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| PORT HEALTH GOOD PRACTICE GUIDES SHIP INSPECTIONS October 2002 Issue 1 / Sheet 1 | GUIDE NO. 3 | TARGET AUDIENCE Port Health Officers Consultants in Communicable Disease Control Port Operators Shipping Companies and Agents Maritime and Coastguard Agency |
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| <p>GOOD PRACTICE GUIDES</p> <p>Good Practice Guides assist organisations to assess their current performance in comparison with others and set goals for future improvement. It is better to consolidate all elements at the good practice level rather than to excel in some areas and fail in others, although of course local priorities and individual differences in service provision need to be borne in mind.</p> <p>INTRODUCTION TO THE ISSUE</p> <p>Currently local government Port Health Authorities are responsible for enforcement of the World Health Organisation International Health Regulations 1969 (as amended) and are authorised to do so by legislation enacted in the relevant UK devolved administrations. This guide incorporates the steps which are necessary in order to:</p> <ul style="list-style-type: none"> • Obtain details of vessels due to arrive, move within the port or depart • Identify and target vessels arriving in port • Safely board vessels in port • Verify the authenticity of the relevant ship's documents • Respond to reported infectious disease • Inspect the vessel • Take appropriate action to deal with conditions found • Record information and notify appropriate organisations. These steps are the means by which public health is to be protected by the prevention of the importation and spread of infectious disease and the maintenance of good hygienic practices on board vessels with reference to the relevant legislation and standards laid down in appropriate Codes of Practice and Marine Guidance Notes. <p>CRITICAL SUCCESS FACTORS</p> <ul style="list-style-type: none"> • Prior identification of vessels arriving • Proper Inspection of vessels including documentary checks • Proper control of actual or potential imported infectious disease • Utilisation of appropriately qualified professional and support staff allied to continued appropriate in-service training • Organisational and staff commitment to health education for Seafarers • The proper control of dirty, unhygienic or otherwise non-compliant vessels • Notification to other relevant organisations. <p>KEY ACTIVITIES</p> <ul style="list-style-type: none"> • Obtaining, and regular checking of, vessel arrival / movement information prior to vessels arriving and identification of vessels in port • Safe boarding and inspection of vessels • Preventing or at least minimising the occurrence or recurrence of nuisances on board vessels arriving or already in port • Checking of relevant documents carried • Preventing the importation and controlling the spread of infectious disease, including food poisoning • Controlling animals on board • Providing advice, information and health education to Ships' Masters, other responsible officers, crew members, shipping agents and shipping company personnel • Notifying other appropriate organisations of conditions found. | <p>CURRENT ADVICE ON TARGETS</p> <ul style="list-style-type: none"> • Legal Authorisations • Environmental Protection Act 1990 requirement to survey / inspect Port Health District • Public Health (Ships) Regulations 1979 with reference to the inspection of vessels for deratting and notifiable infectious disease, including sexually transmissible infections and food poisoning. <p>POSSIBLE PERFORMANCE MEASURES</p> <ul style="list-style-type: none"> • Cost control • Resource availability • Inter Authority Auditing • Peer Review • Comparison of policies and other strategies • Record keeping • Training provision • Response times • Performance monitoring and review. <p>REFERENCES</p> <ul style="list-style-type: none"> • The International Health Regulations 1969 (as amended) • The Public Health Acts 1936 & 1961 • The Public Health (Control of Disease) Act 1984 • The Environmental Protection Act 1990 • The Public Health (Ships) Regulations 1979 • The Food Safety Act 1990 and associated Regulations and Codes of Practice made thereunder, in particular the Temperature Control and General Food Hygiene Regulations of 1995 • DoH Management of Outbreaks of Food Borne Illness • EU Directive 93/43/EEC • The Prevention of Damage by Pests Act 1949 • The Clean Air Act 1993 • The Dark Smoke (Permitted Periods)(Ships) Regulations 1958 • The United States Public Health Vessel Sanitation Program • Public Health Laboratory Service - Hygiene for Spa Pools ISBN 0 901 144 371 • Pool Water Advisory Group - Swimming Pool Water Treatment and Quality Standards ISBN 0 9517007 6 6 • Joint Association of Port Health Authorities / Chartered Institute of Environmental Health / Public Health Laboratory Service Ships' Water Guidelines (draft). • Health & Safety Executive Guidance on the Control of Legionella Bacteria in Water Systems • Joint Association of Port Health Authorities / Maritime and Coastguard Agency Memorandum of Understanding • The Police and Criminal Evidence Act 1984 – Codes of Practice ISBN 0 11 341131 6. |
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| Key Activity | Minimum Standard | Good Practice | Better Practice |
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| 1 OBTAINING AND INTERROGATING THE VESSELS' MOVEMENT INFORMATION | <ul style="list-style-type: none"> • Investigate access to availability of Port Terminal Operator's Vessel Traffic Information System. • Arrange receipt of paper copy of vessel arrivals, movements and departures information and check vessel movements. | <ul style="list-style-type: none"> • Receive information daily / twice daily by fax or, other means as available, and check vessel movements. | <ul style="list-style-type: none"> • If information is available electronically, arrange the provision of suitable IT equipment for reception, arrange receipt and check vessel movements. |
| 2 IDENTIFICATION OF VESSELS REQUIRING BOARDING | <ul style="list-style-type: none"> • Identify vessels arriving from foreign and home ports, including cargo being carried and responsible Shipping Agent. | <ul style="list-style-type: none"> • Identify all vessels including harbour craft, home-going vessels, pleasure craft, operator, etc. | <ul style="list-style-type: none"> • Use the principles of risk assessment to identify arriving vessels likely to pose a risk to the public health and prioritise their inspection accordingly. |
