Falklands Interim Port and Storage System

FIPASS User Instructions

DOCUMENT APPROVAL

Position	Name	Signature	Date of Approval
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AMENDMENTS

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REFERENCES:

A Agreement for supply of Management Services at FIPASS, dated 7th January 2015.
B BS EN ISO 45001:2018, Occupational health and safety management systems, First edition 2018-03-12.
C Dangerous Goods Ordinance 1987
D Executive Council Public Paper 82/18, FIPASS Berthing Priorities Policy, dated 28 May 2018.
E FIPASS Structural Works, Link Bridges Condition Report by Arch Henderson date issued 30 November 2017, V1.
F Falkland Islands Ports and Harbours Information Booklet, latest Edition.
G Falklands Interim Port and Storage System ordinance 1989
H MacGregor Navire, Description of Equipment, Sign No. Ohn/EN, no 5802900, dated 25 November 1983
J Marine Environment (Protection) Ordinance 1995
K. Maritime Safety and Security (FIPASS Restricted Zone) Designation Order 2016
L Maritime Security and Safety Ordinance 2009
M Reactivation of restricted zone at FIPASS, Executive Council Public Paper No 179/15, dated 23 September 2015.
N BS EN ISO 14001:2015, Environmental management systems
O Crimes (Amendment) Ordinance 2019 (Inc Sect 122A Corporate endangerment of life)

1. INTRODUCTION

These Instructions are issued by Atlink Ltd in their capacity as providing the Management Services for the Falklands Interim Port and Storage System (FIPASS), under contractual obligations to the Falkland Islands Government (FIG).

The purpose of these instructions is to give the users of FIPASS clear information and direction of their obligations and duties under Falkland Islands' Legislation while using the Port Facilities. All FIPASS Users are obliged to comply with the instructions given in this document or subsequent versions. Any questions should be directed to the Atlinks Duty Operations Manager for clarification in the first instance.

This publication is not in itself of legislative effect, but failure to comply with advice contained herein may lead to prosecution under the relevant Ordinance, Regulation or could lead to permission to access FIPASS being denied as provided for in Ref L, Section 10.

1.1 Interpretation for the purpose of these Instructions

In these FIPASS User Instructions and in line with Ref G please note the following Interpretations.

"FIPASS manager" means the Chief Executive for the time being of the Falkland Islands Government (including the Chief Executive acting on the direction of the Governor) or any person authorized by the Chief Executive to act as or exercise the powers of the FIPASS manager.

"Deputy FIPASS manager" means the person appointed pursuant to the provisions of section 21 of Ref G.

“Harbour Master” means the person appointed by the FIG as the Harbour Master.

“Deputy Harbour Master” means the person appointed by the FIG as the Deputy Harbour Master.

“Management Services Contractor” means Atlink Ltd.

“General Manager” means Atlink Ltd General Manager.

“Duty Operations Manager” means Atlink Ltd Duty Operations Manager.

“FIPASS User” means any person that accesses FIPASS will be classed as a FIPASS User. Users include any company or individual who has entered into a FIPASS User’s Agreement, any employee of any company who has a FIPASS User Agreement, any self-

employed person who gains access to FIPASS, and or any member of the public who gains access to FIPASS.

"Authorised Person" A member of Atlink Ltd management team.

"A person acting on behalf of an authorised person" Any employee of Atlink Ltd.

"Shall" Indicates a requirement.

"Should" Indicates a recommendation.

"May" Indicates a permission.

"Can" Indicates a possibility or a capability.

PART 1: FIPASS GENERAL GUIDANCE

2. FIPASS

FIPASS is a floating structure consisting of seven barges and a Linkspan/RoRo barge also serves to connect the barge units by way of steel modular causeway to the shore. The facility was constructed and installed by the UK Ministry of Defence (MoD) in April 1984 and was sold to the FIG in January 1988 and remains under their ownership to date.

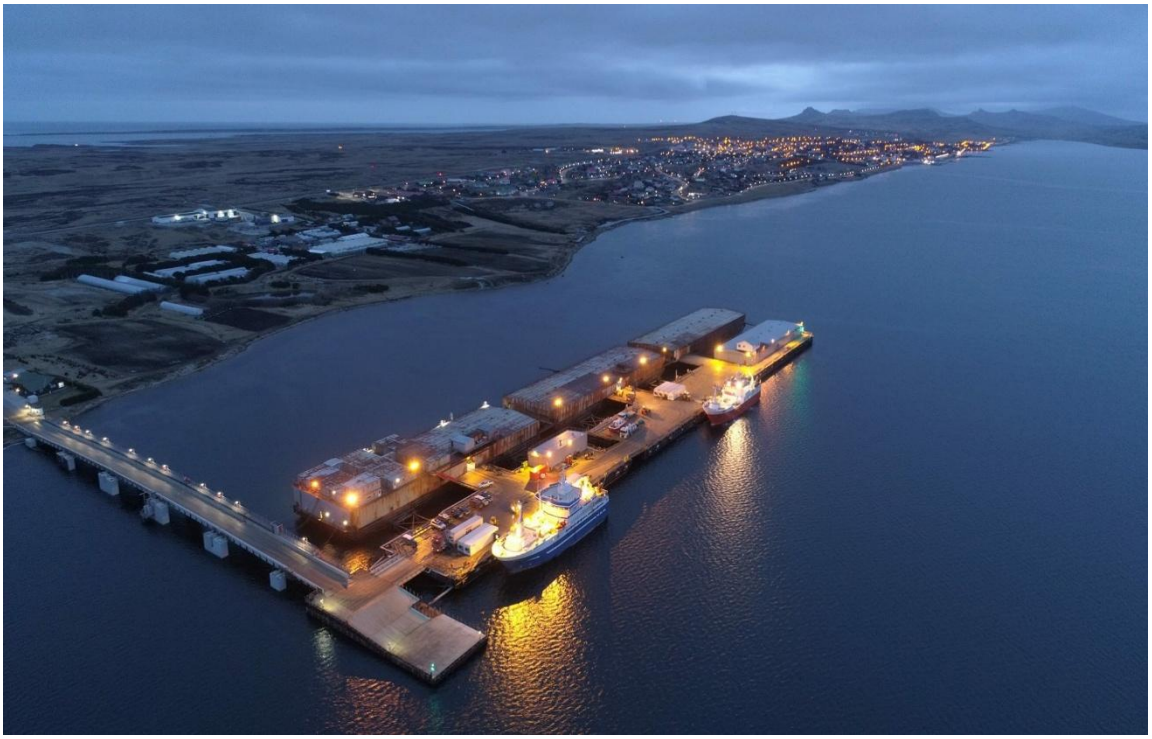

***Photo 1**: Falkland Islands Port and Storage System (FIPASS).*

2.1 Location

FIPASS is situated to the South East of the Narrows on the south shore of Stanley Harbour. The depth of water varies from 6.5m on the East Berth to 7.2m on the West Berth. FIPASS provides the main maritime link for the Falkland Islands facilitating the transhipment of fishing catches, facilitating cruise vessels, movement of general cargoes and receipt of fuels through a dedicated fixed fuel line. Small craft, yachts and tenders may berth on the southern side of FIPASS although limited space is available.

2.2 Tidal Range in the harbour reaches a maximum of 2 metres at springs.
Tidal Streams in Stanley Harbour Entrance (The Narrows) are approximately 0.5 knots but can attain a rate of 1.5 knots or more. Tidal Predictions for Stanley are contained in Reference F.

