



# Maritime Management Services Limited

P.O. BOX 54-025, Half Moon Bay, Manukau 2144  
Phone: 09-535 7702  
Fax: 09-535 7701  
Email: [admin@maritimemanagement.co.nz](mailto:admin@maritimemanagement.co.nz)

ISO 9001 CERTIFIED BUREAU VERITAS QUALITY INTERNATIONAL

---

## How do I put my vessel into Safe Ship Management?

Maritime New Zealand has its own guide available online also:

<http://www.maritimenz.govt.nz/Publications-and-forms/Commercial-operations/SSM/A-guide-to-entry-into-Safe-Ship-Management-2009.pdf>

This page will walk you through the process of putting your vessel into Safe Ship Management and becoming a commercial operator

### Step 1: The Survey

Contact us to arrange for a Surveyor to inspect the boat out of water (or during construction if you are building a new boat). The Surveyor will be checking the hull integrity and other machinery and design requirements to complete his survey. In conjunction with this, he will do a safety inspection to check the equipment on board.

For a guide to what equipment you need for your type of operation, go to the **'equipment requirements'** button on the website, under your vessel type.

During the survey, the surveyor will discuss passenger/crew numbers and operating limits with you.

Plan approval may also be required, unless the boat has previously been in survey/SSM, or was built to survey and had plans approved at some stage. If the boat is under 7.5mtrs and is a production model, the surveyor may approve it himself. Please give us a call to confirm this requirement. There may also be other requirements such as Load Line, Tonnage, Manning certificates etc required for you vessel, but once you make contact, we can advise you of whether these are required for your type of operation.

### Step 2: Designing your Safety Management & Procedure Manual

Every NZ commercial vessel or operation must now have a Safety Management Policy & Operations Manual. This manual needs to be written to suit your business and needs to include procedures for the operation of safety equipment on board. The purpose of having this information in a manual is to assist any passengers or crew with using the likes of flares, radios and EPIRB's etc, in an emergency or should the Skipper become incapacitated. It also details the responsibilities of Skipper and his crew with regard to hazard identification and HSE requirements.

You can get a copy of a draft version to complete on this website by clicking on **'SSM Manual'** under your vessel type - and make any alterations to best suit your operation. Alternatively, you can contact Darren Guard at Maritime NZ to have one prepared by him. This is a complimentary service.

### Step 3: Membership Agreement

All NZ commercial operators are required to complete a Membership Agreement with their Safe Ship Management Company. A copy of ours is available by clicking on **'Membership Agreement'** under your vessel type on this website. All you need to do is print this off, fill in the contact person and your details, sign and return to us.

#### **Step 4: Final systems checks**

Following completion of the above three steps, we can issue a Fitness for Purpose Certificate for the vessel and conduct a final Systems check. If all satisfactory and deficiencies have been completed, we would apply to Maritime NZ for a Safe Ship Management certificate – Following receipt of this, you may operate commercially.

From that point onwards, the boat would need to be inspected on a two yearly basis, with every second year being out of the water.

There is also a requirement to audit your vessel. We need to do this at around the 2 year survey point, but can do the interim years also if you prefer. There is an information and option sheet attached to our Membership Agreement for further details on this.

If you are unable to print any of our forms and would like us to post these out, please either phone us or note your requirements on our 'contact' page.

Thank you for this opportunity and please do not hesitate to give us a call if we can assist further.

**Ruth Dale**  
**Operations Manager**