
Specification

MCA Mast and Towers Management

Contract 2022

Information Technology

Contract Reference: TCA 3/7/1008 (2022-2025)

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1. Introduction

The Maritime and Coastguard Agency (MCA) invites proposals for the following services and this contract will be subject to the DfT Standard Conditions of Contract.

The aim of the Mast and Towers Contract is to ensure that the structures are managed in order that the MCA's obligations for the UK's Maritime Safety of Life at Sea (SOLAS) mandate and all other maritime requirements are met; by ensuring that these freehold sites/structures are safe and any changes to them meet recognised safety standards.

The Supplier will be responsible for all aspects of management of the MCA's existing mast and tower structures to ensure that:

- they are maintained and remain safe in accordance with current and emerging safety requirements
- that access safety systems meet these safety standards for any authorised person having reason to access the structure and reasonably practicable security measures are identified to prevent unauthorized persons from accessing the structures.

The Supplier will also be responsible for preparing feasibility studies, reports, drawings, and surveys of proposed new structures, as required by the MCA, manage any works and then provide ongoing management activities of the completed works for the duration of this contract. It is intended that any projects associated with the renewal, re-instatement or provision of mast and tower structures will be specified, project managed and monitored by the Supplier.

The MCA's mast and towers infrastructures are located throughout the UK, including islands such as Isles of Scilly, Hebrides, Orkney, and Shetland. Annex 3 is a map showing the typical geographic distribution of MCA masts or towers sites around the UK coast. Annex 4 lists those sites and provides National Grid Reference (NGR), type and height of each structure.

2. Background to the Requirement

The Secretary of State for the Department for Transport (DfT) exercises central government's statutory responsibility for:

- a. exercising the Safety of Life at Sea (SOLAS) regulations and other agreements to which the UK is a signatory (e.g., COSPAS/SARSAT, AIS).
- b. agreements with the International Maritime Organization (IMO) for maritime distress, safety, and rescue co-ordination.
- c. exercising regulations for certifying vessels for seaworthiness and crews for competence; taking the appropriate action in the event of infringements of Rule 10 of the International Regulations for Preventing Collisions at Sea 1972 in the Dover Strait Traffic Separation Scheme.

The day-to-day management of these functions is vested in the Maritime and Coastguard Agency (MCA), an Executive Agency of the Department for Transport. Other operational responsibilities of the MCA include the co-ordination of marine pollution control and safe recovery/disposal of vessels either causing a hazard to other shipping or the environment. HM Coastguard is also responsible for managing the UK's responsibility for the English Channel traffic separation scheme and the assigned central collation point for Hazardous Materials reports.

Within the MCA, HM Coastguard (HMCG) is the UK Emergency Service whose primary task is the co-ordination of Maritime Search and Rescue within the agreed UK Search and Rescue Region. HMCG provides a continuous listening watch to all Maritime Distress frequencies, transmits safety, hazard and weather broadcasts, provides medical relay communications, manages mandatory reporting of vessels in the UK's traffic separation schemes and prepares evidence for the prosecution of rogue vessels, manages hazardous cargo reports for all UK shipping, co-ordinates all maritime search and rescue operations in the UK sea area and provides search and rescue resource.

This contract is for the professional management of all MCA mast and towers structural surveys, safety certification and the management of maintenance and works projects around the coastline of the UK. The mast and towers supplier will be responsible for assisting the Agency in producing and implementing a works procurement strategy to selected competent suppliers to undertake works associated with these structures. In addition to provide ad hoc professional services as and when required e.g., in response to weather damage to a mast or the surrounding topography.

The maintenance of antenna systems and feeders is undertaken by others under a separate contract.

The existing contract expires on 31st March 2022. The MCA intends to have a fully competent Supplier in place on 1st April 2022 for a period of 36 months.

During the period of the handover, projects that have already commenced are to continue without interruption or delays to existing programmes and equipment is to continue to be operational within a Service Level Agreement. Several specific projects may remain with the outgoing Supplier to provide continuity until completion. All other responsibilities will migrate to the new Supplier.