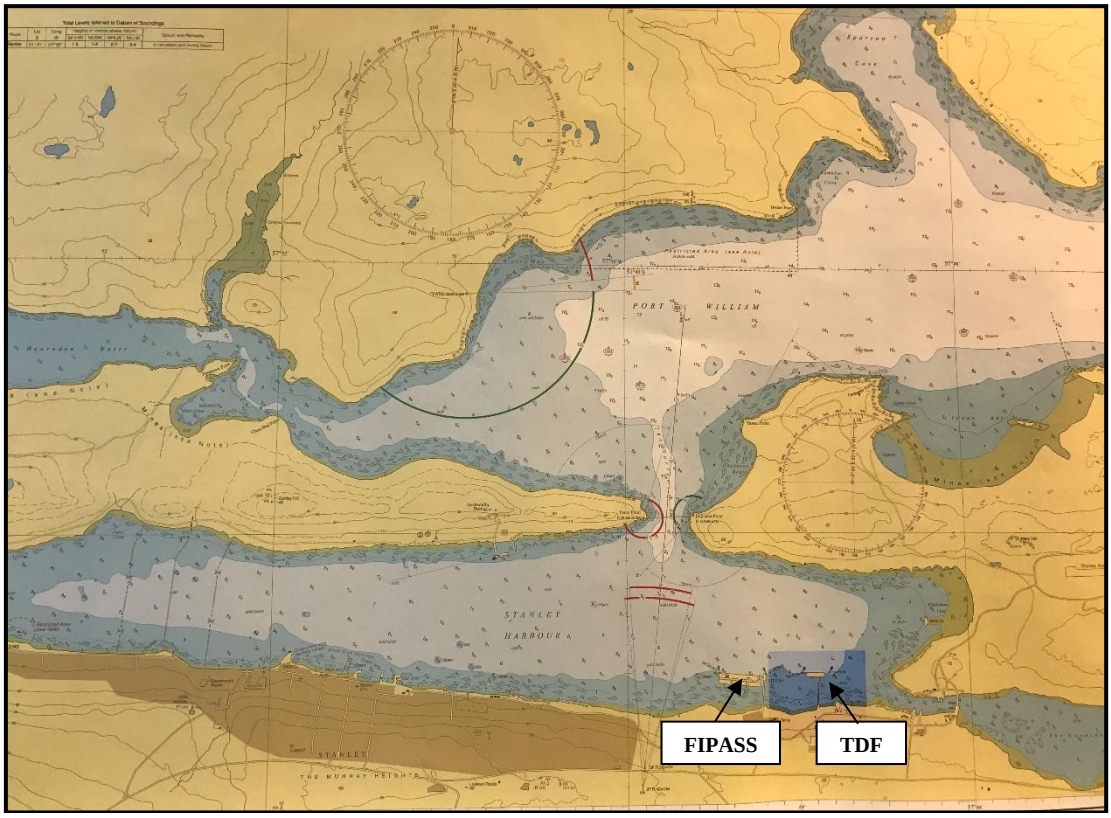

***Diagram 1**: Stanley Harbour (Ref: British Admiralty Chart No 1614, 2014 Edition)*

3. Access

The minimum personal protective equipment (PPE) is a high visibility vest or jacket to access the facility. FIPASS has been designated a restricted area under Ref: K and is not a public right of way, consequently unauthorised access to the dock area is prohibited. All FIPASS Users are required to attend the H&S induction presentation and on completion will be issued an access card which is unique, and bar coded to the individual. Thereafter they will be scanned in and out by the Atlink Ltd security staff, to account for all individuals on the dock. CCTV systems are in operation on FIPASS to monitor safety and access within the area.

3.1 FIPASS Restricted Zone

On the 31 December 2009, the Maritime Security and Safety Ordinance came into force and gave powers to establish a restricted zone. This was reactivated on the 25 September 2015 by means of Ref L and currently remains in force, whilst security personnel are operating control measures at either end of the causeway. Whilst every effort will be made to facilitate access onto FIPASS there maybe occasions when the security personnel may require establishing the purpose of your visit and make a judgement if it is suitable to allow access at that time.

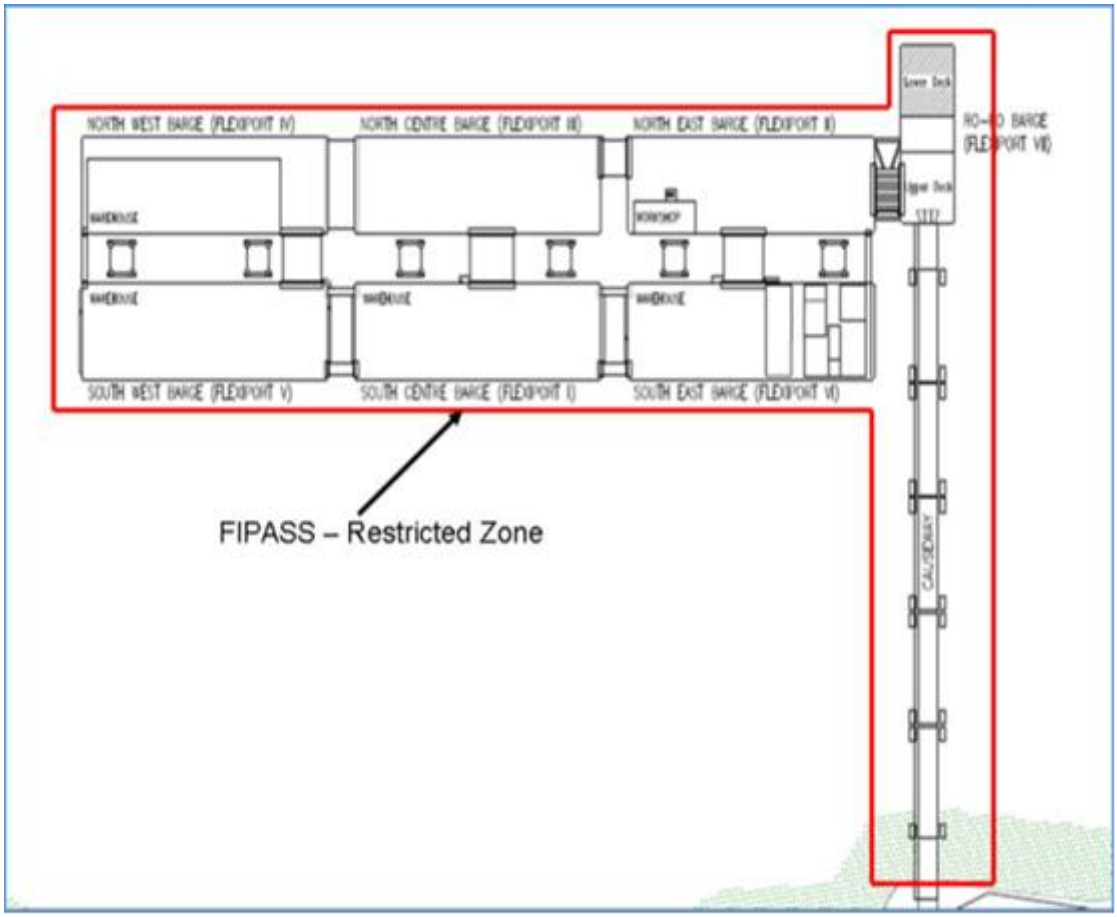

***Diagram 2**: FIPASS Restricted Zone*

3.2 **Unauthorised Presence in Restricted Zones**

This set of instructions is for the benefit of all FIPASS Users and must be followed as instructed, however failure to comply with any safety instructions may result in the individual or company being refused entry into the restricted zone of FIPASS. Ref L, Section 10 gives the FIPASS Manager that authority which is summarised as follows.

(1) No person may enter or remain in a restricted zone (with or without a vehicle or vessel) except —

(a) With the permission of either —

(i) An authorised person; or

(ii) A person acting on behalf of an authorised person.

(b) In accordance with any conditions subject to which that permission is for the time being granted.

3.3 **Authorised Person**

The duty imposed on authorised persons does not restrict the power of an authorised person or a person acting on behalf of an authorised person to make permission granted to

any of the persons listed in sub-section (1) subject to any reasonable conditions. Ref L, Section 11(3).

3.4 **Visitors**
All visitors must sign in and out and this will be facilitated by the Atlink Ltd security staff. A small number of high visibility vests are available from the security staff on request.

3.5 **Vessel Crews**
Vessel crew members must inform the security staff when they leave the facility and the name of their vessel. The security staff will book the individual/s out and subsequently back in by the same means when the return to their respective vessel/s. It is important to note, this system will only record numbers of crew from each vessel and not individuals' names.

4 **FIPASS Facilities**
The facility offers some 200 metres of berthing space (North Centre & North East Barges) The North East and North Centre barges being suitable for cargo handling, transhipping, re-supply of ship's stores or passenger movements. The North West barge was closed for marine operations in October 2018, due to the material condition of the berth face. The remaining three barges are dedicated to warehousing and storage and offer some 8000 square metres of space. By arrangement ships may take fresh water and bunkers at the berths however no shore side electrical power or telephone connections are available.

4.1 **Wi-Fi**
A SURE Wi-Fi Hot Spot is accessible from the area of the public toilets located on the North East Barge.

