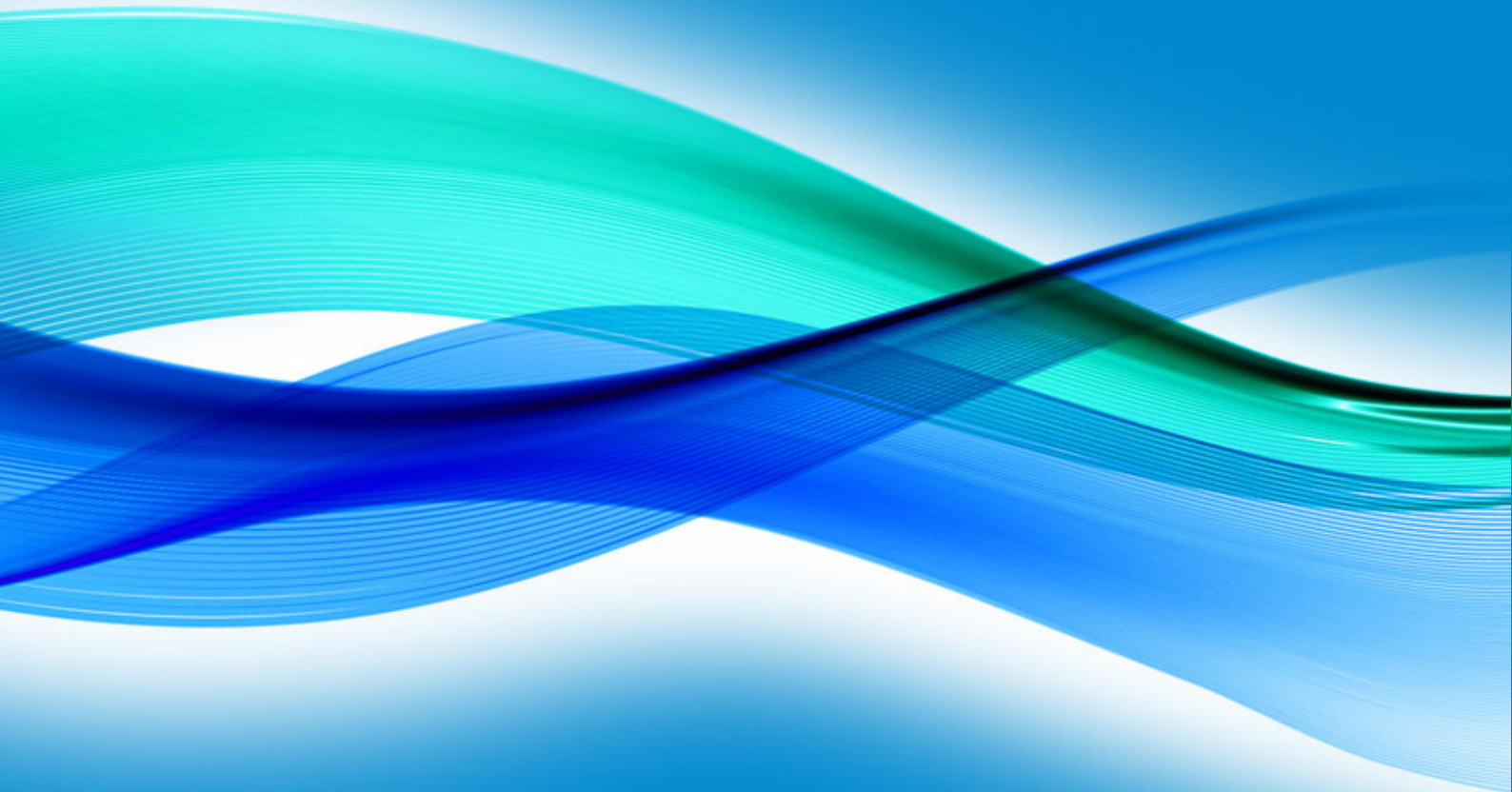


Developing an operator plan

Guidance for operators who need to develop a
Maritime Transport Operator Plan



Developing an operator plan

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This document is uncontrolled if printed. Refer to the Maritime New Zealand website for the latest version.

In this guide

Overview	4
<hr/>	
1. Management and policy	5
<hr/>	
1.1 Full legal name of the operator	5
1.2 Overview of the operation and its maritime activities	5
1.3 Primary ports and area of operation	5
1.4 Vessel categories	5
1.5 Activities	6
1.6 Overview of the organisation	6
1.7 Operation contact details	6
1.8 Responsibilities assigned to fit and proper persons	7
2. Control of information, records and documents	9
<hr/>	
2.1 Location of Maritime Transport Operator Certificate (MTOC)	9
2.2 Location of Maritime Transport Operator Plan	9
2.3 Sharing the operator plan with crew and personnel	9
2.4 Review and continuous improvement of operator plan	10
2.5 Crew qualifications and records	10
2.6 Accident and incident recording and reporting	13
2.7 Ship's log	13
2.8 Trip reporting	14
2.9 Audits of operator plan by MNZ	14

