

MARITIME MANAGEMENT SERVICES LTD

# SAFETY MANAGEMENT POLICY

&

# OPERATIONS MANUAL

for

Vessel Name:.....

MSA number:

THIS MANUAL HAS BEEN COMPILED AND VALIDATED BY MARITIME MANAGEMENT SERVICES LTD

# CONTENT

**Business Name:** .....

**Area:** .....

**Owner Name:** .....

**Vessel:** .....

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8. Emergency Preparedness
9. Report and Analysis of Non-Conformities,  
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10. Maintenance of the Ship and Equipment
11. Documentation
12. Company Verification, Review and Evaluation
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## **Attachments:**

- Emergency Contact Numbers
- Emergency Flow Charts
- Maintenance Plan Questionnaire
- Safety Equipment carried (and its location)
- Fault Reports

# 1. Preamble

This manual describes the safety systems and sets out the procedures instituted by:

Name of Business or Owner:.....

# 2. Safety and Environmental Protection Policy

It is the Business's primary and continuing policy that in the conduct of its activities, it will protect the safety of its passengers, employees and cargo carried through Safe Ship Management.

The business objectives in the fulfillment of this policy are:

- To establish procedures which will comply with New Zealand statutory requirements for safety matters as they affect its employees, property, the public at large and the environment.
- To develop procedures which will ensure the reporting and investigation of all accidents and incidents as they affect Safe Ship Management.
- To provide directives and equipment to ensure the safety of the ship and persons on board and compliant these with a comprehensive Emergency Plan.

# 3. Business Responsibilities and Authorities

## 3.1. Authority

Name and Address of Operation:

.....  
.....  
.....

This business recognises its responsibilities in terms of Safe Ship Management and in doing so has arrangements in place to cover the necessary requirements as follows:

## 3.2. Management Responsibilities

### 3.2.1. Land Based Management

Land based management for the safety of the maritime operation is undertaken by the business. The management provides for and monitors adherence to procedures covering:

- Safety and Training
- Operational Procedures
- Compliance with the NZ Ship Safety Management Code
- Environmental Protection Policy
- Ensuring that vessel crew have read and understood the manual and its requirements

This role is designated to a person within the business who has access to relevant ongoing legislative changes and contractual documents relating to the provision of Safe Ship Management.

This person is the liaison between the business and Maritime Management Services Ltd with regard to Safe Ship Management.

The responsibilities of this designated person under the code are to ensure the safe operation of the ship. The person monitors the safety and pollution protection aspects of the operation and ensures that adequate resources and shore based support are supplied as required.

### **3.2.2. Ship Board Management**

Adherence to the safety code on board ship is the responsibility of the Ship's Master. The Ship's Master will ensure that any crew members carried have a relevant job description and that agreed manning levels applicable to the assigned roles for the safe operation of the vessel are met. The responsibilities of the Ship's Master and crew are detailed in this manual under section 5.

## **4. Designated Persons**

### **4.1. Land Based**

4.1.1. The designated land based person, with the authority to ensure safe management of the ship for this business is:

Name: .....

4.1.2. The business will notify Maritime Management Services Ltd, any replacement of this person.

### **4.2. Shipboard**

The designated person with the authority to ensure safe management of the vessel is the Ship's Master.

## **5. Master's Responsibility and Authority**

5.1. The Ship's Master has the overriding authority to make decisions with respect to safety and pollution provision and to request the business's assistance where necessary.

The Ship's Master has the responsibility on board the vessel for:

- Implementing the Safety Policy
- Motivating the crew in observation of the Policy
- Reporting all navigational hazards to the appropriate authority as soon as possible (refer section 9 of this manual)
- Issuing appropriate orders and instructions in a clear and simple manner
- Reviewing and reporting to the business's Land Based Designated Person on the safety and environmental protection procedures.
- Completing the Ship's Log
- Ensuring that specified requirements are observed, i.e. manning, equipment, operating limits.
- Advising a Land Based Unit of the number of persons on board (POB),, on each voyage.
- Ensuring that all planned maintenance is carried out.
- Training of crew in emergency procedures

**Other Duties include:**

**(Make additions and delete those responsibilities not applicable to Ship's Master)**

- Vessel pre-sailing checks
- Piloting vessel
- Ship's management
- Vessel shut-down and securing checks
- Mooring & Berthing
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....