4.2 **The Lighthouse Seafarers Mission.**
The Lighthouse Seafarers Mission is located at the South end of the FIPASS Causeway, on the FIPASS Road. It is managed by the Port Chaplin, Maurice Lake and is open 24/7, facilities include clothing, showers, telephone, Wi-Fi, Phone cards, Library, hot drinks, Prayer/Quiet Room, games and satellite television. The Port Chaplin can be contacted by telephone on +500 51779.

4.3 **Seafarers Haven Accommodation and Transport**
The mission is a Christian Charity whose role is to offer support to any/all Seafarers, it also offers full board accommodation in the Seafarers Haven with five beds available. It also provides transport (staffing permitted) between FIPASS, Stanley and the Public Jetty.

5 Port Authority
The facility is owned by the FIG and regulated by Falkland Islands law collectively with other regulations issued by the FIG. They consist of-

(a) FIPASS Ordinance 1989

(b) FIPASS Berthing Policy 2018.
(c) Schedule of rates and charges 2009.
(d) Fisheries Ports and Harbours Information, latest version.
(e) Dangerous Goods Ordinance 1987
(f) UK Dangerous Substances in Harbour Areas Regulations 1987
(g) Ship and Port Facility (Security) Ordinance 2004
(h) Maritime Safety and Security (FIPASS Restricted Zone) Designation Order 2016 (SR&O No 4 of 2016)
(i) Harbours and Ports Ordinance 2017
(j) Maritime Ordinance 2017
(k) Maritime (Amendment) Ordinance 2019
(l) Infectious Diseases (Quarantine, Coronavirus) Regulations 2021
(m) Road Traffic (Amendment) Ordinance 2021
(n) Infectious Diseases Control (Coronavirus: Transmission Control Period) Regulations 2022

6 Management Staff

As provided for by the FIPASS Ordinance the Manager of FIPASS is the Chief Executive of the FIG or any person authorised by him to exercise the powers of the FIPASS Manager. These powers have been delegated to the FIG's Harbour Master.

6.1 **Atlink Ltd key staff are as follows**

(a) General Manager:	Garry Ross
(b) Duty Operations Manager:	Craig Paice
(c) Duty Operations Manager:	Simon Goodwin
(d) Facilities Manager:	Jason Manu-Stephenson
(e) Capital Works Project Manager:	Lee Summers
(f) Maintenance Team Leader:	Ashley Wylie
(g) Security Team Leader:	Melanie Ford

7 FIPASS Management Contact Information

7.1 **FIPASS**

Call sign; FIPASS
VHF Radio Channel 15
FIPASS Operations Office: 22636 email fipass@atlink.co.fk
Duty Operations Manager: 22636 email fipass@atlink.co.fk
Facilities Manager, maint@atlink.co.fk
FIPASS Security Hut: 22432, email security@atlink.co.fk
Atlink Ltd General Manager: Mob: 52636 email garry@atlink.co.fk
Atlink Ltd Website, www.atlink.co.fk

8 Useful Contact Information

8.1 **SURE, Directory Enquiries** Telephone (+500) 181

8.2 **Falkland Islands Maritime Authority (FIMA) / Harbour Master**

Telephone +500 27233
Duty Officer Mobile +500 54648
VHF Radio Channels 16 & 10
Call sign STANLEY PORT CONTROL
Email maritime.authority@sec.gov.fk

8.3 **Customs and Immigration Service/Collector of Customs**

Telephone (+500) 27340 Fax (+500) 27342
Duty Officer Mobile: (+500) 52255
VHF Radio Channels 16 & 12
Call sign CUSTOMS
Email admin@customs.gov.fk

8.4 **Royal Falkland Islands Police (RFIP)**

Telephone (+500) 28100 Fax (+500) 27227
VHF Radio Channel 16
Call sign STANLEY POLICE
Email Station Enquiry Officer: SEO@police.gov.fk

8.5 **FIG Bio-Security Officer**

Telephone: (+500) 27355

9 Operational Instructions and Services

The following instructions are provided for the direction of any Company or person who is a user of or is employed to carry out any works on FIPASS.

Failure to follow these instructions could result in delays to a vessel's berthing or unberthing. Additionally, failure to follow directions made by the FIPASS Manager or his deputy is an offence under the FIPASS Ordinance 1989.

9.1 FIPASS Berthing

FIPASS is open for the berthing of vessels on a 24 hour, 7 days a week basis, except during periods of adverse weather conditions particularly high winds. In general wind speeds exceeding 30Kts will result in FIPASS closing for ship movements however wind direction, manoeuvrability of individual vessels, day/night operations, the employment of a Pilot and the Masters' experience, will be taken into consideration to determine if a vessel may berth in adverse conditions.

9.1.1 Temporary Pilotage Direction

A Notice to Mariners (NtM) No 08/2019 was issued by the Deputy Marine Officer/Harbour Master on the 23 September 2019 to give direction that all vessels

berthing at FIPASS are required to take a pilot. At the time of issuing these instructions, the NtM was still in force.

9.1.2 **FIPASS Berthing Responsibility**
In normal circumstances the responsibility to curtail operations will be held with the Duty Operations Manager, however, if necessary, the final decision will be taken by the Harbour Master. This policy ensures the safety of vessels, FIPASS infrastructure and most importantly the safety of personnel. Should a decision be taken to preclude a vessel from berthing due to the prevailing weather conditions, arrangements will be taken to re-programme the operation. On occasions it may be feasible to advance ETA's on account of a favourable forecast. A decision on berthing times will be the responsibility of the FIPASS Duty Operations Manager. However, the Harbour Master may exercise their discretion in any case of concern or dispute.

9.1.3 **Vessels berthing in the Hours of Darkness**
When berthing operations are expected to take place alongside FIPASS outside daylight hours, the Duty Operations Manager must be satisfied the berthing operation may proceed. These operations undertaken during hours of darkness require further consideration including operability of lighting and serviceability of Aids to Navigation (AtoN).

9.2 **FIPASS Berthing Priorities Policy 2018**
The current berthing priority policy as stated in the following sub sections came into effect from the 1st of July 2018 after being approved by the Executive Council on the 28th of May 2018, Ref paper number 82/18.

9.2.1. Bookings will be accepted on a 'First come – First served' basis for all berths (but see subsequent points).

9.2.2. The Centre Berth is the Priority Fish Transhipping Berth. Whilst 'non –fish transhipment' bookings will also be taken for this berth on the 'First come - First served' basis it will be conditional. Customers making bookings will be advised that if subsequently there is a priority transhipment operation booked in, that their booking may be brought forward or delayed. FIPASS management will endeavour to give as much notice as possible of any such change to the berth booking and, in any case, not less than 5 days. Priority transhipment operations will also be taken on a 'First come – First served' basis. Long term bookings for short duration visits (cruise vessels) will be maintained.

9.2.3. Non-paying vessels can moor alongside subject to there being no commercial requirements for the berth. Such bookings will be classed as 'firm' 5 days before the scheduled visit and no earlier. Bookings for RN vessels participating in commemorative events will be classed as firm 42 days before the scheduled port visit.

9.2.4. There is a finite length of berthing space and FIG and FIPASS managers wish to maximise the use of FIPASS for cargo and other operations where a berth is essential to

maximise the availability and benefit to the customer, FIPASS management reserves the right to adjust bookings and implementation of this policy to achieve this maximum use and service. This may happen at short notice.

9.2.5. Cancellation charges will apply and will be dependent upon notification time and ability to re-sell the booked berth as follows:

(a) Cancelation made within 1 day of booked period full fee payable.
(b) 1-3 days of booked period 50% of fee payable.
(c) 3-7 days of booked period 25% of fee payable.
(d) If berth re-sold charges will not be incurred.

9.3 **Berth Bookings**
All berth bookings are accessed from the Atlink Ltd website www.atlink.co.fk except for visiting yachts where the Duty Operations Manager will generate a booking request manually. All other berth booking requests will be raised, processed and confirmed electronically via email communication.

Shipping Agents will require login details in the form of a Username and Password available from the Atlink Duty Operations Manager to complete the berth booking process.

Once availability is confirmed the Agent can then login and generate a berth booking, on completion this is submitted and automatically sent to the Duty Operations Manager who will process. When the Duty Operations Manager confirms the booking, they will confirm the booking via email with the Agent with a unique 4-digit ID Number.