| 3 BOARDING AND DOCUMENTARY CHECK | <ul style="list-style-type: none"> • Board vessel for the purpose of abating any existing or likely nuisance (observing proper Departmental Health & Safety Protocols), reporting first to Master or Duty Officer. • Check all relevant documentation i.e. Maritime Declaration of Health (if available), the Deratting or Deratting Exemption Certificate, Ship Hygiene and Sanitation Certificate, Vaccination Certificates / Lists, Crew and/or Passenger Lists, as appropriate. | <ul style="list-style-type: none"> • Board vessel as soon after arrival as possible. • Interview Master or Duty Officer and verify that no infectious or suspect infectious disease (including food poisoning) has occurred during voyage. Record details. | <ul style="list-style-type: none"> • Interview Ship's Doctor, if available and check diarrhoea and vomiting log. |
| 4 INSPECTION OF VESSELS | <ul style="list-style-type: none"> • Record vessel details i.e. Master's name, number of crew, Ship's Nationality, Port or Registry, Official No. and flag, the last Port of call, new orders, if any, and nett and gross tonnages. • Verify location and security of any reported and / or non-reported animals / captive birds being carried. • Verify origin of vessel's water supply and details of tank cleansing / disinfection regime. • Inspect vessel for | <ul style="list-style-type: none"> • Discuss food safety with relevant ship's officer / Cook, verify authenticity and application of HACCP food safety system with reference to the relevant standards contained in FSA CoP's and USPH VSP. (Clarifying legal application of standards referred to). • If appropriate or, if requested, to investigate the bacteriological and / or chemical safety of the water supply, including sampling for drinking, | <ul style="list-style-type: none"> • Arrange provision of a shift pattern to cover extended weekday working with partially staffed weekend cover. These arrangements to be complemented by a 24 hours contact / paging service, if considered necessary and if resources are available. • Arrange access to relevant Maritime and Coastguard Agency (MCA) databases, if available. • Provide a health |

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| | <p>sanitary conditions as per World Health Organisation Ship Sanitation Guide.</p> <ul style="list-style-type: none"> • Survey vessel for issue of Deratting / Deratting Exemption Certificate. • Verify provision of rat guards on all mooring ropes, if appropriate. • Revisit vessel as necessary. • The appropriate Animal Health Inspector should be notified. | <p>food preparation, personal hygiene, air conditioning and recreational purposes with reference to the PHLS, MCA, HSE and industry standards.</p> <ul style="list-style-type: none"> • Communicate findings to other relevant organisations, e.g. other PHAs, MCA. • Provide completed Vessel Inspection Report / Hygiene and Sanitation Certificate to Master, Shipping Agent and Shipping Company. • Use adequately trained support staff for initial inspection, revisit and survey vessel as necessary. • A formal agency agreement should be developed with the local Animal Health Authority (to allow Port Health Officers to act as Animal Health Inspectors). | <p>education service including the distribution of relevant posters, booklets etc.</p> <ul style="list-style-type: none"> • Develop and maintain contact / ensure liaison with other relevant organisations e.g. Maritime and Coastguard Agency, Port / Terminal Operators, Merchant Navy Welfare Board, local Port Welfare Committee, HM Customs & Excise, UK Immigration Service, local Police (Special Branch), including by electronic means. • Arrange joint exercise(s) to test systems. |
| 5 INFECTIOUS DISEASE CONTROL | <ul style="list-style-type: none"> • Investigate and arrange provision of necessary 'on-call' medical expertise. • Ensure appropriate staff receive infectious disease training. • Support medical staff, as necessary, in 'emergency situations', including consideration of withholding of 'Free Pratique.' | <ul style="list-style-type: none"> • Arrange access to relevant CCDC databases. • Design ID Control Protocol in conjunction with local Health Authority and 'on-call' medical staff. | <ul style="list-style-type: none"> • Ensure regular distribution of updated PHA contact information to ensure ease of contact by Ships' Masters / Agencies, etc. • Provide health education service re: infectious disease prevention, inc. sexually transmissible infections, up-to-date information on relevant vaccinations for foreign travel, food safety and hygiene advice. • Periodically review ID Control System in conjunction with local Health Authority and 'oncall' medical staff. |
| 6 ADVERSE INSPECTIONS FINDINGS | <ul style="list-style-type: none"> • Advise Master to carry out necessary works / alter systems, practices etc. to remedy defects found. Serve Statutory Notice if necessary. • Consideration of request to MCA for detention of vessel, if | <ul style="list-style-type: none"> • Provide Master / Duty Officer, Shipping Agent and Shipping Company with written advice to carry out necessary works etc. to remedy defects found. • Periodically review joint APHA/MCA | <ul style="list-style-type: none"> • Provide Master / Duty Officer with written advice to carry out necessary works, etc. to remedy defects found. Advise findings to PHA or equivalent organisation at next port of call. (Ensure contact |

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| | appropriate. <ul style="list-style-type: none"> • Revisit vessel, as necessary. | Memorandum of Understanding. | information details are available to all officers). <ul style="list-style-type: none"> • Liaise with MCA as per joint APHA / MCA Memorandum of Understanding. |
| 7 DOCUMENTATION. | <ul style="list-style-type: none"> • Maintain individual ship files locally using appropriate forms. | <ul style="list-style-type: none"> • Maintain centrally held database with local access. | <ul style="list-style-type: none"> • Liaise with other PHAs to establish a national database using a common format. • Ensure that internal systems comply with the principles of ISO 9002 or, equivalent quality management system. |