The following section addresses Crew Members. Dependant on the type of trip your vessel is doing, the manning requirements can change. Therefore, note down those main responsibilities that would relate if crew are required on the vessel.

5.2. The **Crew members** have the responsibility on board the vessel for:  
**DELETE SECTION IF NOT APPLICABLE**  
**(Make additions and delete those responsibilities not applicable)**

- Lines
- Cafe
- Notifying Ship's Master of any hazards
- Assisting the Master in his duties
- .....
- .....
- .....
- .....

## 6. Resources and Personnel

6.1. The business is responsible for ensuring that all Ship's personnel are adequately qualified and trained in the execution of the tasks they are required to perform.

Masters tickets / Crew qualifications must be available for inspection in the business's office or on board the vessel.

The business is also responsible for ensuring that all Ship's personnel are conversant with the Business's Safe Ship Management System and are given the necessary support so that their duties can be safely performed.

6.2. The business will ensure that each ship is crewed, as appropriate, with qualified, certified and medically fit seafarers in accordance with any applicable New Zealand legislative requirements.

6.3. The business will establish and maintain procedures for identifying any training that may be required in support of the Safety Management System.

## 7. Development of Plans for Shipboard Operations

The Safe Ship Management Rule now published by the Maritime Safety Authority requires that all businesses document and maintain procedures, and instructions for key shipboard and land based operations that concern the safety of the vessel(s). These are designed to assist any passengers or crew to act in an emergency should the Skipper become incapacitated.

Some examples of operating procedures are as follows (make alterations as appropriate to your own vessel's equipment and operation).

### A. FIRE EXTINGUISHERS

- Step 1: Unclip extinguisher
- Step 2: Undo safety clip, tag or pin
- Step 3: Aim extinguisher at base of fire
- Step 4: Operate lever
- Step 5: Once fire is contained, return appliance to its stowage and check damage
- Step 6: Carry out reporting and fault reports as per the Safety Management Policy Manual.
- Step 7: Arrange for replacement or recharging of extinguisher

### B. ENGINE SHUT DOWN

- Step 1: Lower Rev's to idle
- Step 2: Pull out Stop Button
- Step 3: Turn Key Off
- .....
- .....

### C. E.P.I.R.B.

- Step 1: Remove EPIRB from .....
- Step 2: Tie to survival vessel or lifejacket
- Step 3: Raise aerial
- Step 4: Switch ON
- Step 5: Place in water

### D. FLARES & SMOKE FLOATS

- Step 1: Remove from .....
- Step 2: Follow instructions as written on each individual flare

**E. V.H.F. RADIO**

- Step 1: Turn Radio on
- Step 2: Switch VHF to Channel ....., adjust squelch and volume
- Step 3: Press side of hand piece to transmit (release to listen)
- Step 4: Give type of call (MAYDAY or PAN), **three times**  
name of vessel (.....) **three times**  
radio call sign (.....) **three times**
- Step 5: On receiving reply, give nature of emergency, number of people on board and your position.
- Step 6: Thereafter, keep listening watch and transmit developments of situation aboard.

**F. Task:.....**

- Step 1: .....
- Step 2: .....
- Step 3: .....
- Step 4: .....

**G. Task:.....**

- Step 1: .....
- Step 2: .....
- Step 3: .....
- Step 4: .....

**7.1. Operating Parameters**

The business has put in place the following operating parameters for this vessel. Possible examples of what could be included in this section are weather conditions - non operable, course change procedures, operating hours for darkness, trained radar operators only to skipper at night etc.

- .....
- .....
- .....
- .....
- .....

.....

## 7.2. Crew Training

Note any ongoing training given to crew.

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.....

## 8. Emergency Preparedness

The business has established procedures to identify, describe and respond to potential emergency shipboard situations.

A training programme to prepare for emergency situations will be undertaken by the business at the time of recruitment of new staff and thence on a regular basis.