3. Health and safety	15
3.1 Safety policy	15
3.2 Hazard identification and control	15
3.3 Fatigue management	16
3.4 Drug and alcohol policy	16
3.5 Personal protective equipment (PPE)	16
3.6 Health monitoring of crew	16
3.7 Environmental policy	16
4. Crew familiarisation and training	17
4.1 Induction and training	17
4.2 Drills and ongoing training	18
5. Vessel manual	19
5.1 Vessel details	19
5.2 Operating limits	20
5.3 Number of crew, passenger, persons and cargo load details	20
5.4 Crewing requirements	20
5.5 Current vessel certificates	21
5.6 Vessel exemptions, special conditions or limitations	21
6. Safe operating procedures	22
6.1 Voyage check details	22
6.2 Conditions in which the operation is conducted	22
6.3 Transportation of passengers	22
6.4 Safe transportation of cargo and goods (including dangerous goods if applicable)	23
6.5 Safe operation of machinery and equipment	23
7. Hazard register	24
8. Safety equipment list	25
9. Emergency procedures	26

10. Survey plan	29
10.1 Survey item schedule	29
10.2 Approved by recognised surveyor	30
10.3 Record of survey plan amendments	30
11. Maintenance plan	31
11.1 Maintenance policy	31
11.2 Monthly checks and routine maintenance	31
11.3 Annual checks and routine maintenance	31
11.4 Maintenance log	31
11.5 Record of maintenance plan amendments	32
12. Spare parts list	33
Contact us for help	34

Overview

Requirements for developing an operator plan

You need to develop a Maritime Transport Operator Plan (operator plan) if you are preparing to apply for a Maritime Transport Operator Certificate (MTOC). The operator plan is the written description of your safety system and is required under Maritime Rules Part 19.

Your safety system needs to:

- identify the hazards and safety risks in your operation, including those relevant to protecting the maritime environment
- include procedures to manage the hazards and safety risks you have identified
- ensure compliance with the relevant maritime and marine protection rules
- be consistent with the relevant Maritime New Zealand safety information and industry codes of practice
- ensure everyone knows their responsibilities and follows the procedures relevant to them
- continue to be improved and adapted to meet your changing needs.

Rule references are included throughout the document for your information. The bulk of them relate to the Appendix of Maritime Rules Part 19, numbers 1.1 to 1.6.1. The Maritime Rules are on the MNZ website.

maritimenz.govt.nz/rules

In this guidance

This guidance material supports the MNZ template for an operator plan. It explains what needs to be included under each of the headings in the template and provides links and suggestions to other information.

Use this guidance to help you write your operator plan. A sample plan is also available for you to look at.

maritimenz.govt.nz/MOSS

Further help available

If you have questions or need help creating your operator plan, call your local Maritime New Zealand Office and ask to speak with a Maritime Officer. See the **Contact us for help** section on the back page for more information.

Disclaimer

Maritime New Zealand makes every effort to ensure the information provided here accurately represents the legal requirements for maritime transport operator plans, as set out in Maritime Rules Part 19, Maritime transport operator – certification and responsibilities. However, this information is not a substitute for the rules themselves, which are the law. The Director of Maritime New Zealand will issue a Maritime Transport Operator Certificate (MTOC) only when you have met all the requirements.

maritimenz.govt.nz/rules

1. Management and policy

1.1 Full legal name of the operator

Give the name of the organisation or person who holds (or will hold) the Maritime Transport Operator Certificate (MTOC). This should match the name on the official registers such as the New Zealand Companies Office Register.

Rule reference – 1.1.1 of the Appendix

Operation name

Some operations are known by a name that isn't the legal name. This may be the 'trading as' name. It could also be the name of an individual division within your operation, for example, Jackson's Fishing (Trawling) Limited.

1.2 Overview of the operation and its maritime activities

Provide a brief overview of what your operation does, what vessels are used and the maritime activities it carries out. There may be a main activity, such as charter fishing, and other activities that you do occasionally, such as operate as a water taxi.

If you use your vessel(s) for non-commercial purposes, such as family trips, note that here and include the procedure you have in place for these trips.

Non-commercial use in relation to a ship is defined in the rule as the exclusive operation of the ship during a particular period, is not for hire and reward, and is also for relocation, sea trials, or the owner's or maritime transport operator's pleasure

1.3 Primary ports and area of operation

Name the place or places from which you normally conduct your operation. If not a named harbour or port, name the location, for example, Tolaga Bay.

Describe the operating limit(s). For example, within the Bay of Plenty inshore limit or within the enclosed water limits of Hicks Bay. Refer to Maritime Rules Part 20 for descriptions of the limits in and around New Zealand.

maritimenz.govt.nz/rules

Rule reference – 1.1.3 of the Appendix

1.4 Vessel categories

There are four vessel categories to choose from – passenger, non-passenger, fishing, and sailing. You may choose more than one. If you do, identify the one that is the main category for your operation. For example, your main operation may be passenger for fishing charters, but sometimes you operate as a non-passenger vessel carrying supplies from shore to an island within your operating limit.

