

# NOTICE TO MARINERS

## Passenger Ship Tendering Operations

### Introduction:

This Notice to Mariners sets out the requirements for operators intending to conduct tendering within the Dublin Port jurisdiction.

The competent authority for issuing tender licences is the Marine Survey Office (MSO) as per the Merchant Shipping Act 2010 Section 50. Dublin Port Company is responsible for the safety of operations within the Dublin Port jurisdiction and is therefore fully aligned with the requirements of the MSO. Any tender licence issued by the MSO contains a provision that local rules must be abided by. This Notice sets out these rules.

### 1. Tendering Operations

There are three main types of tendering operations:

- a) International Passenger Ships
  - i) Using ship's own tender vessels.
  - ii) Using Shore based domestic tender.
- b) Domestic Passenger Ships – Shore-Based tenders
- c) Crew/Technicians embarking or disembarking a seagoing vessel at anchor.

Once any tender vessel crosses into the Dun Laoghaire Harbour jurisdiction they should comply with the requirements of the Dun Laoghaire Harbour Authority.

[Marine Notice 8 of 2024](#) clearly outlines the MSO requirements for the above types of tendering operations. It is important to note that applications to embark/disembark crew/technicians to a seagoing vessel at anchor are considered on a case-by-case basis.

### 2. Anchorage

Passenger ships intending to tender into Dun Laoghaire Harbour should anchor within Quadrant 3 of the recommended Dublin Bay anchorage area or as directed by Dublin Port VTS. The water that lies between the chartered anchorage area and Dun Laoghaire Harbour has been designated for leisure sailing and yacht racing. This area contains numerous statutorily sanctioned sail racing marker buoys. The position of the buoys can be found in the Dublin Port Company, Notice to Mariners. Vessels may choose to use dynamic positioning systems to hold position in Quadrant 3 of the anchorage.

**Captain Michael McKenna** | Harbour Master | 01 January 2026

### 3. Preparation

#### 3.1. Tender application from own ship

For vessels (including Cruise Ships) wishing to tender from their vessels onto either a ship's own tender or a shore based domestic tender they must complete the application form on page 4 and submit it to Dublin Port Harbour Master at least two (2) weeks before the date of the proposed tendering, confirmation of the following will be required:

- a) Tendering Operations Safety Plan Proposal as sent to the Marine Survey Office (MSO)
- b) Risk Assessment and Standard Operating Procedure specific to tendering operations from the proposed anchorage position into Dun Laoghaire Harbour
- c) Charts showing proposed anchorage position and planned route to and from Dun Laoghaire.
- d) The name/ number and size of the proposed tendering craft
- e) The Vessels own Tendering Plan giving start and finish times for proposed arrival / departure from ship / shore.
- f) Plan to show tidal height times with expected tidal strength and current directions.
- g) Copy of the Communication Plan.
- h) Details of alternative arrangements due to suspension of tendering.
- i) Details of Contingency Plan/Outbreak Management Plan for Covid-19.
- j) Once the Permit to undertake Tendering Operations has been issued by the Marine Survey Office (MSO) a copy should be forwarded to the Dublin Port Harbour Master as soon as is practicable thereafter.

#### 3.2. Shore based domestic tender application

For vessels wishing to operate as a shore based domestic tender the following must be submitted to Dublin Port Harbour Master at least (2) weeks before proposed tendering (see application form page 5):

- a) Relevant tender licence issued by the MSO.
- b) Relevant Passenger Ship Safety Certificate stating plying limits and limitations.
- c) Crew certification
- d) Insurance details with respect to public liability and employers liability.
- e) Signed DPC indemnity form – [Insurance Checklist and Form.pdf](#)
- f) Risk assessment for the tendering operation
- g) Tendering plan including (from MSO application)
  - i) Maximum wind conditions for tendering operation
  - ii) Maximum sea swell combined height for tendering operation
  - iii) Alternative proposals for passengers left ashore in case of suspension of operations
  - iv) Procedures for disabled / special needs passengers
  - v) Emergency procedures for a tender in difficulty
- h) Communications and monitoring plan

A shore based domestic tender may be subject to random check rides by Dublin Port Harbour Master or his designate.

#### 4. Operational Restrictions

The aforementioned Risk Assessments and Standard Operating Procedures must specify the following operational restrictions for the ship carried tenders:

- a) The Maximum Operation Range between ship and shore.
- b) The Maximum Wind speeds.
- c) Maximum Sea and Swell height.
- d) Minimum Visibility. (Minimum Visibility for Tendering is 1nm)
- e) Areas to be avoided.
- f) Procedures for Tenders when large commercial vessels arriving / departing Dun Laoghaire.
- g) Special attention must be given to the Dublin Port Company published Notice to Mariners.
- h) Tendering operations are permitted during daylight hours only.

