

To whom it may concern:-

Newhaven Port & Properties Ltd held a Management Review Meeting on Friday 10th August 2012, an annual event to assist the Management team in continuing to improve the operation of the port from Health, Safety & Environmental and Port Marine Safety Code aspects. It was an opportunity for the Duty Holder to satisfy himself that the port is running as he would expect and in compliance with all legislation and guidance.

The meeting was attended by Jean-Pierre Lucas, Managing Director and Duty Holder; Captain Francois Jean, Port Manager and Designated Person; Captain Dave Collins-Williams, Harbour Master; Mick Smith, Health, Safety & Environmental Officer.

As a conclusion to the meeting, an Action Plan was drawn up, recording the objectives considered important for the forthcoming 12 months and to whom the responsibility lies to implement them.

Following feedback after the meeting, on behalf of the Board of Directors, both the Chairman and Managing Director are delighted to announce that in their opinion the Port of Newhaven continues to be in compliance with the Port Marine Safety Code.

The Chairman, Patrick Jeanne and the Managing Director, Jean-Pierre Lucas, wish to congratulate and show their full support for the efforts of all the staff at Newhaven Port who continue to strive to improve it's safe running.

Annual Management Review Meeting

Standard Agenda

Actions from previous meeting

Discuss and detail progress and closure of actions from the previous meeting.

Internal Audit results

Discuss the results for the internal audits that have been undertaken during the previous period. Analyse the Action Plans produced and discuss progress and requirements, including amendments required to the SMS.

External Audit results

Discuss the results for the external audits that have been undertaken during the previous period.

Analyse the Action Plans produced and discuss progress and requirements, including amendments required to the SMS.

H&S Accidents, Incidents, Near-Miss Reports

Analyse the summary of these provided by the H&S Officer and discuss requirements, including amendments required to the SMS.

Marine Operations Incidents

Analyse the summary of these provided by the Harbour Master and discuss requirements, including amendments required to the SMS.

Consultation

Analyse the frequency and spectrum of meetings with staff and stakeholders during the period and the minutes from those meetings. Discuss the major issues raised and actions taken or to take.

Trends in Non-Conformities

After analysing the above, are any specific trends apparent and what is to be done about it ?

Statutory Reporting

Obtain confirmation from Harbour Master and H&S Officer that all compulsory statutory reporting to government/outside agencies has been done in the timescale required.

Company Staffing

Analyse current staffing levels, discipline, health, age, effort and ability. Discuss future changes and requirements. Include regular contractors as well as employees.

Staff Training and Qualifications

Discuss the training undertaken during the previous period and the requirements for the next.

Is the system for assessing requirements, monitoring, recording training working ? Qualifications adequate ?

Services/Equipment Provided

Have the services/equipment provided in the period been adequate, should they be reduced or improved ? Are any new or increased services required to be introduced ? (Pilotage, Pilot crew, vessels, tugs, Port- Control, diving, stevedores, linesmen, cranes, plant, bunkers, fresh water, hydrographic surveys, etc...)

Maintenance

Have the levels of maintenance been satisfactory in the interests of H&S and Port Operations ?

Is the Maintenance Plan, Action Plan and Defect Reporting system working ? Any changes required ?

Review and Set Company Objectives

Report on the performance over last period. Set the objectives to be met in the next period.

Use a table or action plan to achieve this.

The applicability of Company Policies

Are the H&S, Environmental and Marine Policies still adequate or do they require amending ?

Statement

A report of this annual review to be made public together with a statement by the Duty Holder.

Record and retain the Management Review Minutes.

15th August 2012