Rule reference – 1.1.4 of the Appendix

1. Management and policy (continued)

1.5 Activities

Describe the activities of all ships in your operation, including any non-commercial use. Think about what your operation will be doing and where your vessels normally operate. This will help define what risks are involved.

You need to consider the conditions in which tasks will be carried out, including where, when and in what weather and sea conditions. You also need to consider the vessel and equipment you will use.

Examples of activities include passenger transport, mussel farming, charter fishing, shark-cage diving, dredging and trawling.

Rule reference – 1.1.4 of the Appendix

1.6 Overview of the organisation

Provide a brief overview of the organisation and the people involved in it. This is different from the overview of the operation and its maritime activities (in section 1.2). Include the names and roles of the key people such as the skipper.

Use this section to describe your operation as if you were describing it to someone who is not familiar with it. What is your main business? Who is responsible for the day-to-day running of the operation?

This is not a compulsory requirement, but it is added to provide better context to your plan. It can be deleted if you prefer, but it may add value and help staff to understand the big picture.

1.7 Operation contact details

Mailing address

The mailing address may be a street address or a PO Box number. Include the post code.

Street address for couriers (if different from above)

You may have a different address for courier deliveries. This is sometimes referred to as an address for service.

Under the Maritime Transport Act 1994, every holder of a maritime document must keep their contact information up to date. If you have a change in address or telephone number you must notify Maritime New Zealand.

Contact people

Provide the names of the contact people in your operation, the position they hold and the contact phone number for each. Include the person responsible for the operation and the shore-based contact person for search and rescue purposes.

1. Management and policy (continued)

You can add rows to the table if you have more names to add.

Name	Position	Contact phone number

Rule reference – 1.3.2 of the Appendix

1.8 Responsibilities assigned to fit and proper persons

These people have authority over decisions in the four areas of responsibility listed below.

- Person responsible for the maritime transport operation – this person has overall control. In a single-vessel operation, it is likely to be the skipper or owner. In a large company, it is usually the chief executive.
- Person responsible for resourcing of the operation – this person approves spending in the operation, including spending on safety and pollution prevention.
- Person responsible for crew training and competency assessments – this person ensures crew are trained appropriately for their role and remain competent on an ongoing basis. This may be a specialised role in a large operation. Only the person who holds overall responsibility in this area needs to be named here. This does not necessarily apply to the personnel who provide the training (for example, a skipper).
- Person responsible for operational decisions – this person controls and schedules maintenance and internal quality assurance (for example, checking that crew are following procedures). In a large company, this may be the responsibility of a fleet manager.

Note

The same person may have more than one responsibility. For example, if you are an owner-operator, you will have responsibility for all four areas. There may also be overlap where two (or more) people are responsible in one area.

Each person listed here must be approved as fit and proper by Maritime New Zealand. Information about applications for fit and proper persons is available on the MNZ website. Make sure you include the required forms with your application.

maritimenz.govt.nz/fit-and-proper

Add the name of the responsible person(s) to the table and then put an “X” in the appropriate column. The first couple of rows are done as an example.

Person responsible for compliance	Area of responsibility			
Name	Maritime transport operation	Resourcing of the operation	Crew training and competency assessments	Operational decisions
Simon Smith	X	X	X	X
Jane Jones	X	X		

Rule reference – 1.1.2 of the Appendix

2. Control of information, records and documents

2.1 Location of Maritime Transport Operator Certificate

Maritime Rules Part 19.25 requires the Maritime Transport Operator Certificate (MTOC) to be displayed at the operator's place of business or to be made available on request. It is a good idea to note in your plan where the original certificate is kept.

2.2 Location of Maritime Transport Operator Plan

The operator plan needs to be easily accessible for all crew and personnel. The rule requires that a current and complete copy of the Maritime Transport Operator Plan must be kept on shore, and a current and complete copy of the ship's safe operating procedures must be carried on board the ship.

For a simple operation, it may be easiest to keep a copy of the complete plan ashore and a copy on board, but you may choose to do it differently. For example, you could keep a master copy of the entire plan, including vessel manuals, survey and maintenance plans and so on, in the office in electronic form and/or hard copy and copies of only the relevant sections in other areas. This could mean a copy of the vessel manual alone is available on the vessel, and a copy of just the trip-reporting procedure is held by the shore-based person responsible for this procedure. If you have more than one vessel, your operation is still covered by one operator plan. Parts of this (for example, safe operating procedures) may be vessel specific, but you will not need a separate operator plan for each vessel.

Make sure your plan describes where and how it is stored, and how all crew and personnel will have access to it.

Don't forget that the survey plan, maintenance plan, emergency equipment and spare parts lists are all part of your operator plan.

Maritime Rules Part 19.61(c) requires the operator to make a copy of the operator plan available for inspection by Maritime New Zealand, if requested.

