

<b>Operational Procedure</b>	<b>Shetland Fish Markets</b>	
Date: 13/03/2023	Authorised by: MUMT	
	<b>Under 10m Boat Landings</b>	
<p>Responsible Person in <b>RED</b></p> <pre> graph TD     A[Process 1 Contract Landings] --&gt; B[Contact fish Buyer. (Note 1) Small Boat Skipper]     B --&gt; C[Contact LHD with details of proposed landing and preferred landing time. Buyer]     C --&gt; D[LHD allocate landing areas and time when landing can occur and inform Buyer. (Note 2) LHD]     D --&gt; E[Notify Small Boat Skipper of agreed landing areas, landing time and access code for seaward access doors at Lerwick. (Note 3) Buyer]     E --&gt; F[Land fish/product in allocated areas within agreed landing time slot. Small Boat Skipper]     F --&gt; G[Properly planned and organised landing of fish/product]             </pre>		<p><b>Notes:</b> The purpose of this procedure is to ensure that all landings of fish/product are done so efficiently and in compliance with the requirements of the Shetland Fish Markets' Manual and the respective Market's HACCP.</p> <p><b>Note 1:</b> Small Boat Skippers should notify their Buyer, prior to 1600hrs, that they intend to go fishing, what their destination market is and a preferred landing time. This will allow ice requirements and approximate market areas to be allocated. If necessary, the Skipper may be asked to call back once the landing size is confirmed.</p> <p><b>Note 2:</b> LHD shall provide information on when and where boxes can be set out on the market, taking into account predicted landings, bays in use and cleaning requirements.</p> <p><b>Note 3:</b> The seaward entrances at the Lerwick market have key fob and keypad access. The code for the keypad shall be provided where an inducted person, without a key fob, requires access to the market to land product.</p> <p>The seaward door access codes at Lerwick are NOT available from Port Control.</p> <p><i>See supplementary information for additional guidance.</i></p>

<b>Operational Procedure</b>	<b>Shetland Fish Markets</b>	
Date: 13/03/2023	Authorised by: MUMT	
	<b>Under 10m Boat Landings</b>	
Responsible Person in <b>RED</b> <div style="text-align: center;"> <pre> graph TD     A[Process 2 Auction Landings] --&gt; B[Contact LHD (Note 4) Small Boat Skipper]     B --&gt; C[Allocate landing areas and time when landing can occur, and access code for seaward access doors at Lerwick. (Note 5) LHD]     C --&gt; D[Land fish/product in allocated areas within agreed landing time slot. Small Boat Skipper]     D --&gt; E[Properly planned and organised landing of fish/product]           </pre> </div>		<b>Notes:</b> <p><b>Note 4:</b> Small Boat Skippers should notify LHD, prior to 1600hrs, that they intend to go fishing, what their destination market is and a preferred landing time. This will allow ice requirements and approximate market areas to be allocated. If necessary, the Skipper may be asked to call back once the landing size is confirmed.</p> <p><b>Note 5:</b> LHD shall provide information on when and where boxes can be set out on the market, taking into account predicted landings, bays in use and cleaning requirements. The seaward entrances at the Lerwick market have key fob and keypad access. The code for the keypad shall be provided where an inducted person, without a key fob, requires access to the market to land product.</p> <p>The seaward door access codes at Lerwick are NOT available from Port Control.</p> <p><i>See supplementary information for additional guidance.</i></p>

# Shetland Fish Markets Procedure – Under 10m Boat Landings

## Supplementary Information

Index	Page No.
1.1 Scope.....	4
1.2 Responsibilities .....	4
1.3 Landing .....	4
1.4 Ice .....	4
1.5 Pallet toes .....	4
1.6 Pallets.....	5
1.7 Fish Boxes/Bins.....	5
1.8 Scales .....	5
1.9 Unloading Cranes .....	5

Shetland Fish Markets	Procedure	Under 10m Boat Landings
-----------------------	-----------	-------------------------

### 1.1 Scope

This procedure applies to all landings by boats under 10m.