The MCA Estate

The MCA has (and may have in the future) some structures on land owned by third parties all of whom have migrated to access management systems. It will be the responsibility of the Supplier to ensure they have the necessary registration (including login and passwords) to attend all such sites at their cost.

Operational Equipment

The mast and tower structures primarily have radio communication antennae mounted on them that are critical to provide the UK's mandated responsibility for maritime

distress, Search and Rescue co-ordination and safety services. Each structure is positioned at the optimum location to provide a UK wide network of radio sites to provide a 24/7 service. The loss of availability of radio services (even temporary) could result in the loss of critical distress communications that the MCA may become accountable for later. It is essential that the Supplier fully understands the importance of this and ensures that any downtime of radio communications at any location is kept to an absolute minimum, it is pre-arranged/pre-agreed and coordinated with both the MCA Contract Manager and primary HM Coastguard MRCC responsible for that site.

Property Descriptions

The map enclosed at Annex 3 shows the typical locations of sites in the UK where the MCA owns a tower or mast structure. Annex 4 lists key details of the structure at these sites.

3. Procurement Timetable

Description	Date
Questions from Suppliers closed	15 th February 2022 at 17:00
Invitation to Tender closed	22 nd February 2022 at 11:00
Tender Evaluation	23 rd February 2022
Standstill period	10 Calendar days
Award of Contract	11 th March 2022

4. Scope

The scope of the service is to provide a pro-active service to the MCA regarding supporting the management and operation of the MCA's masts and towers. The various elements this service encompasses is laid out in greater detail at Section 6. Specifying Goods and / or Services.

5. Implementation and Deliverables

The commencement date is 1st April 2022 to provide the service for a three-year term completing on 31st March 2025, with an option to extend the contract for two additional 12-month periods. At the end of the contract a series of exit planning meetings will be agreed with the MCA Contract Manager and the outgoing Supplier where any handover will be agreed, and a full inventory of information will be passed to the MCA ahead of the termination of the contract.

6. Specifying Goods and / or Services

To provide specialist professional services and ongoing management of the MCA owned mast and towers infrastructure. Additionally, to assess the impact on MCA structures when third parties wish to site share, provide feasibility studies and documentation to

support new MCA requirements and manage the works and maintenance of all MCA owned structures. To conduct annual survey, inspection and certification of MCA owned masts and towers. Duration to be three years.

1. The Supplier will be expected to provide a pro-active service to the MCA in which they respond in a timely and efficient manner to requests and instructions. To also make positive recommendations to MCA and seek instructions in relation to further necessary or desirable actions to promote the efficient, economic and cost-effective management and operation of MCA's masts and towers.
2. The scope of the Supplier services falls in two broad categories:
 1. Core Work, to comprise of:
 - a. Structural inspection of all mast and tower structures that are owned by the MCA. All masts and approximately 50% of the towers and poles are to be inspected each year ensuring that the most efficient schedule of inspections is adopted. Currently the estate consists of 5 Masts, 38 towers and 7 poles. These figures are not definitive and due to ongoing maintenance/replacement these figures can change.
 - b. Inspection and testing of associated earthing systems and other safety systems (e.g., Latchways fall arrest) in the cycle described in paragraph a) above.
 - c. Issue of structural condition/safety certificates for these masts and towers such that a valid certificate for each structure is held.
 - d. Provide annual reports on the condition of all inspected structures, including production of a Forward Maintenance Register (FMR) containing estimated costs and breakdowns for identified maintenance requirements including recommended timeframes for rectification.
 - e. Production of annual drawings of all masts, towers and poles and to reflect any changes such as aerial moves and additional aerials.
 2. Non-core, reactive and ad-hoc anticipatory work required or necessary to meet arising requirements of the MCA including demolitions, replacement or new tower structures etc. This will be financed separately.

It should be noted that the Supplier will not be permitted to bid for actual maintenance work or structural activities identified because of their professional services delivered under this Contract.