In the Appendix, 1.5.1 requires a procedure for the storage, review, continuous improvement and distribution of the operator plan.

2.3 Sharing the operator plan with crew and personnel

The operator plan is a living document. It is expected that it will change as systems and procedures are revised, equipment is added or updated, and the crew changes. Keeping the crew and personnel up to date is vital for their safety and the smooth running of the operation.

2. Control of information, records and documents (continued)

Describe how you will share the plan with the crew and personnel and keep them up to date with changes. For example, all crew will read this plan as part of their induction. Crew with responsibilities within the operation will be expected to demonstrate that they have read and understood the plan.

There will be regular opportunities for crew to provide feedback on the plan. Any changes to the plan will be shared with the crew and personnel as soon as is practicable.

Rule reference – 1.5.1 of the Appendix

2.4 Review and continuous improvement of operator plan

Describe when and how often the operator plan will be reviewed. For example, if your work is seasonal, you may choose to review the operator plan at the end of the season.

You may also decide to review procedures after new equipment is purchased, a mishap of some sort has highlighted a weakness in the plan, or a crew member has suggested a better way of doing things.

Describe how you will review the operator plan. For example, you may choose to review the plan by discussing it with your crew.

Describe how any changes to the operator plan will be recorded and implemented. Explain how you will make sure people are working from the latest version of the plan.

Rule reference – 1.5.1 of the Appendix

2.5 Crew qualifications and records

Minimum crew qualifications (certificates of competency) required for operation

All commercial operations require a minimum level of competency to operate safely. You need to list the minimum qualifications required. For example, the skipper must hold a Skipper Restricted Licence (SRL), endorsed for 24m; at least two crew members must hold the Qualified Deck Crew (QDC) certificate.

The rule specifically asks for a record of all employees required to hold a certificate of competency. By listing the qualifications required here, you have a checklist of what qualifications must be covered in your crew records.

For further information on maritime certificates, refer to the Seafarer Certification and Operational Limits framework on the MNZ website.

maritimenz.govt.nz/seacert

Rule reference – 1.3.1 of the Appendix

2. Control of information, records and documents (continued)

Crew records

The Appendix of Maritime Rules Part 19 requires procedures for checking and ensuring currency of qualifications of personnel, including crew. You can provide these in any way you want. As a minimum, you will need to provide the names of crew members, the qualifications they hold and the expiry dates of these qualifications.

The table over the page gives an example of how you could present this information.

You will need to explain how you check that the crew qualifications are kept current.

Rule reference – 1.5.3 of the Appendix

2. Control of information, records and documents (continued)

Crew records

Name	Position	Certificate(s) held	Expiry date(s)	Crew contact number	Name of alternative contact or next of kin	Alternative's contact number

2. Control of information, records and documents (continued)

2.6 Accident and incident recording and reporting

Procedure

Provide brief definitions of accidents, incidents and mishaps, so people know the difference between them. Describe how any accidents, incidents and mishaps are recorded and reported. For example, you may record them in the vessel logbook as soon as it is practical to do so after the event and transfer the details to an incident and accident register when you get back to shore.

Describe what you do with the information you collect. For example, the skipper will review the information, decide if further action needs to be taken and make sure the action takes place.

Incidents, accidents and mishaps resulting in serious harm must be reported to Maritime New Zealand as soon as practicable. Information about reporting a maritime accident or incident is available on the MNZ website.

maritimenz.govt.nz/report-online

Rule reference – 1.5.4 of the Appendix

Incident and accident register

You may use an incident and accident register to record any accident details and reporting dates. The table below gives an example of how you could present this information.

Accident date	Review date	Accident details	Report to MNZ? Yes/No

2.7 Ship's log

Describe what information you will record in the vessel logbook and when this information will be recorded. Explain how you will use the information in your operation. For example, any mechanical failures will feed into the maintenance plan, trip reports will be filed in the office.

Maritime Rules Part 19.66(c) states that a maritime transport operator must, except in relation to recreational bare-boat charter operations, ensure the log relevant to each ship in the maritime transport operation:

- (i) is maintained and carried on the ship in a readily accessible place at all times; and
- (ii) includes the particulars of any non-commercial use.

2. Control of information, records and documents (continued)

2.8 Trip reporting

A trip report is a message from the skipper to a shore-based contact. Describe what information you will provide to the person on shore and how you will update them if things change during your voyage.

Include the following items in your trip report:

- when the ship is departing and from where
- the planned destination or area of operation
- the total number of people on board (POB)
- the expected time of arrival (ETA) and/or next communication.

2.9 Audits of operator plan by MNZ

Section 54 of the Maritime Transport Act 1994 allows for inspections and audits of any person who holds a maritime document or operates, maintains or services any ship or maritime product. You may choose to keep a record of these audits in the operator plan along with any reports and steps taken to address any items raised.

3. Health and safety

You can develop new procedures for this section or use or adapt existing ones. Your procedures need to be consistent with relevant safety information and industry codes of practice.