All emergency situations will be recorded and a copy sent to Maritime Management Services and the Maritime Safety Authority for further action if necessary.

Procedures for the following emergency situations have been developed and are located in flow chart form within this manual.

**Make adjustments to suit your own procedures for this vessel.**

### 8.1. Man Overboard

It is the Master's responsibility to ensure that all crew are trained for this eventuality.

### 8.2. Fire

It is the Master's responsibility to ensure that all crew are trained for this eventuality. A minimum number and standard of fire fighting appliances as are necessary to comply with statutory requirements shall be carried aboard. All appliances will be inspected and/or tested at regular intervals. Where applicable, inspection and test certificates will be retained for audit.

### 8.3. Collision or Grounding

In the event of a collision or grounding it is the Master's responsibility to immediately assess the extent of the damage to his vessel, particularly hull damage which may affect its watertight integrity. Should such damage be believed, the Master shall immediately ascertain which compartments might be flooded and have action taken to pump these spaces. The Master shall be familiar with the bilge pump system. The Master shall decide if it is possible to contain any flooding or if assistance should be requested, and advise the crew accordingly. The Master is responsible for ensuring that the crew safety is checked on in the event of a collision or grounding and to issue appropriate instructions.

### 8.4. Abandoning Ship

In the event of the need to abandon ship, it is the Master's responsibility to call for assistance and be familiar with the correct procedures for doing so. It is the Master's responsibility to ensure all crew are trained for such an eventuality. Such training shall include instructions to be given to crew, knowledge of

positions at which lifesaving appliances are stowed and as appropriate, their means of release, donning of and practical operation.

A minimum number and standard of lifesaving appliances as are necessary to comply with statutory requirements shall be carried aboard.

It is the Master's responsibility to see that all personnel have left the vessel safely and all possible means of requesting assistance have been undertaken.

### 8.5. Response to Other in Distress

It is the Master's responsibility to respond to vessels in distress that are in the vicinity as soon as possible.

**All such actions shall be recorded and a copy sent to Maritime Management Services Limited for central records and further action if necessary.**

### 8.6. First Aid

It is the business's policy that the Master undertake a certified course in First Aid. This certificate is to be renewed every five years. A copy of the certificate is to be available for inspection in the business's office or on board the vessel.

**Note below any other likely/possible incidents, accidents or hazardous occurrences that may be particular to this vessel, along with the procedure for dealing with them.**

Significant hazards are to be identified and eliminated where possible. Where this is not possible, hazards are to be isolated and minimised.

.....  
.....

## 9. Reports and Analysis of Non-Conformities, Accidents and Hazardous Occurrences

In the event of an accident, incident or hazardous occurrence, the following procedure will be actioned.

NOTE THAT ALL REPORTS MUST BE MADE TO APPROPRIATE PERSONS AS SOON AS PRACTICABLE.

### 9.1. Ship's Master / Designated Person

- Report to MMS (forms will be provided in manual)
- Report to MSA (forms will be provided in manual)
- Record all mishaps in Ships Log Book
- Record mishap in accident register (notebook in first aid kit)

#### Important Notes:

- Discharges or pollution incidents to be reported as may be required by the Maritime Transport Act 1994.
- EMERGENCY NUMBERS are included in the rear of this manual.
- Any danger to navigational aids, including the failure or displacement of any navigational aid is to be reported to all ships in the vicinity and the nearest radio communication station.

- Reports to include a description of probable causes, details of the consequences with respect to harm to persons, damage to property and the environment, and any suggested improvements.
- Where practical, the Ship's Master will render assistance to other vessels or seafarers in distress with speed.

## 10. Maintenance of the Ship and its Equipment

The business undertakes to establish procedures to ensure that the ship's equipment and technical systems are maintained in conformity with the provisions of relevant mandatory rules and regulations and with any additional requirements established by the business.

Inspections are carried out in accordance with the maintained maintenance plan contained in this manual. These inspections will be planned and carried out by capable and experienced personnel. External systems audits of scheduled maintenance are carried out by Maritime Management Services Ltd from time to time.