Execution of the Contract

The Supplier shall appoint a single Contract Manager who will be responsible for the day-to-day contract issues with the MCA and third parties, be the focal point for all tasking and

queries, co-ordinate all activities associated with the contract, produce reports as required by the MCA and produce financial statements for the MCA. The Contract Manager shall provide the MCA with details of an alternative point of contact, nominated for periods when the Contract manager is not on duty (e.g., leave). The Contract Manager and the alternative point of contact will be in a position of authority to ensure that all surveys, assessments, and other documentation meets safety and build standards, regulations, and codes of practice relevant to that work.

All work associated with the contract will be directed by IT. The day-to-day management of the contract will be through the Senior Service Manager (IT Infrastructure) who will issue and co-ordinate tasking of the contract.

The annual package of site surveys and inspections will be completed by 31st August each year and the certification, report and Forward Maintenance Plan issued to the MCA by 31st September thus enabling MCA to accurately forecast spend for the following year. The maintenance contract specification should be completed based on the previous year's FMR i.e., Inspections in August 2022 will fuel the FMR that is produced in September 2022 and a contract for the necessary maintenance will be let in March / April 2023.

Contract Review (Liaison) Meetings

The Supplier will attend a meeting before the commencement of the contract where the current inventory of structures, locations and project works that will be retained by the outgoing Supplier will be confirmed and responsibility for the new contract will be passed to the incumbent Supplier in readiness for 1st April 2022.

Contract Review Meetings will be held between IT and the Supplier periodically where the Contract Manager and other members of the Supplier's organisation will attend. The frequency of meetings to be determined and agreed as required but with at least one face to face meeting per year unless this is not permissible e.g., COVID restrictions.

Other meetings will be held periodically to discuss specific projects, issues, etc. The Supplier will have relevant representatives at the meeting to discuss the issues. The frequency of these meetings and representatives to be agreed by IT.

The Supplier will produce the minutes of all contract meetings and provide soft copy to IT. In accordance with Government's Greening Commitments policy, found on the GOV.UK website under 'Sustainable development', soft copies of minutes will be acceptable with the MCA Contract Manager's agreement; receipt of soft copied documentation is to be acknowledged by the recipient to the sender as proof of receipt.

Service Standards and Schedules

All personnel employed on the contract are to be competent in the task for which they are employed and hold qualifications that are relevant to that post/activity in hand. The tenderer is to provide details including numbers, qualifications, and location of personnel of his proposed organisation for filling this requirement. Where the tenderer proposes the use of a sub-contractor, on other than a temporary basis, the names of the company so employed are to be stated. The successful tenderer is also responsible for taking every

practical step to ensure that turbulence of personnel is kept as low as possible so that the training load is minimised. Furthermore, to ensure that by judicious selection of the range of technical skills of those employed, the manpower is kept to a minimum commensurate with the required reliability of service.

The Supplier is responsible for maintaining a comprehensive library of schedules for all the structures. Copies of the relevant schedules are to be made available to all personnel employed on programmed maintenance. A copy of these schedules is to be forwarded to IT for approval.

Assignment and Sub-Contractors

Any intention to utilise the services of a third party to fulfil any part of the contract shall be declared in the tender together with details of the proposed sub-consultant or sub-contractor and their involvement. The quality of work undertaken by a sub-contractor shall be the responsibility of the prime Supplier.

It is recognised that Supplier may wish to involve sub-contractors. Full details of proposed sub-consultants should accompany written submissions.

7. Skills and Apprenticeships

Please describe the activities you will undertake to ensure:

- Your overall strategy for developing a skilled and diverse workforce for this contract (you may reference existing schemes you have developed or previous successful outcomes as evidence of your ability to deliver this agenda but only if they are relevant to the ongoing delivery of your commitments under this contract).
- The qualifications and training programmes and providers you have identified.
- How, in delivering this contract, you will ensure you provide opportunities to people from a diverse range of backgrounds (for example women, BAME).

8. Quality Assurance Requirements

The Supplier shall have certification ISO 9001:2015 quality approval (or equivalent) with a relevant scope. This accreditation shall be valid throughout the period of the contract. All work is to be carried out in accordance with those standards and these standards or those that replace/supersede them are to be maintained throughout the life of the contract.