Tips for writing procedures

- The purpose of your procedures is to explain how to do things in such a way that avoids injury, mishap or pollution.
- Your procedures need to be relevant to your operation.
- Keep procedures clear and concise, so the crew can follow them easily.
- Make sure your procedures follow best practice.

Further information about health and safety more generally is available on the MNZ website.

maritimenz.govt.nz/hse

WorkSafe New Zealand has some useful guidance on health and safety in the workplace and managing hazards.

<http://www.business.govt.nz/worksafe/tools-resources>

The following is a list of safe operating and emergency procedures you need to include in your plan. We have included some questions for you to think about when developing your procedures. Some health and safety resources are available on the MNZ website. Scroll down the page to see them.

3.1 Safety policy

The safety policy is a statement that gives an overview of your approach to safety while operating. For example, your aim may be to strive for the safest operation possible. Explain how you will achieve this. For example, having safe operating procedures in place, checking they are followed, and reviewing them from time to time.

This is not a specific requirement of the rule, but it will help you to be clear in your thinking about how you approach safety in your operation.

3.2 Hazard identification and control

Who is responsible for hazard identification?

What happens when a hazard is identified?

Where are the hazards recorded (for example, in a logbook or hazards register)?

Additional information on hazard management is available on the WorkSafe New Zealand website.

<http://www.business.govt.nz/worksafe/tools-resources/health-and-safety-workplace-kit>

Rule reference – 1.4.1 of the Appendix

3. Health and safety (continued)

3.3 Fatigue management

What is fatigue?

What part of your operation would be affected most by fatigue?

What will you do to minimise fatigue for your crew?

Remember people may become fatigued due to activities external to the job. Fatigue is listed as a contributing factor to a high level of incidents in all industries. It is not acceptable to exclude fatigue from your safe operating procedures.

Rule reference – 1.4.1.1(d) of the Appendix

3.4 Drug and alcohol policy

What level of drugs or alcohol will you tolerate for crew?

What level of drugs or alcohol will you tolerate for passengers?

What will you do if these levels are exceeded?

Large operations may have well-developed procedures, including testing, and small operations may only include policy on what is acceptable and what is not. This policy needs to be suitable to the size, complexity and resources of your operation.

Rule reference – 1.4.1.1(d) of the Appendix

3.5 Personal protective equipment

What personal protective equipment (PPE) will you carry?

When should the PPE be worn and by whom?

When will the PPE be checked for wear and tear or other damage?

Rule reference – 1.4.1.1(d) of the Appendix

3.6 Health monitoring of crew

Do you require any regular health checks for your crew (such as eyesight or hearing tests)?

Rule reference – 1.4.1.1(d) of the Appendix

3.7 Environmental policy

Describe what steps you will take to protect the marine environment from any pollutants your operation may create. Refer to any operating procedures you have in place that support this.

Rule reference – 1.4.1.1(e) of the Appendix

4. Crew familiarisation and training

The operator plan needs to explain how you check that procedures are understood and followed by crew and personnel. An overview of induction for the skipper and crew is a starting point. Include ongoing training and drills for crew and how you check the competency of crew through these.

4.1 Induction and training

Skipper

As a minimum, the induction of a new skipper should develop their understanding of:

- their roles and responsibilities
- health and safety and environmental issues
- emergency procedures and who is responsible for what
- hazards of the operation
- how the vessel handles at sea
- the safe operating procedures in place
- the navigational equipment on board and how to use it.

Rule reference – 1.5.2 of the Appendix

New crew member

As a minimum, the induction of a new crew member should develop their:

- awareness of their roles and responsibilities
- awareness of the health and safety and environmental issues relating to their role
- understanding of emergency procedures and who is responsible for what
- understanding of the safe operating procedures that relate to their role
- awareness of hazards of the operation and how to report any hazards.

Rule reference – 1.5.2 of the Appendix

4. Crew familiarisation and training (continued)

4.2 Drills and ongoing training

Describe the types of drills you do (for example, fire drill), how often drills are done, and how these feed in to your ongoing training of crew. The table below can be used as a record of drills and ongoing training.

Date	Crew present	Drill/training details	Skipper's initial

Rule reference – 1.5.2 of the Appendix

5. Vessel manual

5.1 Vessel details

A lot of vessel particulars need to be included in your plan. This information is included on your Certificate of Survey. Include a copy of the certificate with your vessel manual or complete the table below.

Ship details

Name of ship		MNZ number	
Primary port		Port of registry	
Total engine power (kW)		No of drives	
Length overall (m)		Length (m) MR 47, 48	
Beam		Gross tonnage (if applicable)	
Ship registration number		Hull construction material	

Scope of certification

Categories	
Activities	
Maximum cargo capacity (if applicable)	

Operating limits

This ship must not proceed beyond the following operating limits.

