
Port & Marine Facilities Safety Code Duty Holder Terms of Reference

The Eyemouth Harbour Trust (EHT) Marine Safety Management System (MSMS) recognises that the Board of Trustees are the ultimate 'Duty Holder' in terms of accountability under the Port & Marine Facilities Safety Code (PMSC). Trustees are both individually and collectively accountable for compliance with the PMSC and their performance in ensuring the safe marine policies and procedures within the Statutory Harbour Limits.

Duty Holder Individual and Collective Accountability for Marine Safety:

- Each individual Duty Holder acknowledges that both individually and as a collective Board they are ultimately accountable for legislative and regulatory compliance regarding the PMSC and other associated safety legislation.
- The Duty Holder acknowledges they cannot assign or delegate its accountability for compliance with the PMSC.
- All Duty Holders should therefore familiarise themselves with the PMSC and be deemed competent to scrutinise and review any implications regarding EHT marine operations.
- On appointment to the 'Board' each Trustee (the Duty Holder) shall as part of their corporate induction receive PMSC awareness training and be expected to spend sufficient time with the Harbour Master and the Marine Operations Department to gain an appropriate insight and understanding of the organisation's port marine activities, MSMS and supporting policies and procedures.
- The Duty Holder must be aware of the organisation's legal and regulatory powers and duties related to marine safety to be able to undertake their responsible role.
- The Duty Holder has the responsibility to ensure that appropriate resources are made available for discharging their marine safety obligations and maintaining compliance to the PMSC.
- The Designated Person must have direct access to the Duty Holder. It is the Duty Holder's responsibility to provide direct reporting access for the Designated Person and to act upon reports and recommendations made and to adhere to audit actions and recommendations as appropriate to maintain PMSC compliance and enhance safety performance.
- The Duty Holder has the responsibility to report compliance with the PMSC to the MCA every 3 years. The statement should include a reference to any areas of the PMSC that they have identified as not applicable to them and explain why.

Duty Holder Statement:

I can confirm that I acknowledge and will uphold the collective and individual accountability as 'Duty Holder' for Eyemouth Harbour Trust as contained within these terms of reference.

Signed:

Date: 18/12/25

PRINT NAME SCOTT

Designation: EHT Trustee and PMSC Duty Holder