



Operational Notice

No.10 of 2025

Use of Third-Party Equipment on Harbour Quays by Cruise Vessels

Please be advised, as per BHC-SOP-1326, Cruise Vessels requesting or intending to use third party equipment (including MEWPs) on harbour quays must submit their requests to the Harbour Master's no later than 28 days prior to the intended operational date.

Requests should be emailed to the Harbour Master's and include the following information:

- Vessel name and IMO.
- Proposed activity including locations on the vessel of any work.
- Method statement and Risk assessment of the work.
- Lift plan which highlights area being segregated off. (see BHC-SOP-1117).
- Quayside area which is required for work to take place.
- Any special requirements or considerations.
- Nominated Belfast Harbour licensed stevedore in place to manage:
 - the H&S of the operation, including segregation from other quayside operations, and
 - the use of equipment for the operation.
 - **This is required for the request to be approved.**
- When said work involves Working at Height, the following additional information is required:
 - Rescue Plans (may be part of Method Statement and Risk Assessment).

Vessel operators or agents are responsible for submitting the request to the Harbour Master's within the specified timeframe. Requests received after this deadline may not be guaranteed for approval.

The Harbour Master department will assess the request and determine whether it can be accommodated. Once approved the vessel operator or agent will be notified.