Operating limit	Minimum certificates of competency required	Maximum passengers	Minimum crew	Maximum persons on board

5. Vessel manual (continued)

Expiry dates of other certificates required for this Certificate of Survey

Load line	dd/mm/yyyy	Radio survey	dd/mm/yyyy	Compass	dd/mm/yyyy
IOPP	dd/mm/yyyy	Stability	dd/mm/yyyy	Barge safety	dd/mm/yyyy
Lifting equipment	dd/mm/yyyy	Dangerous goods	dd/mm/yyyy		

5.2 Operating limits

Clearly describe your operating limits. Use the correct terms (inshore, coastal and so on) and include any endorsements or limitations. Refer to Maritime Rules Part 20 for descriptions of the limits in and around New Zealand.

maritimenz.govt.nz/rules

5.3 Number of crew, passengers, persons and cargo load details

Maritime Rules Part 44.2 defines the scope of certification in relation to a ship as the ship's category, activity, type, operating limits, minimum crew, maximum number of passengers on board, maximum number of people on board, and maximum cargo capacities.

This information will be provided on your Certificate of Survey or in the table above.

5.4 Crewing requirements

All vessels must carry enough crew to operate safely at all times. The minimum certificates of competency and number of crew required may vary. For example, the number of passengers carried may require more crew or, if the area of operation includes marine hazards or specialist skills, extra crew may be needed.

Information on the current requirements for crewing and watch keeping and how crewing requirements may be met by former or legacy certificates is in Maritime Rules Part 31.

maritimenz.govt.nz/rules

5. Vessel manual (continued)

5.5 Current vessel certificates

If MNZ has issued the vessel certificate, you can simply **list** these certificates with the certificate title, issue date and expiry date. You **DO NOT** need to provide copies of certificates MNZ has issued.

Attach copies of all other certificates (for example, radio and compass certificates) to your application.

Maritime Rule Parts 40A to 49 provide the details on the various vessel certificates. Your surveyor will be able to guide you about the certificates required for your operation.

5.6 Vessel exemptions, special conditions or limitations

If any vessels in your operation have exemptions, special conditions or limitations in place, note the name of the operation, the vessel name and number, the title of the document, and the document reference number. See the example below.

Name of operation	Mighty Sprite Limited
Vessel name	Take the B8T
MNZ number	223456
Title of document	Exemption from the requirements of Maritime Rules Part 19.3
Document reference	Exemption NO 456-EX-17

Section 47 of the Maritime Transport Act 1994 provides for exemptions from the Maritime Rules. Exemptions from the Marine Protection Rules are provided for under section 395 of the Act.

6. Safe operating procedures

6.1 Voyage check details

A policy on vessel checks could be included. Anything that could be different on a different vessel should be included in the vessel manual(s). For example, checks and safe operating procedures are likely to apply to a particular vessel. More general items that apply to every vessel, such as hazard management and incident reporting, would be the same for all vessels in the operation.

The following headings will guide you as to what to include in your voyage checks. Be specific about what you check under each of these headings. For example, safety equipment may include checking lifejackets on board, navigation lights, bilge pumps, EPIRB, and VHF radio. Think about when these checks will be made. For example, before departure, at sea, or in port on return from the voyage.

- Hull
- Main engine and propeller
- Steering
- Safety equipment
- Navigation
- Records

Rule reference – 1.4.1.1(a), (c) and (e) and 1.5 of the Appendix

6.2 Conditions in which the operation is conducted

What conditions will be considered before departure and during the operation of your vessel (for example, weather, sea swell and visibility)?

Who is responsible for deciding if the conditions are safe to operate in?

This may include maximum wind speeds, sea state and minimum visibility. Limitations may be defined by design approval, the certificate of survey, local authority requirements and industry-specific safety guidelines or company policies. The plan must define who will be expected to make these decisions (for example, the skipper). The responsibility and authority of this person (or people) should be clear.

6.3 Transportation of passengers

What checks will you make before passengers embark or disembark the vessel?

What risks must you assess before, during and after the voyage?

What instructions will be given to passengers? Who will give them, and where will these instructions be written down? Are there specific hazards that need to be conveyed, safety equipment to be aware of, or 'no go' areas on board?

Rule reference – 1.4.1.1(a) of the Appendix

6. Safe operating procedures (continued)

6.4 Safe transportation of cargo and goods (including dangerous goods if applicable)

How should goods and cargo be stored?

What do you do if cargo moves excessively while at sea?

What extra precautions are taken when carrying dangerous goods?

Rule reference – 1.4.1.1(a) of the Appendix

6.5 Safe operation of machinery and equipment

Are there instructions from the manufacturer that must be followed?

Who can use this equipment, and what training must they have?

What personal protection equipment (PPE) must be used when operating this machinery?

What key actions must be done or avoided to prevent mishaps?

Rule reference – 1.4.1.1(c) of the Appendix

7. Hazard register

In the health and safety section above, you will have outlined how you identify and control hazards. A hazard register is one tool that may help you to do this. The table below gives an example of how you could present this information.

Hazard (list the hazard)	Significant (Yes / No)	Isolate or minimise	Actions required / Controls in place	Person responsible

8. Safety equipment list

The safety equipment list describes all of the equipment you need on board to deal with emergencies while operating your vessel.