The Supplier shall comply with all relevant standards, Approved Codes of Practice and guidance that are relevant to the activity being undertaken including British Standards, European Directives, Health and Safety.

9. Inspection

Notwithstanding the requirements above, IT (or its authorised representative) inspects installations at each location periodically; this is to confirm that works have been satisfactorily conducted. The Supplier will be expected to designate a representative of

suitable seniority to be able to take actions and fully represent the company during discussions.

On completion of new installations, it is expected that a competent person represents the Supplier (not the same team that carried out the works) to accept the works on behalf of the MCA.

The MCA carries out periodic technical inspections of the MCA infrastructure in each Area. Prior to each inspection, a competent representative of the contract, not from the same team that normally maintains the installations in that Area, is tasked to complete a full survey of each radio site. A report for each radio site in that area together with a copy of the test certificate is to be passed to IT prior to the inspection.

10. Equipment/Software

All equipment/software required to execute the contract shall be provided by the Supplier.

11. Other Agencies

The MCA has site sharing agreements in place to facilitate collocation of its communications equipment on property owned by other Parties. The Supplier may be tasked to undertake surveys or assessments of MCA equipment installations or proposals. Details of the requirements of the Agent for the site owner will be provided at the time of tasking the Supplier to carry out the work. Typically, the MCA site shares on properties owned by companies such as Cellnex, NATS, BT and local authorities. The Supplier is to ensure that all legal rights and requirements of the owner are observed. The Supplier must gain access rights and maintain this registration at their cost by the job start date.

12. Training

During the first 12 weeks (3 months) of the Contract the Supplier shall decide at their own expense for training on those sites and structures where the Supplier does not have the necessary experience. To this end the tender is to identify all training requirements to enable the Supplier to become competent in meeting the MCA's requirements on all equipment declared. The Supplier shall be able to undertake all activities required by the contract to a satisfactory standard and without reducing the operational ability of HM Coastguard or affecting existing installation programmes from the commencement of the contract.

13. Service Conditions and Environmental Factors

Several of our radio sites are often located in remote areas around the UK Coastline and, as such, are subject to weather and geographical location challenges restricting access at certain times of the year e.g., transport links and limited ferry services, etc.

14. Management and Contract Administration

The Supplier shall appoint a single Contract Manager who will be responsible for the day-to-day contract issues with the MCA and third parties, be the focal point for all tasking and

queries, co-ordinate all activities associated with the contract, produce reports as required by the MCA and produce financial statements for the MCA. The Contract Manager shall provide the MCA with details of an alternative point of contact, nominated for periods when the Contract manager is not on duty (e.g., leave). The Contract Manager and the alternative point of contact will be in a position of authority to ensure that all surveys, assessments, and other documentation meets safety and build standards, regulations and codes of practice relevant to that work.

All work associated with the contract will be directed by IT. The day-to-day management of the contract will be through the Senior Service Manager (IT Infrastructure) who will issue and co-ordinate tasking of the contract.

Sub-contracting to Small and Medium Enterprises (SMEs)

DfT is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger suppliers to make their sub-contracts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see our [website](#) for further information).

If you tell us you are likely to sub-contract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice on our website.

15. Data Protection

The supplier will not be required to process any Personal Data on behalf of the DfT

16. Training / Skills / Knowledge Transfer

At the end of the contract a series of exit planning meetings will be agreed with the MCA Contract Manager and the outgoing Supplier where any handover will be agreed, and a full inventory of information will be passed to the MCA ahead of the termination of the contract.

17. Documentation

The Supplier holds master records of structure information, stability calculations, drawings and individual site build and maintenance contract documentation. This information will be passed from the outgoing Supplier to the incumbent one through the MCA. The MCA and the incumbent Supplier will agree a full inventory of information being passed at the start of the contract.

The Supplier shall be responsible for the custody and maintenance of all master documentation on behalf of the MCA and will provide copies of this information to the MCA as and when requested. This will include design and maintenance records, surveys and reports and structure profiles. The format of any electronic information must be in a form that can be passed onto another supplier in a format that is readily readable using standard COTS software products.