9.4 **Pilotage & Tugs**
Except for Tankers, pilotage is not compulsory* although future legislation will make recommendations for vessels to employ a pilot. The issue of a Pilotage Exemption Certificate (PEC) is currently not required; however, provision will be made in the future to recognise local knowledge and experience of master's who use Stanley frequently. Although non-compulsory the Harbour Authority strongly recommends the employment of a Pilot especially for master's who are unfamiliar with Stanley Harbour and the surrounding waters and weather conditions Ref: F.

***Note**: Notice to Mariners NtM, no 08/2019 issued on the 23 Sep 19 (Ref Para 9.1.1, page 13 of these instructions).

9.5 **Fresh Water**
FIPASS is able to provide up to 70 tonnes of fresh water without notice at a rate of 25 tonnes per hour. With 24 hours' notice 100 tonnes of water can be supplied. Larger quantities can be provided providing sufficient notice is given to the Duty Operations Manager. The water is drawn from the FIG Public Works Department (PWD) Water Department and volumes of available fresh water is subject to their direction.

9.6 **Fresh Water Certification**
Atlink Ltd responsibilities include the management of fresh water on FIPASS. The delivery pipeline and associated delivery equipment is chlorinated monthly under the preventative maintenance system (PMS) monthly routines. It is also tested to meet the Microbiological Criteria Standards as directed by King Edward Vll Memorial Hospital (KEMH) Laboratory. The following details the FWE Monthly Test Report.

(a) Aerobic Colony Count at 22ºC.
(b) Aerobic Colony Count at 37ºC.
(c) Coliforms detection & enumeration.
(d) E. coli detection & enumeration.

A copy of the monthly FWE Test report is available from the Duty Operations Manager on request.

9.7 **Bunkers**
Bunkers are available from the Centre and East berths; 4 days' notice is required for delivery. Bunkers need to be arranged through the service provider, which is Stanley Services Ltd. They can be contacted by the following means: Telephone (+500) 22622, Fax: (500) 22623, Email: office@stanley-services.co.fk

9.8 **Tanker Operations whilst Alongside FIPASS**
On all occasions when vessels are engaged in the loading, discharging or movement of fuel oils within the jurisdiction of the FIG they are to adhere to the following requirements and complete a ship/ship or ship/shore safety check list.

9.8.1 **Check List**
The check list issued by Stanley Services Ltd is reproduced in the following sub sections however, ultimately it is the responsibility of the Master to ensure that safe practices are being adhered to and undertaken by suitably qualified and experienced personnel (SQEP) (Ref F).

9.8.2 **Vessel Safely Secured**
The vessel must be properly secured with adequate fenders. Mooring lines are to be properly attended throughout the loading / discharge operations. Mooring lines used are to be in good condition and appropriately certified.

9.8.3 **Safe Access**
A safe means of access must be provided under the Merchant Shipping Means of Access Regulations. Accommodation ladders and gangways must be in-date for use, certified and correctly used.

9.8.4 **Discharge / Loading plan**
An approved loading / discharge plan is to be agreed by all parties including confirmation of quantities and available tank reserves in the event of an emergency.

9.8.5 **Emergency Shutdown Procedure**
Procedures for emergency shutdown must be fully understood and agreed by all parties. Communications equipment including handheld VHF must be operational with operators having access to additional batteries or replacement radios.

9.8.6 **Fire Fighting Equipment**
Procedures for operation of the ship's fire pump known and understood. Fixed firefighting equipment is to be operational. Fire extinguishers to be appropriately positioned ready for immediate use.

9.8.7 **Smoking Regulations**
During the transfer of fuel smoking on board will only be permitted in designated places as specified by the Master. Ashore, smoking is not permitted within vicinity of the tanker. For further clarification while on FIPASS the Duty Operations Manager should be contacted and or Stanley Services Ltd Operations Manager.

9.8.8 **Naked Lights**
Except as specified above under Smoking Regulations open flames i.e., hot-work or the use of non-intrinsically safe electrical equipment is prohibited.

9.8.9 **Unused Cargo / Bunker Connections**
Manifolds and bunker connections not used for the operation must be appropriately blanked off and properly secured.

9.8.10 **Securing of Fuelling Hoses**
Hoses to be correctly secured, supported and connected. Provision made to ensure to hoses are kept clear of being trapped between the vessel and FIPASS.

9.8.11 **Signals**
Display International Code Flag "B" or at night, an all-around red light where it can best be seen.

9.8.12 **Oil Spill Response (OSR) Equipment**
OSR equipment including appropriate absorbents are to be positioned both on-board and ashore ready for immediate use in the event of a spill. All attempts to contain a spill and prevent oil entering the water must be made. In the event of a release of oil, any spillage must be reported immediately to the Harbour Authorities.
Dispersants must not be used without express permission from the Harbour Authorities.

9.9 **Waste Oil.**
The disposal of waste oil in bulk may be arranged through Stanley Services Ltd. There are no onshore facilities available to handle Sewage or Exhaust Gas waste from ships (Ref F, page 12).

10 Reporting – Port Call Report (PCR)

All shipping agents or nominated responsible persons are required to complete a PCR, currently this is reported by means of completing and sending the PCR to the Duty Operations Manager, Atlink Document Ref ATLK-AD-025-V), latest version. These reports should be completed and sent with 24 hours of the vessel's departure from FIPASS, except for public holidays and weekend departures. Under those circumstances the report must be sent within office hours on the next working day.

11 Diving

A Permit to Dive must be obtained from the Duty Operations Manager at FIPASS for any vessel intending to deploy a diver/s. As part of that Dive Permit the Falkland Islands Maritime Authority (FIMA) must also provide approval before the diver/s enter the water. Vessels must fly the international code flag "A" while undertaking diving operations.

12 Insurance Requirements

All commercial Users of FIPASS should ensure that they hold adequate policies of insurance covering employee protection, third party and public liability.

12.1 Minimum Level of Cover Required

Such liability insurance should be not of less than one million pounds relative to each activity of which they are engaged in on FIPASS. Such policy should indemnify the FIG as owners of FIPASS and Atlink Ltd in their capacity as the management services contractor of FIPASS against any claims made by any user.

12.2 Insurance Certification

All companies or Individuals who have entered a FIPASS Agreement to conduct commercial activities on FIPASS must provide to the Duty Operations Manager a copy of the following certificates/endorsement or schedule.

(a) An Endorsement – Indemnity to other Parties (FIG & Atlink Ltd).
(b) Public Liability – Not less than one million pounds.
(c) Employers Liability & Workmen's Compensation Insurance.

It is the responsibility of the policy holder to ensure that his cover remains valid and copies of renewal certificates are sent to Atlink Ltd fipass@atlink.co.fk The FIG and Atlink Ltd advice that they cannot be held liable to meet any claims made against any user of FIPASS.

13 Legislation

There are various pieces of legislation that FIPASS Users should be familiar with and have a good understanding of the relevant parts. Below is a suggested list for the FIPASS Users guidance, however this is not a definitive list and FIPASS Users should ensure all legal requirements are fulfilled for all their business activities.

(a) Aviation and Maritime Security Act 1990 (Application of Provisions) Ordinance 2004.

(b) Falklands Interim Port and Storage System Ordinance 1989.
(c) Merchant Shipping (Oil Pollution) (Falkland Islands) Order 1997
(d) Maritime Security and Safety Ordinance 2009 (No 17 of 2009).
(e) Oil in Territorial Waters Ordinance 1960
(f) Road Traffic Regulations 2015
(g) Ship and Port Facility (Security) Ordinance 2004.
(h) The Dangerous Goods Ordinance 1987
(j) Harbours and Ports Ordinance 2017
(k) Crimes Ordinance 2014 consolidated version, Section 122. (Corporate endangerment of life, introduced in 2019)

PART 2: FIPASS HEALTH & SAFETY

1. Introduction

Atlink Ltd have an integrated management system (IMS) in place, certificated to ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 standards. Atlink Ltd Management Team is committed and recognises that achieving high standards of Quality, Health, Safety and Environmental Management is an integral part of FIPASS operations.

1.1 Safety Responsibility

It is the intention of the FIG, in meeting its responsibilities as owners of FIPASS, to ensure that all works undertaken on the facility and the adjacent hard standing storage areas (No 2 & 4 Coastel Road) are conducted safely with due consideration given to all users and visitors to the area. Everybody has a duty of care to themselves and others around them to work in a safe manner.

