel who hold marine qualifications relevant to their operational duties, including but not limited to:

- Harbour Master
- Deputy Harbour Masters
- Assistant Harbour Masters
- Harbour Foremans
- Harbour Assistants

The policy applies only to qualifications already held by staff which require periodic renewal, revalidation or continued professional competence.

3. Our Commitment

Tor Bay Harbour Authority will ensure that all marine qualifications held by staff that are required for their operational role always remain valid and current.

Where a qualification has an expiry date or revalidation requirement, arrangements will be made to ensure renewal occurs before the qualification lapses, unless the qualification is no longer required for the role.

4. Revalidation Arrangements

- All invoices are payable within the timescale stated on the invoice or associated terms.
- It is the responsibility of the harbour user to ensure payment is made by the due date.
- Failure to pay will trigger the Harbour Authority’s debt recovery process.

5. Responsibilities

Harbour Master

The Harbour Master is responsible for:

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- Ensuring that marine qualifications required for operational roles remain valid.
- Monitoring revalidation dates and arranging renewal where necessary.
- Maintaining records of qualification validity.

Staff

Personnel holding marine qualifications are responsible for:

- Informing management of upcoming qualification expiry dates where known.
- Participating in any revalidation or refresher training required.

6. Review

This policy will be reviewed as part of the periodic review of the Marine Safety Management System, or sooner if changes to operational requirements or training standards occur.

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