18. Computerised Service Management System

The Tenderers shall give details of any service management package it is proposed to use in the execution of the Contract and the willingness to give shared access to certain functionality by MCA staff for aspects such as:

- a. Survey reports
- b. Structural analysis
- c. Design drawings
- d. Contract Specifications and Tender Documentation

All contract specific data supplied for efficient operation of any service management system shall be treated as in confidence and shall remain the property of the MCA and all copies (hard and soft format) shall be returned to the MCA at the end of the contract in a format that is editable using a standard COTS software product.

19. Arrangement for End of Contract

The Contractor shall fully cooperate with the Authority to ensure a fair and transparent re-tendering process for this contract. This may require the Contractor to demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.

At the end of the contract a series of exit planning meetings will be agreed with the MCA Contract Manager and the outgoing Supplier where any handover will be agreed and a full inventory of information will be passed to the MCA ahead of the termination of the contract.

20. Evaluation Criteria

See the Specification Template Guidance for details on how to formulate your Evaluation Criteria.

Quality Factors:

Selection will be based on the evaluation criteria encompassing the most economically advantageous tender, which demonstrates a high degree of overall value for money, competence, credibility, and ability to deliver.

This tender will be evaluated using the weightings set out at Annex 1 to obtain the optimal balance of quality and cost.

The Quality Factors will be assessed against the criteria specified in Annex 1.

Quality Factors Scoring Methodology

The scoring methodology below will be used:

Score	Assessment	Reason
(5)	Satisfactory response that fully meets the requirement and includes all relevant supporting evidence.	A score of 5 will be achieved by demonstrating a robust understanding and methodology that specifically meets the requirement. The response provided will have full and comprehensive supporting evidence and examples.
(3)	Minor weaknesses in the response or detail missing	A score of 3 will be achieved where the proposed approach meets the basic requirements by demonstrating an understanding of them and experience of the allocated resource with the exception that the supporting commentary and/or evidence does not fully explain, justify or provide a fully comprehensive response to examples.
(1)	Unsatisfactory response with major weaknesses	A score of 1 will be achieved as per the criteria for achieving a score of 3 with the exception that the supporting commentary and/or evidence does not fully explain or justify the approach to the requirements, experience of allocated resource and only some aspects of the MCA's requirements are fully met.
(0)	Inadequate response	A score of 0 will be achieved for any answer that does not meet the level required to score a 1 or above.

Financial / Price Factors Scoring Methodology:

The Percentage Scoring Methodology will be used to evaluate all proposals for this requirement. This methodology is based on the following principles:

Firstly, the lowest tendered price will be scored 100, and each subsequent bid will be baselined to this score. So, a bid which is 20% more expensive on price than the lowest tendered price will be allocated a score of 80.

Annex 1 – Evaluation Criteria: Quality Factors and Price

The tender responses will be evaluated against the following criteria:

Criteria: Quality Factors – Weighting 60%

Quality Criteria	Sub-criteria weighting and description	Sub-Criteria Weighting (%)
Comprehensiveness and Completeness	The completeness of the tender document and ability to provide the range of services required.	23%
Quality	The nature of the service provided people and procedures in place to assure the standard of service required by the MCA.	18%
Reliability	The ability to maintain a satisfactory service at all times using competent resources.	10%
Responsiveness	The ability to react to changing requirements with the minimum of disruption.	9%
Track Record	Recent and relevant experience in both public and private sectors. References from current customers.	9%
Environmental Issues	The ability of the tenderer to re-use, recycle and utilise resources to meet the Governments policy on the Environment.	9%
Health and Safety	Evidence of appropriate Risk Assessment, Method Statement methodology. Proof of adequate training and certification regime for persons employed to carry out activities with particular reference to climbing structures.	12%
Social Value		10%
Total:		100%