FIG expects working practices to be undertaken by users of FIPASS to standards of Health and Safety which are, wherever possible and reasonably practicable, the same as those which the UK Health and Safety Legislation is designed to promote.

2. FIPASS User Agreement

A FIPASS User Agreement (ATLK-AD-028) latest version must be completed for all business activities on FIPASS. The company Director/s' or business owner must complete the agreement and return it to the Atlink Ltd Duty Operations Manager for approval before engaging in any commercial business activities.

3. FIPASS Health and Safety Induction

All FIPASS Users who intend to carryout working activities on FIPASS are required to attend the FIPASS H&S Induction presentation. This presentation is approximately one hour long and is delivered by a member of Atlink Ltd staff. On completion of the H&S Induction individuals will receive a bar-coded access card, this card should be presented to the security staff on arrival and departure of the facility.

3.1 **Access Records**

This access and egress system will keep an electronic record of all individuals on the facility in order to deal with any safety issues or indeed account for all individuals accurately during an emergency.

4. **Minimum Personal Protective Equipment (PPE)**

The minimum PPE required for entry onto FIPASS is a High Vis Jacket/Waistcoat. Employers should risk assess all working activities their employees are engaged in and provide suitable and sufficient PPE for the task. Employees must ensure they wear the correct PPE for the work activity they are being employed to do. Sole traders and private individuals must follow the employer responsibilities.

5. **FIPASS Access & Egress**

There will be various reasons why individuals require to gain access onto FIPASS however, all individuals must be accounted for by one means or another.

(a) If you have an access pass, present it to the security staff to be scanned upon your arrival and exit from FIPASS.

(b) If you do not have an access pass, you will be issued with a visitor pass. This pass must be always displayed, whilst you are on the facility.

(c) Upon exit you must be scanned out or signed out and if applicable, return your visitor pass to the Security Staff.

(d) Launch Coxswains are required to report named POB (Crew) when departing/arriving FIPASS via VHF Ch. 15. Be prepared for a delayed acknowledgement occasionally, due to FIPASS Security commitments at the gate.

(e) Shipping Agents are responsible to account for all visiting vessel crew members in transit, during crew change activities.

(f) Vessel Crews whilst alongside must inform the security staff when they leave FIPASS, and the vessel name must also be given. The security staff will sign the individuals out on a spreadsheet system to account for crew members whilst not on-board. When the crew member returns to gain access onto FIPASS they must inform the security staff of the vessel name before proceeding onto the facility. This procedure has replaced the previous card system for vessel crews.

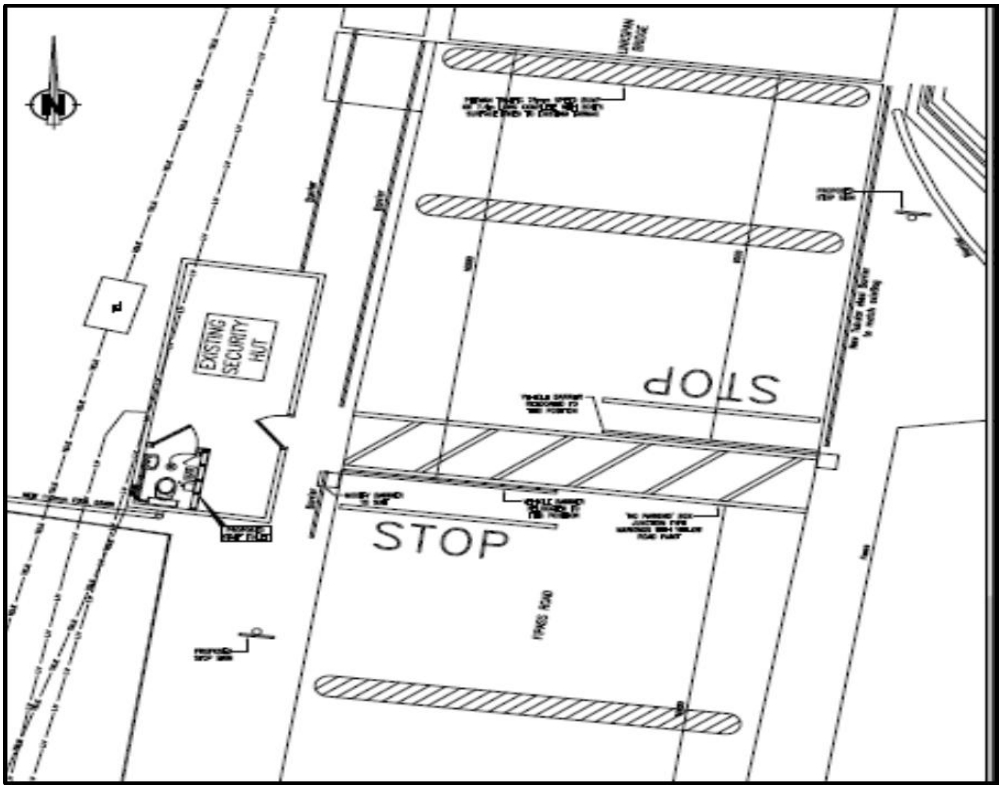

***Diagram 3**: FIPASS Point of Entry & Exit*

6. **Emergency Contact Details**

   (a) EMERGENCY SERVICES (+500) 999, VHF 10 & 16
   (b) ROYAL FALKLAND ISLANDS POLICE (+500) 28100, VHF 16
   (c) STANLEY PORT CONTROL (+500) 27266, VHF 10 & 16

7. **FIPASS Close Circuit Television (CCTV)**

There are currently four CCTV systems on FIPASS, one of which is owned and operated by Polar Seafish Ltd for their own use. The other three systems are owned by the FIG. One of which is located at the point of access/egress with a three-camera setup on a seven-day recording loop monitored from the Security Hut. The system covers the majority of FIPASS and is on a 28-day recording loop and is monitored from both the FIPASS Operations Office and the Security Hut.

8. **Safety Notices**

Safety Notices form part of the SMS and are issued to all revenant parties when there is a requirement to issue one. On most occasions they are issued as a result of a safety incident review by the safety committee, however they are also issued as and when there is a need to communicate a safety message to all FIPASS Users, Contractors and Visitors.

9. **Emergency Response Procedure in the event of a Fire**

FIPASS has seven independent fire alarm systems covering the facility with individual dual audible/visual beacon alarms. Five of these dual alarms are clearly visible with a white strobe light above each of the warehouse doors (Cold Store, West, Centre, and East Warehouses) and above the vehicle access doors to the FIPASS workshop.

It can be difficult to see or hear the alarm when it is activated in any one of the zones within the seven systems. Therefore, it is of paramount importance to raise the alarm and inform all other FIPASS Users immediately. If you hear or see the red flashing beacons or see a fire, then the following steps should be followed.

(a) Raise the Alarm (Vocally by shouting "Fire, Fire, Fire").
(b) Dial 999 and ask for the Fire Brigade.
(c) Inform the FIPASS Duty Op's Manager 22636.
(d) Evacuate the area and assemble at Muster Point A, if you are unable to muster at point A then the alternative is Muster Point B. Vessel Crews are to muster on board their respective vessels. If that is not achievable then they must muster at Point A to be accounted for.
(e) The Atlink Ltd Duty Operations Manager will account for all personnel.
(f) If safe to do so, attempt to extinguish the fire if you're trained to do so.
(g) The Atlink Ltd Duty Operations Manager will brief the Fire Officer on the arrival of the emergency services.