As a minimum, you must have emergency equipment to deal with fire, pollution, a person overboard, a medical emergency, mechanical failure, dangerous goods (if applicable), an electrical failure, flooding or swamping, and anchor dragging or lost.

The headings below are a guide. You may have more specific safety equipment in your operation. Describe each item and state where it is stored. Some examples are given below as a guide. You may prefer to display this information in a table.

Maritime Rules Part 19.46 outlines the safety equipment list requirements.

Navigation

Compass – Plasimo 105, stored in the wheelhouse.

Communications

EPIRB – Float free 40MHz with built in GPS, stored below the wheelhouse steerage.

Life saving

Lifejackets – 12 x 71N + whistle, stored under port passenger seat.

Anchoring and mooring

Anchor and chain – DF 8kg, stored in anchor well in the bow.

Fire-fighting appliances

Fire extinguisher – dry power 2.5kg stored portside in wheelhouse.

Machinery safety equipment

Portable bilge pump – air/hand-operated stored in the fo'c'sle.

The table below gives an example of how you could present this information.

Equipment	Description	Location	Expiry / service date
Life raft	1 x RFD 8-person life raft	Outer deck	09/2016

9. Emergency procedures

As you did with the health and safety procedures, you also need to describe what you would do when faced with any of the following emergencies. The procedures must be specific to your vessel, operation, crew and equipment. The procedures should guide people to assess the situation, take appropriate action, communicate instructions and report on the incident.

You may use flow charts to explain your procedure.

We have included some key decision points and questions for you to consider.

Fire

How will you notify passengers and crew?

Attempt to put out the fire using fire-fighting equipment.

Make mayday call if necessary.

Can the fire be controlled?

How will you manage passengers and crew if unable to extinguish the fire?

Rule reference – 1.4.1.2(a) of the Appendix

Pollution

How will you stop or contain the spillage?

Can the spill be controlled and contained on board?

Can you clean up the spill and continue on your voyage?

Do you need to advise authorities and get their help?

Rule reference – 1.4.1.2(b) of the Appendix

Person overboard

What do you do if someone has fallen overboard?

What safety equipment do you have for retrieving a person from the water?

Is the person in sight and will they be recovered quickly?

At what point do you advise shore-based personnel or report the incident to MNZ?

Rule reference – 1.4.1.2(c) of the Appendix

9. Emergency procedures (continued)

Medical emergency

Administer first aid.

Get advice from hospital or doctor.

Arrange transfer of the patient to shore.

Can the emergency be managed on board?

Rule reference – 1.4.1.2(d) of the Appendix

Is immediate evacuation required?

Loss of steering or propulsion

Are you in immediate danger?

Can you anchor safely?

Can you manually steer the vessel?

Rule reference – 1.4.1.2(e) of the Appendix

Mechanical failure (other than loss of steering or propulsion)

Are you in immediate danger?

Can you anchor safely?

Are you able to restart the engine?

What will you do if you cannot restart the engine?

Rule reference – 1.4.1.2(e) of the Appendix

Dangerous goods incident

How will you contain or isolate the dangerous goods?

What extra precautions will you take for passengers and crew?

Where will you get further information if required?

Rule reference – 1.4.1.2(f) of the Appendix

9. Emergency procedures (continued)

Overdue vessel

How late does the vessel have to be before you try to make contact?

How often will you try to contact the vessel before calling for help from others?

Who will you call for help?

Rule reference – 1.4.1.2(h) of the Appendix

Stricken ship (grounding, collision, capsized, sinking)

How will you manage passengers and crew?

What steps will you take to avoid further damage?

At what point will you make a mayday call?

Is the vessel holed?

Can flooding be controlled?

Is everyone accounted for?

Rule reference – 1.4.1.2(g) of the Appendix

10. Survey plan

A survey plan describes the survey requirements for a vessel. It includes what needs to be surveyed or inspected and when. You must have a survey plan for every vessel in your operation that holds a Certificate of Survey (CoS), including barges that carry passengers. The survey requirements for the vessel must be consistent with Maritime Rules Part 44.41(2).

Vessels that hold a current Fit for Purpose (FFP) certificate will continue to follow the existing maintenance plan until either the expiry date for the FFP certificate or the next inspection date for that ship.

Your survey plan must be approved by a surveyor recognised by Maritime New Zealand for the category that your vessel applies to. A list of recognised surveyors is available on the MNZ website.

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It is recommended that you talk to your surveyor first. You can attach the survey plan as a separate document or include it in the operator plan. MNZ has developed a template that meets the requirements of the Maritime Rules.

- Maritime Rules Part 19.43 outlines the survey plan.
- Maritime Rules Part 19.63 outlines the survey requirement.
- Maritime Rules Part 44.41(2) provides details about the survey requirements for the surveyor.

You need to provide the following items.

10.1 Survey item schedule

You need to list all the items that need to be surveyed and the year and month in which they will be surveyed. The table below gives an example of how you could present this information.