Criteria: Price Factor – Weighting 40%

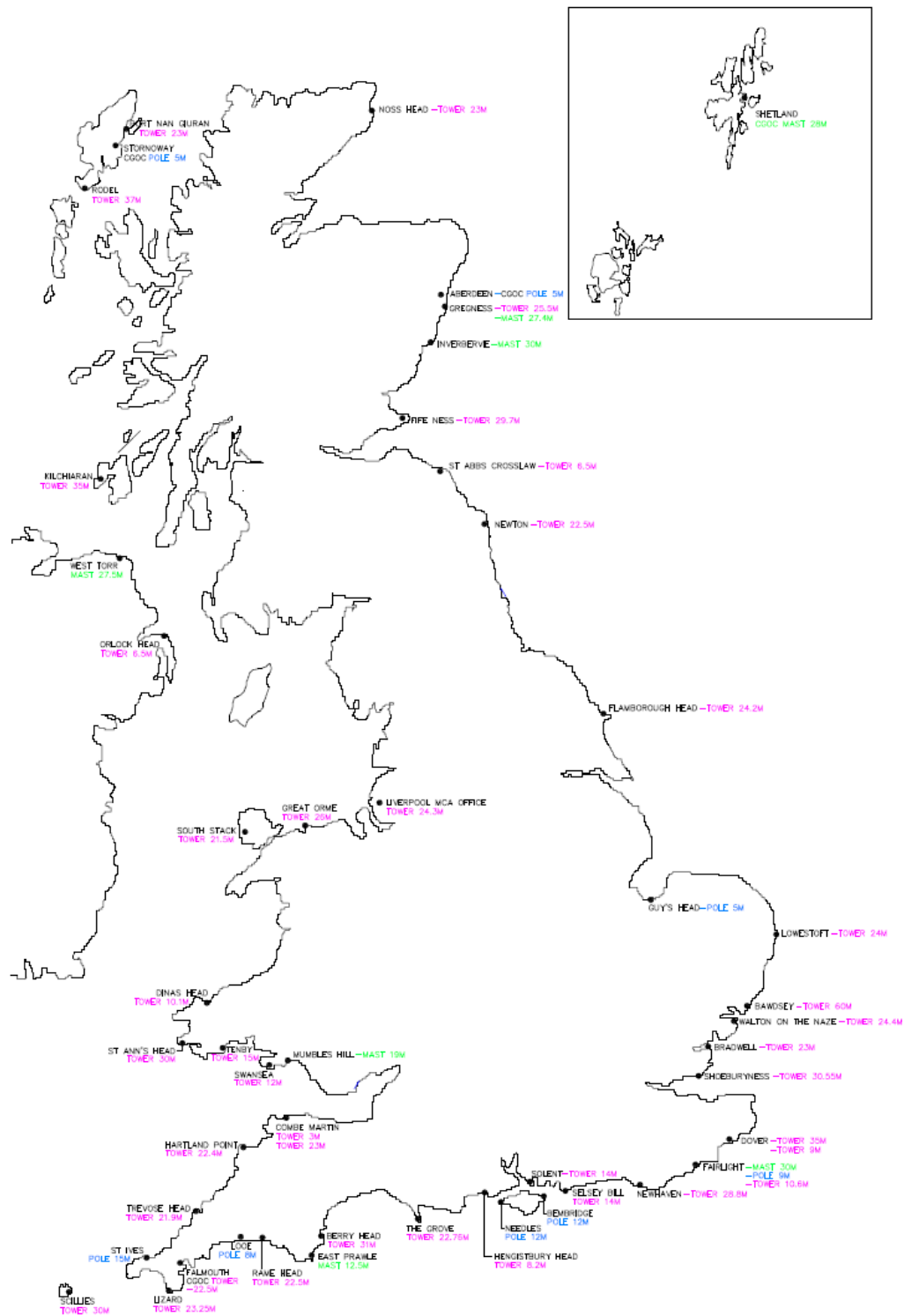
Price Criteria	Sub-criteria weighting and description	Sub-Criteria Weighting (%)
Price	Most Economically Advantageous Tender	100%
Total:		100%

