

Passenger Ship Tendering Operations

This Notice to Mariners is intended to provide for the regulation of all ship-carried tenders used for transferring passengers within the jurisdiction of Dublin Port Company. Once the tendering craft cross over into the Dun Laoghaire Harbour area of jurisdiction they should comply with whatever requirements the Dun Laoghaire Harbour Authorities specify.

Anchorage

Passenger ships intending to tender into Dun Laoghaire Harbour should anchor within Quadrant 3 of the recommended Dublin Bay anchorage area or as directed by Dublin Port VTS.

The water that lies between the chartered anchorage area and Dun Laoghaire Harbour has been designated for leisure sailing and yacht racing. This area contains numerous statutorily sanctioned sail racing marker buoys. The position of the buoys can be found in the Dublin Port Company, Notice to Mariners.

Preparation

This Notice to Mariners shall be read in conjunction with the Department of Transport, Tourism and Sport Notice 19 of 2014. www.gov.ie/Marine Notice No 19 of 2014

Copies of the following documents along with completed checklist (page 4) must be forwarded to Dublin Port Harbour Master at least two (2) weeks before the date of the proposed tendering:

- a) Tendering Operations Safety Plan Proposal as sent to the Marine Survey Office (MSO)
- b) Risk Assessment and Standard Operating Procedure specific to tendering operations from the proposed anchorage position into Dun Laoghaire Harbour
- c) Charts showing proposed anchorage position and planned route to and from Dun Laoghaire.
- d) The name/ number and size of the proposed tendering craft
- e) The Vessels own Tendering Plan giving start and finish times for proposed arrival / departure from ship / shore.
- f) Plan to show tidal height times with expected tidal strength and current directions.
- g) Copy of the Communication Plan.
- h) Details of alternative arrangements due to suspension of tendering.
- i) Details of Contingency Plan/Outbreak Management Plan for Covid-19.
- j) Once the Permit to undertake Tendering Operations has been issued by the Marine Survey Office (MSO) a copy should be forwarded to the Dublin Port Harbour Master as soon as is practicable thereafter.

Captain Michael McKenna | Harbour Master | 01 January 2024

Operational Restrictions

The aforementioned Risk Assessments and Standard Operating Procedures must specify the following operational restrictions for the ship carried tenders:

- a) The Maximum Operation Range between ship and shore.
- b) The Maximum Wind speeds.
- c) Maximum Sea and Swell height.
- d) Minimum Visibility. (Minimum Visibility for Tendering is 1nm)
- e) Areas to be avoided.
- f) Procedures for Tenders when large commercial vessels arriving / departing Dun Laoghaire.
- g) Special attention must be given to the Dublin Port Company published Notice to Mariners.
- h) Tendering operations are permitted during daylight hours only.

Communication Plan

The Communication plan to include:

- a) Primary and secondary VHF channels to be used during the tendering operation between the passenger ship and tenders.
- b) As the Passenger Ship will be anchored within the Dublin Port area of jurisdiction it is required to maintain a continuous Listening Watch on VHF Channel 12 for VTS Dublin.
- c) All tenders are required to maintain a listening watch on VHF Channel 14 throughout the operation.
- d) Communications with the Monitoring Craft *if required on station.

General

- a) The number of crew members on board the tenders should be at the level as required by the Flag Administration.
- b) When the tenders are in the water they should be monitored and under the direction of a certificated officer on the navigation bridge of the passenger ship.
- c) Permission from "VTS Dublin" must be obtained before commencing tendering operations.

Escort Craft

- a) A Rigid Inflatable Boat (RIB) or similar craft may be used to escort each tender between the Passenger Ship and Dun Laoghaire Harbour.
- b) The Escort Craft shall keep a listening watch on VHF Channel 14.

Monitoring Craft *if required on station.

- c) A monitoring craft may be used in conditions of reduced visibility to ensure that the tender(s) will only operate between the Passenger Ship and Dun Laoghaire Harbour.
- d) The Monitoring Craft to liaise with VTS Dublin (VHF Channel 12).
- e) The Monitoring craft is to be fitted with Radar.

Alternative Arrangements

- a) Vessel to have adequate alternative arrangements for stranded passengers and crew should the tendering operation be suspended due to weather, sea-state or any other circumstances.
- b) Due to the high level of berth occupancy in Dublin Port any alternative arrangements shall not include the vessel docking at Dublin Port Company berths.



Written Contingency Plan / Outbreak Management Plan For Covid-19

- a) Copy of the operating cruise lines' written contingency / outbreak management plan for Covid-19 as per EU Healthy Gateways COVID-19: Advice for cruise ships. Details of which can be located online: <https://www.healthygateways.eu>
- b) Provide specific details of designated "Home Port" and identified "Contingency Port(s)".



PASSENGER SHIP TENDERING OPERATIONS DOCUMENT CHECKLIST

Vessel Name: IMO Number:		Date submitted:	
Scheduled Arrival Date:	Time:	Scheduled Departure Date:	Time:

The purpose of this checklist is to verify documentation is in good order and submitted well in advance of the proposed tendering operation. Copies of the following documents to be forwarded to Dublin Port Harbour Master

NOTE: This form along with copies of the requested documents are required to be submitted **at least two (2) weeks prior** to the date of the proposed tendering operation.

		Ye s	No	DPC use only
1	Tender Operational Safety Plan (as sent to MSO)			
2	Risk Assessment (RA) and Standard Operating Procedure (SOP)			
3	Copy of charts issued to Tenders			
5	List of tenders to be used			
6	Vessels own Tendering Plan			
7	Tidal Plan			
8	Communications Plan			
9	Acknowledge the use of Rib Escort Craft and Monitoring Craft*			
10	Alternative Arrangements			
11	Written Contingency Plan / Outbreak Management Plan for Covid-19			
12	Permit to undertake tendering operations (issued by MSO)			

MASTERS NAME: _____

SIGNATURE: _____