Item to be surveyed	When	2015	2016	2017	2018	2019
Example – inspection and non-destructive testing of internal members and tanks		August			August	

10. Survey plan (continued)

The following are suggestions of what to include under items to be surveyed.

1. Hull exterior (for example, inspection and non-destructive testing of hull below waterline and an out of water survey).
2. Hull interior (for example, inspection and non-destructive testing of internal members and tanks).
3. Through-hull fittings and valves (for example, inspection of inlets and discharges for water tightness).
4. Decks and superstructure (for example, inspection of the windows in the wheelhouse for transparency and water tightness).
5. Fit out (for example, inspection of the ship's structural fire protection, stairways, egresses and accommodation).
6. Propulsion and steering mechanisms (for example, inspection and testing of propulsion and steering machinery with ship out of water).
7. Auxiliary systems and machinery (for example, inspection and testing of the bilge system).
8. Ship stability (for example, a load line survey).
9. Safety equipment (for example, inspection of navigation lights and testing of VHF radio).
10. Marine protection systems (for example, international oil pollution prevention certificate inspection).

Refer to the MNZ template for a survey plan to get an idea of what to include under each of these headings in your survey item schedule.

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10.2 Approval by recognised surveyor

You must ensure all survey plans required for ships in your operation are approved by a surveyor who has the relevant recognition. Make sure the surveyor signs and dates your plan.

10.3 Record of survey plan amendments

Any amendments to your survey plan must be approved by a recognised surveyor who has been recognised by Maritime New Zealand with the appropriate recognition for your vessel. The surveyor must sign and date the survey plan.

The table below gives an example of how you could present this information.

Amendment date	Amendment description	Name of surveyor	Surveyor's signature	Date approved

Maritime Rules Part 19.43(3) requires the operator to have amendments to the survey plan approved by a surveyor.

11. Maintenance plan

A maintenance plan helps to make sure your vessel and its equipment is safe, is fit for intended use and operating limits, is sound and serviceable, and complies with the Maritime Rules and Marine Protection Rules. Every vessel needs a maintenance plan.

The maintenance plan does not need to be approved by a surveyor, but we recommend that you work with a recognised surveyor when preparing your plan.

MNZ has developed a template that meets the requirements of the Maritime Rules.

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You need to provide the items listed in 11.1 to 11.5.

11.1 Maintenance policy

The maintenance policy is a statement that overviews your approach to maintaining vessels in your operation. For example, your aim may be to ensure vessels are fit for purpose and are as safe as possible. Explain how you will achieve this. For example, you may have a programme of regular maintenance and procedures to act on any reported damage or wear and tear as soon as practical.

11.2 Monthly checks and routine maintenance

Some items need to be checked or maintained reasonably frequently, so monthly checking and maintenance is best for these. List the items that you need to check most frequently (for example, bilge pumps and batteries) and in what month they will be checked. For example, you may choose to test the bilge pumps every three months.

11.3 Annual checks and routine maintenance

Some items may need to be checked only once a year or every other year. For example, maintaining the hull by water-blasting it and applying an anti-fouling coating may take place only every two years. List the items that you need to check every year, every two years, or every three years.

11.4 Maintenance log

The maintenance log is used to record any maintenance actions you identify while doing your scheduled checks and routine maintenance. Use it to record any unscheduled repairs or maintenance you need to do to make sure your vessel operates safely and prevents pollution. For example, a cracked window needs to be fixed or a wiper blade needs to be replaced.

11. Maintenance plan (continued)

11.5 Record of maintenance plan amendments

You need to record any changes you make to your maintenance plan. The table below gives an example of how you could present this information.

Amendment date	Amendment description	Operator's signature

Maritime Rules Part 19.45 outlines the maintenance plan requirements

12. Spare parts list

A spare parts list describes the equipment, gear and tools needed on board to carry out emergency repairs of critical machinery and electrical equipment. The spare parts may be needed in an emergency to maintain your vessel's core functions including steering, flotation, navigation and propulsion systems and pollution prevention equipment.

A spare parts list for each ship in your operation must be included with your application. The priority is to get back to shore safely and to protect life and the environment along the way.

The size of the spare parts list will be relevant to the size of the vessel and the area of operation. It could be as simple as carrying spare bulbs, fuses, tape and tools or it could be a much larger list with relevant engine and machinery parts.

MNZ has developed a template that meets the requirements of the Maritime Rules.

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Maritime Rules Part 19.46 outlines the spare parts list requirements.

The table below is one way to present your spare parts list.

Spare parts needed	Location on board

Contact us for help

If you have any questions or need help creating your operator plan, call your local Maritime New Zealand Office and ask to speak with a Maritime Officer. Local offices are located in:

Auckland	Wellington
Whangarei	Nelson
Tauranga	Rangiora
New Plymouth	Dunedin
Napier	Invercargill

Contact details are available on the MNZ website.

maritimenz.govt.nz/contact-us

Call toll free on:

0508 22 55 22