### 1.2 Responsibilities

Boat Skippers are responsible for ensuring that this procedure is complied with by themselves and any crew/personnel they utilise. They are also responsible for ensuring that all crew/personnel under their control have received a full induction prior to entry to the market and comply with the requirements of the induction, market rules, HACCP and Markets' Manual.

### 1.3 Landing

All fish/product must be appropriately handled and stored whilst at sea.

For small boat skippers arriving at the markets with fish/product in bins, they should have the necessary plant to allow them to lift the bins from their vessel, vehicle or trailer and immediately transfer this inside the markets BEFORE any boxing and icing of fish/product takes place.

Boxing of fish/product from bins directly outside the markets, either on the quayside, or on the low level ramps at each market (for fish arriving by road), is NOT permitted and is strictly prohibited.

If small boat skippers are unable to comply with this requirement, they shall require to arrive at the markets with their fish/product already boxed.

All fish/product must be iced when landed on the market.

### 1.4 Ice

Delivery of ice to the market shall be coordinated by the approved ice supplier, either via the Buyer for contract landings, or by the Small Boat Skipper for landings going to auction.

Market users must only use ice that they have purchased, or has been allocated to them by their Buyer.

Ice bins must be removed daily, unless with prior agreement from the respective harbour authority.

### 1.5 Pallet toes

Pallet toes may only be used by authorised/trained personnel.

Small Boat skippers should liaise directly with their Buyer for contract landings, or the LHD for landings going on the auction, reference availability/provision of and access to pallet toes.

To ensure compliance with PUWER (Provision and Use of Work Equipment Regulations), all pallet toe users must have received prior appropriate training and instruction on their safe use.

No unauthorised plant is permitted on the market at any time.

Pallet toes MUST be cleaned after use.

Shetland Fish Markets	Version: 2023	Amendment No: 0	Page 4 of 5	Dated: 13/03/2023
-----------------------	---------------	-----------------	-------------	-------------------

Uncontrolled Document when printed

Shetland Fish Markets	Procedure	Under 10m Boat Landings
-----------------------	-----------	-------------------------

## 1.6 Pallets

Where pallets are required to land fish/product onto the market, only plastic pallets may be used.

A small number will be available at each market for use by under 10m boats:

- Lerwick plastic pallets are black.
- Scalloway plastic pallets are bright yellow in colour.

Wooden pallets are permitted on the market for dispatch operations ONLY.

## 1.7 Fish Boxes/Bins

All boxes/bins must be of good quality and clean.

All empty boxes must be left in a suitable single location within the market following use, prior to daily collection by LHD personnel. At Lerwick, boxes must be left in the cage at the external, south gable end.

Empty bins should be immediately removed and taken away from the markets by Small Boat Skippers, with storage of empty bins not permitted on, or around, the markets.

## 1.8 Scales

Small boat skippers shall be responsible for arranging, or taking their own weighing scales into the Lerwick market.

One set of fixed scales shall be available in the small boats landing area on the market at Scalloway.

## 1.9 Unloading Cranes

Unloading cranes are available for use by Approved Users at both Markets, for the landing of fish/product to the markets.

Market Users will be permitted to use the cranes once they have completed an approval process.

Any Market Users wishing to use the cranes should contact the relevant Harbour Authority for more information.

Lerwick Port Authority.

Telephone: 01595 692991. Email: [info@lerwick-harbour.co.uk](mailto:info@lerwick-harbour.co.uk)

Scalloway Harbour.

Telephone: 01595 744221. Email: [scalloway.harbour@shetland.gov.uk](mailto:scalloway.harbour@shetland.gov.uk)

Shetland Fish Markets	Version: 2023	Amendment No: 0	Page 5 of 5	Dated: 13/03/2023
-----------------------	---------------	-----------------	-------------	-------------------