## 11. Documentation

### 11.1. Log Book

It is a regulatory requirement that this vessel will maintain a ship's log for the life of the vessel. The **current** log-book must be kept on board the vessel. The minimum content of this is as follows:

- Accidents, incidents and failures
- Records of action on all maintenance
- Records of all voyages undertaken
- Number of persons on board for each voyage
- Crew details
- MMS/MSA inspections & Audits
- Navigational hazards reported
- Crew training records

### 11.2. Safety Management Policy Manual

Maintained copies of the Safety Management Policy Manual are kept (a) aboard the vessel, (b) with the land based designated person in the office, and (c) with Maritime Management Services Ltd.

### 11.3. Reports

Copies of all accident, incident, hazardous occurrence reports, inspection reports, audit reports and reviews are kept aboard the vessel or in the business's office. These reports are lodged with Maritime Management Services Ltd where necessary.

### 11.4. Equipment Manuals

Documents that relate to the maintenance of the vessel, manufacturer's manuals for engines, radio systems, electrical gear and any other applicable navigational equipment such as radar, sounder, GPS etc, are kept aboard the vessel, or in the business's office.

### 11.5. Certificates

All documents that relate to the Ship's "Fitness for Purpose", operating limits, passenger numbers, loading restrictions etc, are kept aboard the vessel. Those documents which are required by regulation to be publicly displayed are posted up in a prominent position.

## 12. Business Verification, Review and Evaluation

The business will periodically evaluate the efficiency and, when needed, review the Safety Management System in accordance with procedures established by the business.

### 13. Certification, Verification and Control

The business will seek a Maritime Management Services Limited "Safe Ship Management Certificate". External audits for Compliance will be conducted by Maritime Management Services Limited who are the certifying party to this business's Safe Ship Management System.

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## EMERGENCY CONTACT NUMBERS

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**Maritime Safety Authority  
Marine Duty Officer**  
24 Hours, 7 days a week

**Phone** 04-472 7367

**Maritime Management Services Ltd**

**Phone** 09-535 7702  
**Fax** 09-537 4534

**Regional Council** (note your local area number)

.....

**Harbour Master**

.....

**Emergency Business number**

note the contact number for your business for  
emergency's (this could be the land based  
designated person)

.....  
.....  
.....

**Emergency VHF Channel** for your area (i.e. CH 16)

.....

**Radio Call Sign**

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# MARITIME MANAGEMENT SERVICES LIMITED

## ANNUAL MAINTENANCE PLAN

VESSEL NAME

**O** ONGOING CHECKS/SURVEILLANCE

**S** SERVICE

OWNER

**R** REPLACE

**I** MMS SAFETY INSPECTION

YEAR

**A** MMS SYSTEMS AUDIT

**C** NEW SSM CERT DUE

1997/98

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<b>EXAMPLE</b>	<input type="radio"/> Date: 19th											
Safety Equipment/Lifesaving Gear	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Fire Extinguishers	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Flares (2 Para ; 2 Handheld)	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Radio VHF (Handheld)	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Compass (Handheld)	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Main Engine	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Anchors / Chain	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Navigation Lights	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Electrics	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Electronic Equipment	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Fuel Tanks	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Engine Oil Change @ 100hrs (note when done)	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Oil Filters Change @ 100hrs (note when done)	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Grease & Oil	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Fuel Filters Change @ 100hrs (note when done)	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
Bilge Pumps	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:	<input type="radio"/> Date:
MMS Safety Inspection Due												
MMS Systems Audit Due											<b>I</b> Date:	
New SSM Certificate Due											<b>A</b> Date:	<b>C</b> Date:

# MARITIME MANAGEMENT SERVICES LIMITED

## MAINTENANCE PLAN NOTES

Use this sheet to expand on additional maintenance or servicing done, not allowed for in the schedule

<i><b>E X A M P L E</b></i>	<i><b>F E B</b></i>	<i><b>Main Engine was serviced in January 1997 ; 1 week ; rings replaced</b></i>
OCT		
NOV		
DEC		
JAN		
FEB		
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEP		