

**MARITIME MANAGEMENT SERVICES LTD**

**D R A F T**

**SAFETY MANAGEMENT POLICY**

**&**

**OPERATIONS MANUAL**

for

Vessel Name:.....

MSA Number:.....

This document needs to be filled out and returned to MMS for compiling a new Manual for the vessel. The manual should be designed to suit the operation of your vessel and includes procedures for the operation of safety equipment on board.

The purpose of having this information in a manual is to assist any passengers and crew with using the likes of flares, radios etc, in an emergency or should the Skipper become incapacitated. Please feel free to add, alter or delete any sections that are not relevant to your operation.

**Vessel Particulars**

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

**Operating Area:** .....

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

**Address:** .....

**Vessel Name:** .....

**Vessel Design:** .....

**Are there any special conditions for this craft relating to plan/design approval?**

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**Are there any special operating parameters for this vessel? i.e. maximum number of persons on flybridge; lifejackets to be worn at all times; no passengers forward; etc.**

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## **Contact Person**

Who will be the contact person with the authority to ensure safe management of the ship for this business? This person would also be the person who would be in contact with the Safe Ship Management company:

Name: .....

Search and Rescue contact: Note who the Master contacts for his Trip Report i.e. wife's name, Coastguard, Maritime Radio etc.

Name: .....

Phone:.....

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

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

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
- Reviewing and reporting to the Contact Person on the safety and environmental protection procedures (if this person is not the Master)
- Completing the Ship's Log
- Ensuring that specified requirements are observed, i.e. manning, equipment, operating limits.
- Advising a Land Based Person of the number of persons on board (POB), on each voyage.
- Ensuring that all planned maintenance is carried out.
- Carry out safety briefings to passengers including the use and location of lifesaving equipment.
- Training of crew in emergency procedures
- Vessel pre-sailing checks
- Piloting vessel
- Ship's management
- Vessel shut-down and securing checks
- Mooring & Berthing

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

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.

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

- Verifying passenger numbers
- Lines
- Cafe
- Ensuring passenger safety
- Notifying Ship's Master of any hazards
- Assisting the Master in his duties
- .....
- .....
- .....
- .....
- .....
- .....

# 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.**

## 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

## ENGINE SHUT DOWN

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

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## 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

**FLARES & SMOKE FLOATS**

Step 1: Remove from .....

Step 2: Follow instructions as written on each individual flare

**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.

**MAN OVERBOARD**

Follow Flow Chart (later in this manual)

Retrieve Man Overboard by...

Step 1: .....

Step 2: .....

Step 3: .....

Step 4: .....

**ENGINE FIRE**

Step 1: .....

Step 2: .....

Step 3: .....

Step 4: .....

Step 5: .....

Step 6: .....

**Task:**.....

Step 1: .....

Step 2: .....

Step 3: .....

Step 4: .....

### **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.

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### **Instructions to Passengers**

Note the instructions given to passengers before each voyage.

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### **Crew Training**

Note any ongoing training given to crew.

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## Pre-Voyage Checks to include (here are some examples below)...

Note the checks you make on the vessel prior to each trip

- Engine Checks
- Safety Equipment
- Radio Checks
- Weather
- Trip Report
- Navigational Equipment
- Passenger Briefing

## Garbage and Environment

Note below how you dispose of garbage on board (i.e. rubbish bins emptied at the end of each trip and disposed of ashore?)