Annex 2 – Abbreviations

AIS	Automatic Identification System
COSPAS/SARSAT	Cosmicheskaya Sistemya Poiska Avariynich Sudov/ Search and Rescue Satellite-Aided Tracking
COTS	Commercial, Off the Shelf
CRS	Coast Rescue Station
DfT	Department for Transport
DMO	Directorate of Maritime Operations
FMR	Forward Maintenance Register Plan
HMCG	Her Majesty's Coastguard
HQ	Headquarters
IT	Information Technology
IMO	International Maritime Organization
MCA	Maritime and Coastguard Agency
MRCC	Maritime Rescue Coordination Centre
NAO	National Audit Office
NATS	National Air Traffic Services
NGR	National Grid Reference
PC	Personal Computer
R&D	Research and Development
SLA	Service Level Agreement
SOLAS	Safety of Life at Sea
SSR	Statement of Service Requirements
UK	United Kingdom

Annex 3 – Location* of MCA Mast and Towers Infrastructure

*For illustration purposes only. This map shows the typical geographic distribution of MCA masts and towers sites around the UK Coast. Please refer to Appendix 2 for current status of the estate.



Annex 4 – Locations of Mast and Towers owned by the MCA

No	Site	NGR	Structure	Height (AGL)	Notes
1	St Abbs Crosslaw	NT873684	Tower	6.5m	
2	Aberdeen MRCC	NJ945059	Pole	5m	
3	St Ann's Head	SM805029	Tower	30m	
4	Bawdsey	TM341382	Tower	60m	
5	Berry Head	SX946566	Tower	31m	
6	Bradwell	TL995078	Tower	23m	
7	Combe Martin	SS569429	Tower	23m	
8	Dinas Head	SN011381	Tower	10.103m	
9	Dover MRCC	TR340424	Tower	35m	
10	Dover MRCC	TR340424	Tower	9m	
11	East Prawle	SX782368	Tower	16.5m	
12	Falmouth MRCC	SX826316	Tower	27m	
13	Flamborough Head	TA252708	Tower	24.2m	
14	Fairlight	TQ869112	Tower	31m	
15	Fairlight	TQ869112	Pole	9m	
16	Fairlight	TQ869112	Tower	10.6m	
17	Fife Ness	NO637097	Tower	29.7m	
18	Gregness	NJ969040	Tower	25.5m	
19	Gregness	NJ969041	Mast	27.40m	
20	Great Orme	SH766833	Tower	26m	
21	Hartland Point	SS231275	Tower	22.4m	
22	Hengistbury Head	SZ179904	Tower	8.2m	To be replaced by tower - Date TBC 4WD access
23	Inverbervie	NO841735	Mast	30m	
24	Kilchirian	NR205615	Tower	35m	
25	Lee on Solent (Daedalus)	SU561016	Tower	41.25m	
26	Liverpool MCA Office	SD299006	Tower	24.3m	
27	Lizard	SW701112	Tower	22.35m	
28	Looe	SX256523	Pole	8m	
29	Lowestoft	TM555932	Tower	24m	
30	Mumbles Hill	SS624875	Mast	19m	4WD access
31	Needles	SZ296848	Pole	12m	To be replaced by tower - Date TBC
32	Newhaven	TQ446001	Tower	28.8m	
33	Noss Head	ND389550	Tower	23m	
34	Newton	NU241249	Tower	22.5m	
35	Orlock Head	J560833	Tower	14m	
36	Port Nan Guiran	NB557362	Tower	23m	
37	The Grove	SX702719	Tower	22.76m	
38	Rame Head	SX421487	Tower	22.5m	
39	Rodel	NG053839	Tower	37m	
40	Scillies	SV913121	Tower	30m	
41	Selsey Bill	SZ845930	Tower	14m	

No	Site	NGR	Structure	Height (AGL)	Notes
42	Shetland MRCC	HU478409	Mast	28m	
43	Shoeburyness	TQ927841	Tower	30.55m	
44	South Stack	SH211826	Tower	21.5m	
45	St Ives	SW520398	Pole	15m	
46	Tenby	SN145031	Tower	15m	
47	Trevose Head	SW851766	Tower	21.9m	
48	West Torr	D214407	Mast	27.5m	
49	Stornoway MRCC	NB430322	Pole	5m	
50	Guys Head	TF491256	Pole	6m	