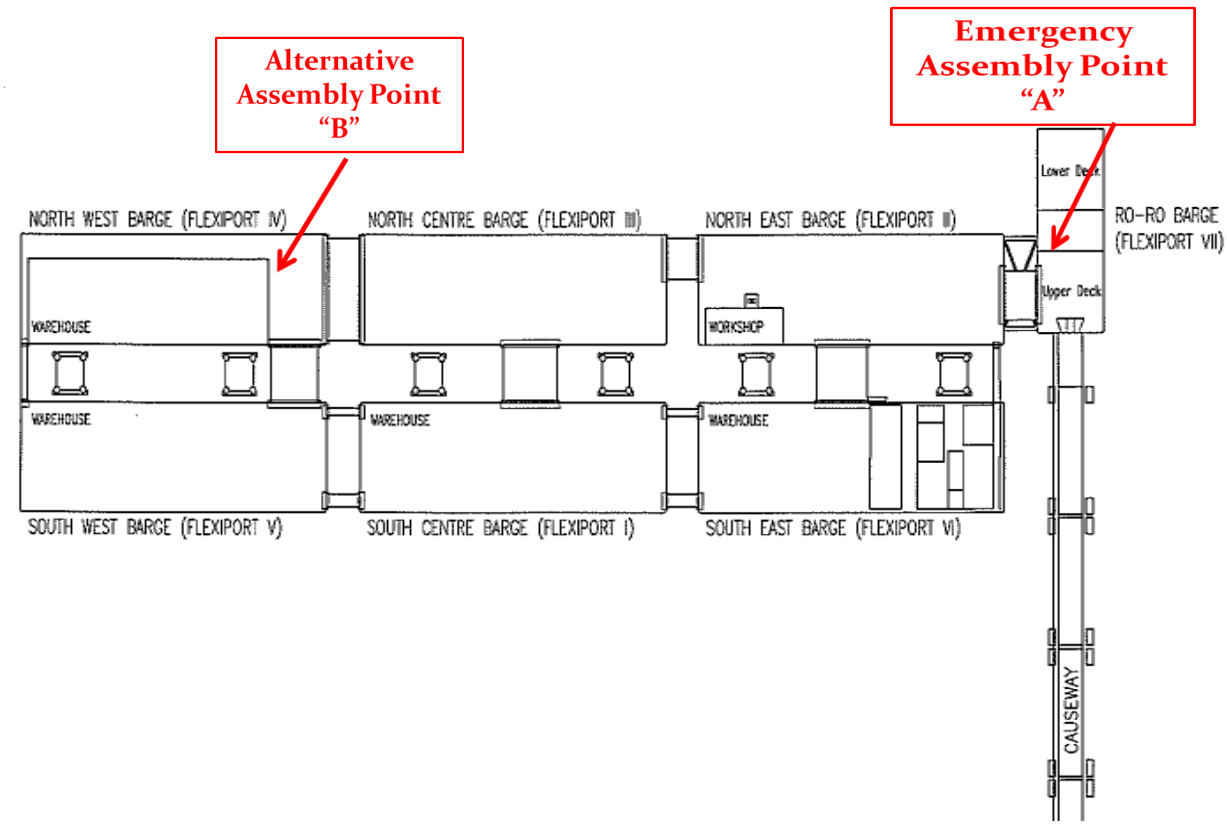

***Diagram 4**: Emergency Muster Point Locations on FIPASS*

10. **Emergency Response Procedure for Man Overboard (MOB)**
FIPASS currently has three fixed ladders on the East, Centre berths and RoRo, to assist with recovering a MOB. Additionally, a lightweight portable recue ladder is located between the East and Centre Barges, contained within a red box ready for immediate use. The following procedure must be followed as quickly as possible by the person discovering the MOB.

(a) Deploy a lifebuoy to the MOB.
(b) Inform the FIPASS Duty Operations Manager on 22636.
(c) Consider if assistance is required from the emergency services, if so call 999.
(d) Attempt to recover the MOB if possible, always keep the MOB in sight until a rescue boat is deployed to recover them if available. It's important to note there is no Safety Boat available on FIPASS and assistance would be requested from one of the local companies if available.
(e) Do not enter the water in a rescue attempt.
(f) Deploy the emergency MOB ladder.

11. **Emergency Response Procedure in the event of a Spillage**
In the event of a small spill on deck a ready use locker is located between the East and Centre Berths to deal with it by means of absorbent booms and pads. If the spill is in the harbour, then a first response container is located outside the FIPASS Workshop with the appropriate OSR equipment. Action to be taken by person discovering a spillage.

(a) Report the Incident immediately to the FIPASS Duty Operations Manager.
(b) Attempt to stop the discharge and if on deck contain and recover.
(c) If the discharge is on FIPASS, try to prevent the spillage from entering the Sea.
(d) If flammable liquids are involved call 999. Then clear the area, if safe to do so.
(e) Remove all sources of Ignition.
(f) The Fisheries Duty Officer will be assisted by the FIPASS Duty Operations Manager to deploy the Harbour Oil Spill Response (OSR) Equipment in order to implement a containment and recovery plan.

12. **FIPASS Deck Loading Limits**
Please note and do not exceed the below deck loading limits, for FIPASS and Causeway.

Note: *Due to a marine incident in Sep 19, local restrictions are currently in force until further notice.*

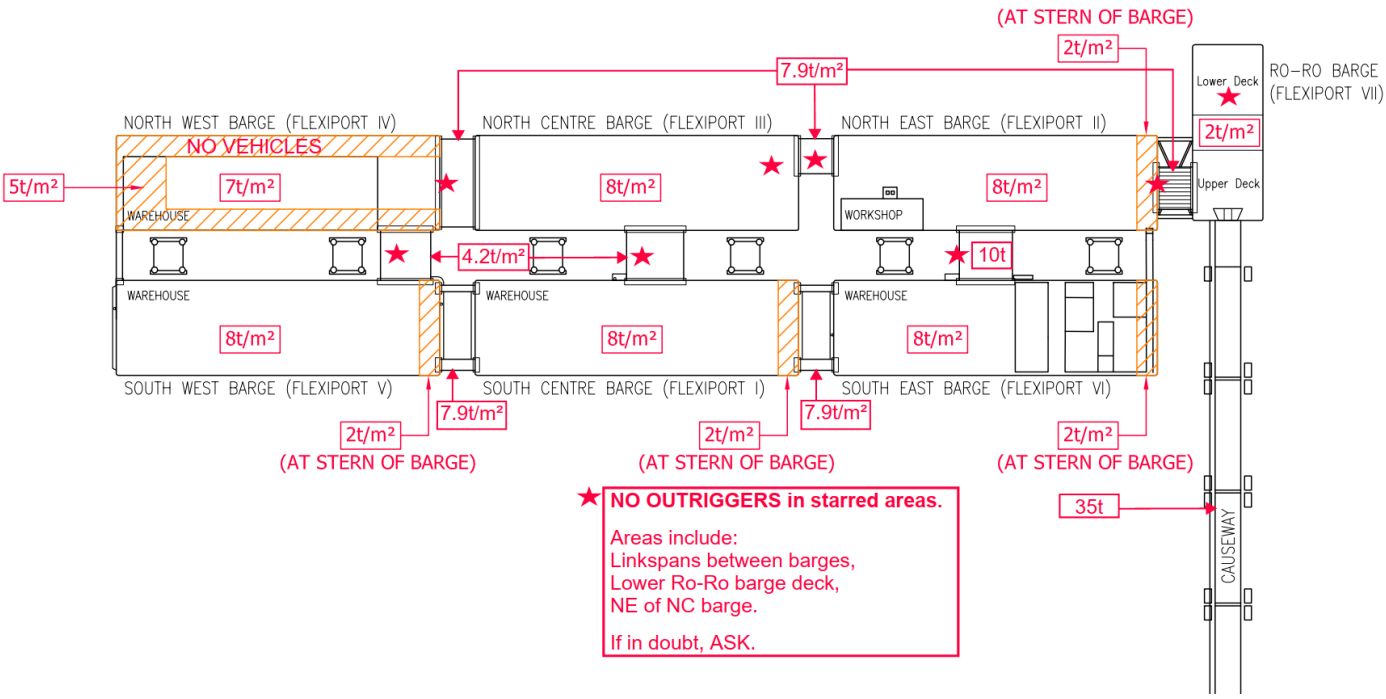

***Diagram 5**: FIPASS Deck Loading Limits, dated 07th October 2026*

12.1 Link Bridges Layout (Ref E)

The layout of the barges are designated as per diagram 6 with the East-West links (10m) separated from the North-South links (14m).

Each of the following were found to be acceptable to be carried by the link bridges;

(a) **East West links**
7.9tonnes/m² not to be exceeded
40ft containers (no stacking and max weight of 34 tonnes)
Box loader
HGV axle loads including crane wheel loads
No crane outriggers

(b) **North South links** (except between NE and SE Barge)
4.2tonnes/m² not to be exceeded
40ft containers (no stacking and max weight of 34 tonnes)
Box loader
HGV axle loads including crane wheel loads
No crane outriggers

(c) **North South links between NE and SE Barge**
Total load of 10 tonnes not to be exceeded without prior authorisation from FIPASS Operations.