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Note below how you dispose of sewage (i.e holding tanks? or if not, within 500 metres of land)

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## EMERGENCY CONTACT NUMBERS

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**Maritime New Zealand - Wellington**  
**24 Hour Emergency Number**

**0508-225 522**  
**0508-472 269**

**Harbour Master**

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**Emergency Business number**

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

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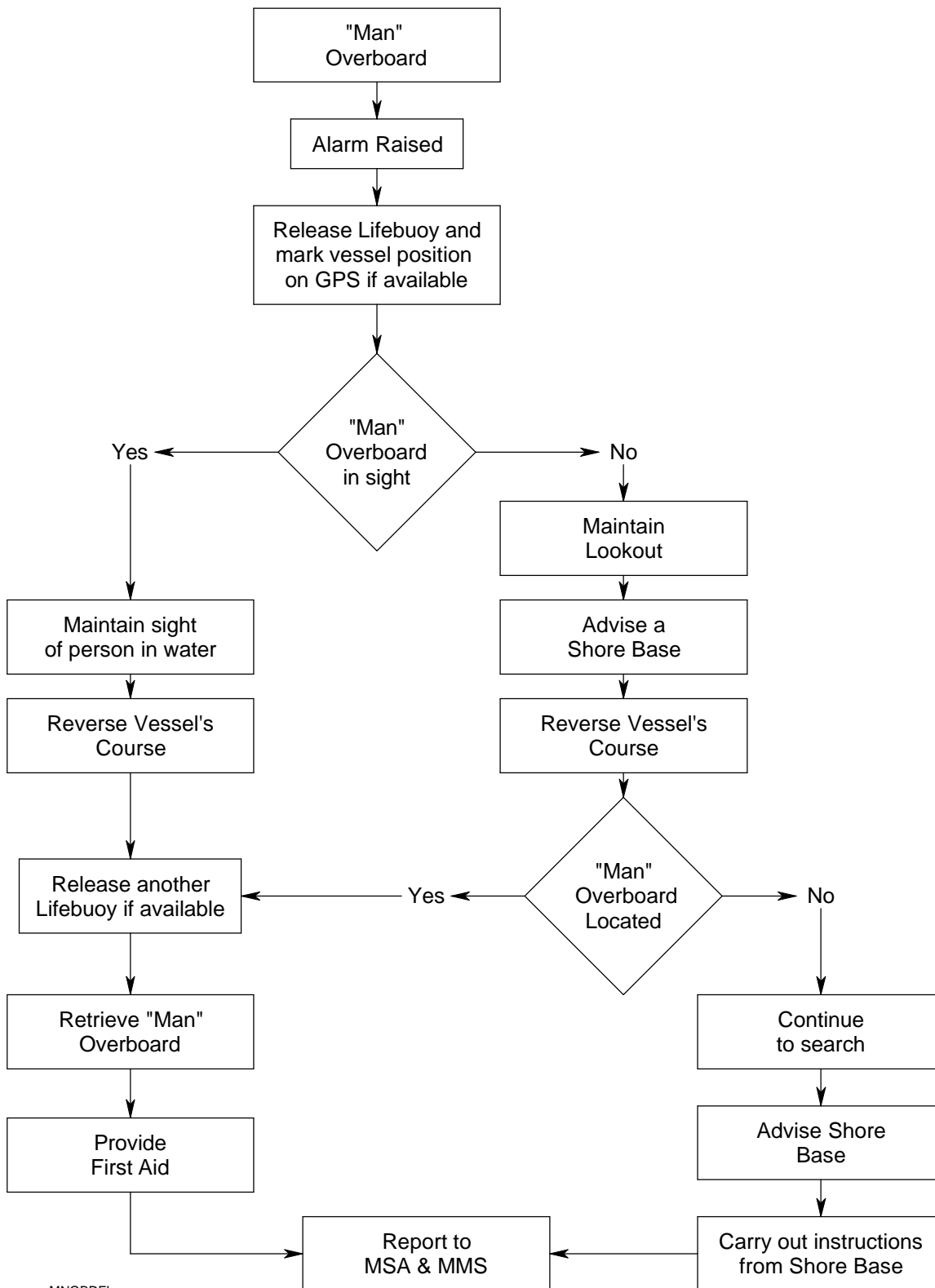
**Emergency VHF Channel** for your area (i.e. CH 16)

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**Radio Call Sign**

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# Man Overboard



MNOBDFL