#### 5. Communication Plan

The Communication plan to include:

- a) Primary and secondary VHF channels to be used during the tendering operation between the passenger ship and tenders.
- b) As the Passenger Ship will be anchored within the Dublin Port area of jurisdiction it is required to maintain a continuous Listening Watch on VHF Channel 12 for VTS Dublin.
- c) All tenders are required to maintain a listening watch on VHF Channel 14 throughout the operation.
- d) Communications with the Monitoring Craft \*if required on station.

#### 6. General

- a) The number of crew members on board the tenders should be at the level as required by the Flag Administration.
- b) When the tenders are in the water they should be monitored and under the direction of a certificated officer on the navigation bridge of the passenger ship.
- c) Permission from "VTS Dublin" must be obtained before commencing tendering operations.

#### 7. Escort Craft

- a) A Rigid Inflatable Boat (RIB) or similar craft may be used to escort each tender between the Passenger Ship and Dun Laoghaire Harbour.
- b) The Escort Craft shall keep a listening watch on VHF Channel 14.

#### 8. Monitoring Craft \*if required on station

- c) A monitoring craft may be used in conditions of reduced visibility to ensure that the tender(s) will only operate between the Passenger Ship and Dun Laoghaire Harbour.
- d) The Monitoring Craft to liaise with VTS Dublin (VHF Channel 12).
- e) The Monitoring craft is to be fitted with Radar.

#### 9. Alternative Arrangements

- a) Vessel to have adequate alternative arrangements for stranded passengers and crew should the tendering operation be suspended due to weather, sea-state or any other circumstances.
- b) Due to the high level of berth occupancy in Dublin Port any alternative arrangements shall not include the vessel docking at Dublin Port Company berths.

	<b>Application for tendering using Ships Own Tender or Daughter Craft</b>	<b>F-DPC-HBR-11</b>	<b>Rev 1</b>
		<b>Issue date: 01.01.2026</b>	<b>Page 1 of 1</b>

Vessel Name: IMO Number:	Date submitted:
List Craft involved in Tendering Operations:	Scheduled Arrival Date: Time:
	Scheduled Departure Date: Time:

The purpose of this checklist is to verify documentation is in good order and submitted well in advance of the proposed tendering operation. Copies of the following documents to be forwarded to Dublin Port Harbour Master

NOTE: This form along with copies of the requested documents are required to be submitted at least two (2) weeks prior to the date of the each tendering operation.

		✓
1	Permit to undertake tendering operations (issued by MSO)	
2	Tender Operational Safety Plan (as sent to MSO)	
3	Risk Assessment (RA) and Standard Operating Procedure (SOP)	
4	Copy of charts issued to Tenders	
5	Vessels own Tendering Plan	
6	Tidal Plan	
7	Communications Plan	
8	Acknowledge the use of Rib Escort Craft and Monitoring Craft*	
9	Acknowledge that tendering operations are limited to daylight hours only.	
10	Alternative Arrangements in place in the event of stranded passengers and crew due to suspension of tendering operations?	
11	Declaration of Wind and Sea Height Limits for tendering operations?  Wind: _____  Sea Height: _____	

MASTERS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

ANY INCIDENTS DURING TENDERING OPERATIONS SHOULD BE REPORTED TO DUBLIN VTS WITHOUT DELAY.



	<b>Application for tendering using a <u>shore based Domestic Passenger Vessel</u></b>	<b>F-DPC-HBR-12</b>	<b>Rev 1</b>
		<b>Issue date: 01.01.2026</b>	<b>Page 1 of 1</b>

Vessel Name:	IMO No.:
Date of Application:	

The purpose of this checklist is to verify documentation is in good order and submitted well in advance of the proposed tendering operations. Copies of the following documents to be forwarded to Dublin Port Harbour Master at least two (2) weeks prior to the date of the proposed tendering operations.

	Checklist	✓
1	Tender licence issued by the MSO.	
2	Passenger Ship Safety Certificate and licence stating plying limits.	
3	Crew certification.	
4	Insurance details with respect to public liability and employers liability, signed indemnity form.	
5	Risk assessment for the tendering operation.	
6	Passage plan including tendering and communication plan.	
7	Indication that both DPC and DL jurisdictions NTM have been read and understood.	
8	Confirmation that roles and responsibilities have been discussed and agreed with the Ship and Domestic Tender.	
9	MASTERS NAMES: _____ SIGNATURE: _____ MASTERS NAMES: _____ SIGNATURE: _____ MASTERS NAMES: _____ SIGNATURE: _____ MASTERS NAMES: _____ SIGNATURE: _____ MASTERS NAMES: _____ SIGNATURE: _____	

APPLICANT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Shore based Domestic Tender Application has been reviewed and vessel has been approved to carry out tendering operations as per tender licence.

Dublin Port	Dun Laoghaire Harbour
Name	Name
Date	Date
Signature	Signature

*DPC Harbour Master and where applicable DL Harbour Master or their alternates reserve the right to witness tendering operations at any time. Any breach of the approved operating procedures may result in permission to operate being revoked.*

