

# WESTWAY DOCK

## PROCEDURE / GUIDANCE NOTES



1. Prior to any transit of the River Cart by commercial traffic, the shipper must give notice to both Clydeport and Renfrewshire Council at least two weeks in advance of the proposed move. A lesser time may be accepted in exceptional circumstances. The prior notification must include a comprehensive plan of action including barge and tug details, relevant Risk Assessments and Method Statements (RAMS) covering the proposed operation for review. In addition Renfrewshire Council and Clydeport will give written authority for the tow once the plan is agreed. A copy of the written authority must be provided to WB Westway LP prior to using the Dock.

The Dock User will be required to liaise with the Westway Estate Management Team to agree a suitable route for cargo from the entrance of the Estate to the Dock.

2. The dimensions and draughts of the vessels/barges involved are to be notified as well as calculations demonstrating that the bollard pull of the nominated vessels and their equipment is sufficient for the intended operations. The personnel on the task should be sufficient to handle the tow gear and moorings. It is intended that all "Cartmax" or barge movements will be conducted with 2 x 10T BP craft or similar combination. Towing for smaller barge movements will be determined by RAMS (Risk and Method Statement Review). RAMS will be reviewed by a Marine Adviser.
3. For any towing operations it is a requirement that a 'Barge Master' is nominated who will have responsibility for the safety and integrity of mooring and towing operations whilst in the River Cart, this can be one of the Tug Masters. The Barge Master is the person in charge of a barge in a similar way to a Captain is responsible for their ship. The Barge Master oversees the operation and crew (if applicable) and liaises with the MO/P. The Barge Master will be nominated by the towage company or the Dock user. The towing operation is to be assessed using the 'British Tug Owners Association' standard towage checklist or equivalent.
4. A planning meeting will normally be held several days before any planned moves which all interested parties will attend to discuss the proposal and associated RAMS (Risk and Method Statement). Documentation must be supplied before the meeting to allow all stakeholders time to study the contents. This meeting may include the shipper/project manager, Towage Company, Renfrewshire Council Officers and Clydeport. Westway Estate Management do not normally attend these meetings unless specifically requested, but must be kept advised of proposed site movements and timetables. All barge movements will require prior agreement from Estate Management.
5. A toolbox talk will be held on the day of the operation between the tugs, qBarge Master and Pilot. At this time the risk assessment will be reviewed. This responsibility lies with the Dock User.
6. A maximum wind limit of 15 knots on the beam is set for operations on the Cart; the Clydeport adviser will have responsibility for determining if the wind conditions are suitable for a transit to be made. In addition Clydeport have a weather station at Rothesay Dock and Glasgow Airport's weather is available via an internet connection. Tidal information is available from the Clydeport tide station at Rothesay Dock.
7. **DOCK USER**  
The Dock User will appoint a project manager for the Westway Dock site, liaising with the interested parties. The Dock User in practice will appoint their own Marine Warranty Surveyor to certify the cargo is properly secured and that the towage plans are satisfactory. Certification is to be provided to Estate Management prior to any movements.

### 8. MARINE OFFICER PILOT (MO/P)

An MO/P is supplied by Clydeport to safeguard Renfrewshire Council's interests by acting as an advisor during the planning and operational stages of Cart movements. The MO/P does not have responsibility for the barge.

### 9. WESTWAY DOCK

This berth is used for the import/export of special project cargoes by barge. The limiting factors for the berth are the approach through the Inchinnan Bascule Bridge which has a width between fenders of 27.0m. The river transit is shallow and can only be safely undertaken on a rising tide. WB Westway LP are responsible for leasing the berth and associated premises and allowing access to the Estate and Dock by land. All Dock Users must adhere to Westway Estate procedures.

### 10. INCHINNAN BASCULE BRIDGE

The Bridge is operated by Renfrewshire Council. The distance between the bridge fendering is 27.0m. Due to the shallow nature of the Cart the bridge will be manned and ready to open prior to the barge entering the Cart/leaving the Westway Dock so that the tow has a clear run – this is to be confirmed before transit of the Cart starts. The bridge operator will be on the nominated VHF channel with mobile phone for backup. Regular communications are essential to update the bridge operator on the vessel/tow's progress.

11. For any barge transit the bridge would normally not be opened for more than 20 minutes; if it is necessary to open it for longer than this, Renfrewshire Council would have to request a road closure.
12. "Cartmax" will be 80m x 24m.
13. For arrivals, a tow will generally enter the Cart 1 to 2 hours before HW. For towage from Kempock Point the Pilot would normally board 5 hours before HW (if the tow speed is expected to be around 5 knots) however due consideration should be made to the type of tow and anticipated speed of tow.
14. The tow will normally depart Westway Dock 2 hours prior to HW, again weather dependent.
15. The seagoing tug will normally tow the barge adjacent to Rothesay Dock for a changeover to the smaller tugs for the Cart and vice versa. It is a requirement of Renfrewshire Council that all commercial vessels transiting the Cart carry sufficient 3rd party liability insurances to protect the Council including damage to the bridge. Insurance details will be promulgated between the project manager and the Council representative before any operations are undertaken. Should an incident occur on the Cart during transit, it is anticipated that any claims by the Council will be lodged within 28 days. WB Westway LP cannot be held responsible for any delays or cancellations of use of the Dock as a result of actions of other parties or incidents outwith their direct control.

## FURTHER INFORMATION

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### Port Manager

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