Any operation that may exceed 10 tonnes total load on the links must be assessed for safety before the operation takes place.
No crane outriggers.

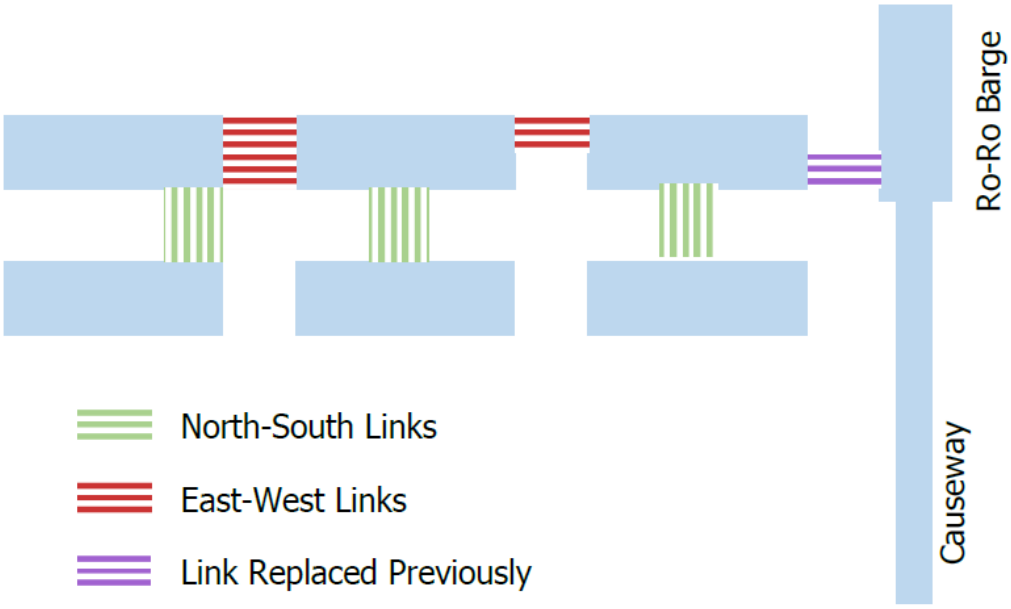

***Diagram 6**: FIPASS Link Bridge Configuration*

12.2 **FIPASS Causeway**
The causeway was designed to carry road vehicles with a gross weight of 35 tonnes, spread over 5 axles. The safe working load of each causeway unit is 70 tonnes. Which was calculated on two vehicles passing with a max gross weight of 35 tonnes. The individual axle load is 15 tonnes per axle and must not be exceeded (Ref H). Additional measures have been implemented and documented in ATLK-SOP-052-V1 for further reference.

13. **Access to and from Vessels**
It is not uncommon for fishing vessel crews to attempt to jump between the berthing vessel and FIPASS whilst berthing. The Duty Operations Manager will be present for all vessel movements and will stop any attempt to do so. The only permitted access/egress between vessels and FIPASS is via the following means.

(a) Access to and from vessels should be provided by the ship's accommodation ladder or gangways.
(b) It is the duty of the ship's Master and his employer to provide and maintain safely in position, a ship's gangway, or accommodation ladder.
(c) The duties of shore-based workers are to monitor access gangways and accommodation ladders and only use if they are safe.

(d) Due to their size, access to small vessels may be via ladder, gangway, and pontoon or directly from the vessel onto FIPASS RoRo.
(e) Good co-ordination and co-operation are vital when accessing small craft to make sure that access and egress can be done safely and without risks to health and safety. Consideration should also be given to issues such as: adequate lighting, maintenance, prevailing conditions, housekeeping, etc.

14. **Housekeeping Standards**

Poor housekeeping standards contribute significantly to the number of accidents in the workplace. The following points are a general reference.

(a) Good housekeeping standards can prevent accidents such as slips, trips & falls.
(b) Reduce the chances of harmful materials entering the body.
(c) Improve productivity.
(d) Improve your Company's image.
(e) Make the best use of its working areas.
(f) Improve safety in the working area.
(g) Reduce the risk of Environmental Pollution, such as plastics being blown from the deck or skip into the harbour.

15. **Use of Skips**

There is a caged skip available on FIPASS Centre Berth for general use by FIPASS Users. However, most vessels have a requirement to hire an additional skip due to the volume of rubbish to come ashore. The following instructions should be followed in this case.

(a) Aim to use covered skips where possible.
(b) Use a net to cover open skips, when not in use.
(c) Do not over fill skips.
(d) Do not dispose of international catering waste (ICW) in the skips. ICW must be disposed of in line with the Falkland Islands Government (FIG), Department of Agriculture's (DoA) guidelines.

16. **Line Handlers**

All those with a responsibility for personnel involved in the mooring of vessels at FIPASS have a duty of care to ensure that safe working practices are followed, and that associated equipment is fit for purpose. They should also ensure that those involved are properly trained and competent. Companies are responsible for ensuring their employees are trained, competent and current in Line Handling Duties.

16.1 **Responsibility and Guidelines**

Responsibility for co-ordinating a mooring operation lies with whoever has the conduct of the vessel, be that the Master or the Pilot. It is not the task of those providing mooring assistance. The number of personnel employed in any mooring operation should be determined having due regard for the size of the vessel, the prevailing operational circumstances, the weather, and the state of tide. The minimum number of line handlers for mooring of any size vessel is two (Ref ATLK-SOP-003-V4 – Safe Mooring

of Vessels at FIPASS, Sate Operating Procedure (SOP)). The following guidelines must be complied with.

(a) All Line Handlers must be trained, and training recorded by the Company providing the service. Additionally, Annex C to ATLK-AD-028-V5 (FIPASS User Agreement) should be completed and sent to Atlink Ltd.
(b) A minimum of two-line handlers for berthing or unberthing.
(c) Serviceable Life Jackets to be worn in addition to standard PPE.
(d) Only designated line handlers to conduct the activity and not untrained individuals with inappropriate PPE.
(e) Line Handlers must be physically fit enough to carry out this task.
(f) Atlink Duty Operations Manager to be in attendance for all vessel movements.

17. **Manual Handling**

Incorrect manual handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs) which account for over a third of all workplace injuries in the UK. Mechanical Handling Equipment should be utilised wherever partible however if manual handling must take place, it should be risk assessed considering the following.

(a) Task.
(b) Individual.
(c) Load.
(d) Environment.

18. **Safe Use of Mechanical Lifting Equipment**

Atlink Ltd do not provide any mechanical handling equipment such as mobile cranes or forklifts for any commercial operations on FIPASS. All plant equipment utilised by companies or responsible individuals' is used at their own risk and the following standards shall be complied with.

(a) Plant equipment should have the appropriate certificates of test and examination.
(b) Only operated by trained, qualified and authorised operators.
(c) Kept in good order and fit for purpose.
(d) Operator pre-start checks should be completed before commencing any lifting operations.
(e) The safe working load (SWL) of the equipment, should never be exceeded.
(f) Outrigger pads for cranes must be used on FIPASS.
(g) No person should be lifted by riding the hook or standing on the forks.
(h) No Passengers are to travel upon plant equipment, unless in a designated seat.
(i) Only approved and certified (every 6 months) man riding cages to be used for lifting persons.
(j) Banksmen/Slingers should be trained and deemed competent by the company employing them.

(k) Lifting Gear should be appropriate with records of test and examination, as required.
(l) Lifting operations should be stopped if wind conditions make it unsafe to continue.
(m) Approved lifting methods to be always followed.
(n) Deck Loading Limits not to be exceeded.

19. **Risk Assessments**
It is recommended that all organisations' carryout suitable and sufficient risk assessments (RA) for the activities that they are responsible for on FIPASS. Before any operation commences to ensure that every reasonable precaution has been taken and control measures have been implemented to prevent injury to individuals or damage to the facility.

20. **Permit to Work System**
As part of the Atlink Ltd Integrated Management System (IMS) a Permit to Work system is in force on FIPASS. There is a mandatory requirement for additional control measures to be placed on the following activities and an approved permit to work must be obtained from the Duty Operations Manager in all instances prior to the activity commencing.

(a) Working at Height (FIPASS Only).
(b) Welding or Associated Hot Work (FIPASS & Vessel SMS).
(c) Entry into Confined Spaces (FIPASS Only).
(d) Diving Operations at FIPASS & Vessel SMS.
(e) High Voltage Electrical Work (FIPASS Only).
(f) Handling Dangerous or Hazardous Goods (FIPASS & Vessel SMS).

For work on-board vessels, the vessels own safety management system (SMS) will have to be consulted as to whether a permit is required or not.

20.1 **Permit to Work Responsibilities**
The person named on the permit to work has full responsibility for the work being undertaken and Atlink Ltd accepts no responsibility for the work being undertaken during this permit to work system.

21. **Dangerous or Hazardous Goods**
All FIPASS Users responsible for handling Dangerous or Hazardous Goods must follow the permit to work system as detailed in section 20, Part 2 of these instructions. The provision of the Dangerous Goods Ordinance 1987 must be complied with and the UK Dangerous Substances in Harbour Areas Regulations 1987 should be considered as if such legislation were to apply to FIPASS.
Individuals are reminded of the need to wear appropriate and adequate PPE whilst working with any hazardous cargo or substance.

22. **Certification and Serviceability of Plant Machinery**
Although not yet mandatory in the Falkland Islands it is strongly recommended that the following good practice is followed.

22.1 **Certification**
Any lifting plant or equipment (e.g., cranes, forklifts etc) used on FIPASS should hold an appropriate in date test and examination certificate.

22.2 **Operators Responsibilities**
Any person operating any item of plant or equipment on the dock should ensure that it is suitable for the work to be carried out (i.e., that it is 'fit for purpose'). All plant and equipment should be operated in accordance with both the manufacturers' recommendations and those guidelines issued by industry for safe operational practice. Operational limitations of the plant or equipment should never be exceeded.
It is the responsibility of any operator of any item of plant or equipment used on FIPASS to ensure that it is serviceable (Pre-Start Checks) before commencing work.

22.3 **Banksman/Slingers**
Where the operator does not have a clear and unobstructed view of the whole operation a competent person must be appointed as the banksman. Banksmen and Slingers should be trained and deemed competent for the work they are engaged in.

22.4 **Man Riding Cages/Baskets**
Only approved and certified man cages should be used for lifting persons. Lifting operations should be stopped, if wind conditions (max 30 knots, before review by the Duty Operations Manager) make it unsafe to continue and only approved lifting methods to be used.

23. **Drivers and Operators**
The provisions of the Road Traffic Ordinance 1948 apply to all areas of FIPASS inclusive of the Causeway. No vehicle or item of plant should be driven or operated on FIPASS by any individual who does not have a valid licence to drive such a vehicle or item of plant as issued by the Royal Falkland Islands Police. Drivers, including operators of plant machinery, who breach the ordinance or other relevant road traffic regulations render themselves liable to possible criminal prosecution.

24. **Parking**
All vehicles should be reversed park in a designated space if available. However, there is a limited number of designated parking spaces on FIPASS and on occasion the number of vehicles exceed available bays. Therefore, the reverse park rule should be followed in an area not obstructing the emergency services or and working activities on FIPASS. Additionally, parking next to a ship's gangway is only permitted to load or unload and the Road Traffic Ordinance 1948 and the Road Traffic Regulations 2015 enforce traffic management on a designated road including the 10mph speed limit.

25. **Accident Reporting**
Atlink Ltd have an accredited safety management system (SMS) in place on FIPASS and it's of paramount importance to safety management that all incidents, accidents or near miss events get reported within 24 Hours of the event.

Any accident resulting in injury to an individual, damage to the facility, vehicle, or item of plant or equipment, or incident that could have resulted in injury or damage, is to be reported to the FIPASS Duty Operations Manager verbally straight away post incident.

25.1 **Accident Reports**
An accident report must be completed and sent or handed to the Duty Operations Manager within 24 hours of the incident. The received report will be assessed on receipt and any immediate measures implemented because of the incident.

25.2 **Accident Report Reviews**
The incident will also be reviewed by the Safety Committee (SC) on a quarterly basis when they meet. The SC is chaired by the General Manager of Atlink Ltd or a designated representative in his absence and the remainder of the SC are made up of the following, where available:

a) Atlink Directors
b) Atlink Duty Operations Manager
c) Atlink Managers
d) Atlink Team Leaders

26. **Biosecurity**
The Falkland Islands are free from most animal and plant pests and diseases that affect many other parts of the world. Unauthorised imports into the Islands of items increase the risk of introducing unwanted pests and diseases which could degrade the environment, damage the economy, and threaten the quality of life that is enjoyed by residents and visitors alike. Consequently, the FIG asks that you respect the environment by ensuring you do not bring alien species or high-risk items ashore, either accidentally or intentionally. Failure to adhere to Biosecurity regulations will incur heavy penalties including fines and curtailment of a visit (Ref F).

27. **Rat Guards**
Norwegian rats are present in several locations around the Falkland Islands. The use of rat guards while ships are berthed at FIPASS is recommended to prevent rats boarding ships and being carried to other locations.

PART 3: FIPASS WAREHOUSE & YARD TENANCY INSTRUCTIONS

1. **Introduction**

Atlink Ltd are responsible for the Management and Supervision of all warehousing space and the land belonging to the FIG at 2 and 4 Coastel Road, referred to the East and West Yards. All leased areas must be approved by Atlink Ltd in the form of a Tenancy Agreement and the Tenant must comply with the following terms and conditions.

2. **Approved Goods**

The Tenant must bring onto FIPASS only such goods as approved by the FIPASS Management Contractor. The Leased Areas must be used only for loading, storing, dispatching or distributing of approved goods. The Tenant must obtain any license or permit which may be from time to time required by law including any permit under the Dangerous Goods Ordnance 1987. No noxious, hazardous or dangerous substances and no live animal of any kind including birds, reptiles and marine mammals may be brought onto FIPASS. Forklift trucks and other machinery may only be operated with the permission of the FIPASS Management Contactor.

3. **The Leased Area**

Must be kept clean and tidy and free of rubbish. The Tenant must not store goods outside the Leased Area or in any way obstruct any of the access routes through FIPASS. At the termination of the Tenancy Agreement the Tenant must remove all their belongings from FIPASS and must leave the Leased Area in a clean and tidy condition. The Tenant must not cause any annoyance, disturbance, or damage to any other FIPASS user or to their property.

4. **Insurance**

It is the Tenants' sole responsibility to arrange insurance for their belongings while on FIPASS. The Tenant shall indemnify the Falkland Islands Government (FIG) and the FIPASS Management Contractor against all loses, claims, expenses or other liabilities arising in any way from the Tenancy Agreement or form the Tenants' occupation of the Leased Area. The Tenant must not do or omit to do or permit to be done or omitted any act which may constitute a breach of any statutory requirement affecting FIPASS or which may vitiate in whole or in part any insurance effected in respect of FIPASS or any part thereof.

5. **Tenancy Agreement**

The Signed Tenancy Agreement is personal to the Tenant and is not assignable. The Tenant shall not be entitled to share occupation of the Leased Area with any other party or agree for any other party to have access to that area.

6. **Utilities**

The Tenant is responsible for installing, maintaining, and paying for any utilities to the Leased Area which they may require at the prevailing rates charged by the utility providers.

7. **Direction**

The Tenant must comply with the directions of the FIPASS Management Contractor and comply with all rules and regulations governing FIPASS including those set out in the FIPASS Users Agreement as revised from time to time. The Tenant must at all times comply fully with these FIPASS User Instructions.

7.1 The Tenant must comply promptly with all lawful directions made by the FIG in its capacity as Public Health Authority, Building Control Authority, Planning Authority, Fire Authority and Customs Authority.

8. **Alterations**

The Tenant must not make any alterations to the Leased Area and must not erect any building or other structure, whether permanent or temporary, without obtaining the prior permission of the FIPASS Management Contractor.

9. **Security**

The Tenant is responsible for the security of the Leased Area. If the Tenant or any of their employees remain within the Leased Area beyond normal working hours it's the Tenants responsibility to ensure the warehouse building is closed and secured before leaving FIPASS.

10. **Maintenance**

The FIG shall undertake such routine repair and maintenance to FIPASS as it shall deem necessary. The Tenant must immediately inform the FIPASS Duty Manager upon becoming aware that any repair is required to any part of FIPASS.

11. **Licence Agreement**

There are Licence Agreements in force for business purposes on FIPASS and as such the Licensees must comply with the Licence Agreement conditions, at all times. These Licence Agreements are also managed by Atlink Ltd.