



SSM

SAFE SHIP MANAGEMENT

Your guide to entry

MARITIME NEW ZEALAND

“Safe, secure and clean seas”

Maritime New Zealand (MNZ) is a Crown entity and reports to the Minister of Transport.

Established in 1993 as the Maritime Safety Authority, the organisation was renamed Maritime New Zealand in July 2005 to better reflect a wider role of environmental protection and maritime security, in addition to its focus on safety.

About 150 MNZ staff work throughout New Zealand, with most based at its office in Wellington. The Marine Pollution Response Service in Auckland has a team of 8 core staff, and 25 staff are based at the Rescue Coordination Centre New Zealand in Lower Hutt.

MNZ's roles and responsibilities cover a wide range of maritime activity, including:

- accident investigations
- aids to navigation
- commercial vessel safety
- international vessels
- marine pollution response
- maritime radio
- maritime security
- recreational boating safety
- search and rescue.

For more information, visit the MNZ website at: www.maritimenz.govt.nz

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New Zealand

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Please note

The information provided in this booklet is intended to give a broad description of the safe ship management (SSM) system. It should not be relied on as your sole guide to the requirements of SSM. Please refer to the relevant maritime rules for technical standards and operating procedures. You can also seek guidance from MNZ staff.



PART 1

What is SSM?

“Safe ship management” (SSM) is the name for a safety management system for commercial vessels. SSM is the way to ensure that the vessel and people on board stay safe. It was established by Maritime Rule Part 21 and is administered by Maritime New Zealand (MNZ).

Section 2 of Maritime Rule Part 21 sets the framework for the SSM system. This framework must be followed to maintain safety on most New Zealand domestic vessels. Other maritime rules such as the 40 series also give guidance to assist with SSM standards.

Section 1 of Maritime Rule Part 21 sets the framework for international safety management systems (ISM) and how SSM applies to New Zealand ships which do not proceed beyond restricted limits, fishing ships, and ships less than 45 metres in length and less than 500 gross tons that go beyond restricted limits but are not subject to SOLAS. SOLAS is an international convention that applies to large ships.

SSM requires vessel owners to be responsible for safety and pollution prevention in the **day-to-day** operation of their vessels.

The SSM system aims to ensure that all aspects of the operation remain fit-for-purpose and include systems for hazard management, crew training and for maintaining the condition of the vessel. These must all be detailed in a **SSM manual**, which must be developed by individual vessel owners to be specific to their vessels.

The checks and maintenance work specified in the manual and maintenance plan have to be done as scheduled, and recorded in a logbook (or similar) to show that vessel safety is being managed throughout the year, not just on survey day.

Another way of describing SSM is to compare it to looking after your vehicle. SSM is like the warrant of fitness, registration and instruction manual for your commercial vessel.

How does SSM work?

The underlying principle behind SSM is that safety on vessels is best achieved when the owners/skippers and crew of vessels take responsibility for safety.

Each vessel and its operation is different, so a customised approach for the particular circumstances on the vessel is believed to be more likely to deliver safety around-the-clock. A customised approach also makes sure that there is a paper trail that can be audited and checked.

The benefits of this approach for vessel owners are that owners:

- achieve self-regulation and take responsibility for a safe working environment
- make a commitment to quality and achieve efficient business models
- have a safety system specific to each vessel to help keep the vessel and the people on it safe
- ensure all their obligations under the Maritime Transport Act 1994 and Health and Safety in Employment Act 1992 are covered.

The concept of SSM is made up of two fundamental parts:

- 1. Survey** – inspections of the vessel and its equipment by a surveyor.
- 2. Audit** – checking by a qualified person of the safety system documents, eg the SSM manual.

What are surveys and audits?

When you join the SSM system you are committing yourself, the vessel and all on board to the responsibilities contained in the maritime rules, marine protection rules, Maritime Transport Act 1994 (MTA) and the Health and Safety in Employment Act 1992 (HSEA).

Maritime rules specify a vessel survey, usually at a 2- and 4/5-year interval. This ensures the physical vessel and its equipment remain in good condition. It is the equivalent of a vessel's warrant of fitness and must be carried out by a recognised marine surveyor.

The rules also specify that audits are carried out at regular intervals. Several parties are currently required to undertake audits. SSM companies will audit your system 6 months either side of your 2-year out of water survey. MNZ will conduct an audit or compliance check after the issue of your new SSM certificate (no later than 6 months from the date of issue). The owner is also required to conduct regular self audits on their system.

The purpose of the audit is to verify that the on board documented systems are being followed and you are doing what they say you will do. These systems will ensure the safety of all on board will be maintained.

Charges apply for all SSM company services, and you should be aware of the level of charges before you sign a contract for these services.

Benefits of SSM

Check ✓

SSM is for you if you want to:

- Operate commercially for hire or reward.
- Ensure your vessel is maintained in a sound and resalable condition.
- Provide a safe working environment.
- Reduce vessel breakdowns.

Note, if your vessel is under 6 metres and you wish to operate as a commercial diving or fishing vessel then you may choose to enter into a safe operational plan (SOP) system or come under the SSM system. Contact MNZ, a SSM company, or surveyor for further information.

Jet boats and rafts if operating for hire or reward are also required to comply with the maritime rules. Contact MNZ for further details.

So, what do I need to do?

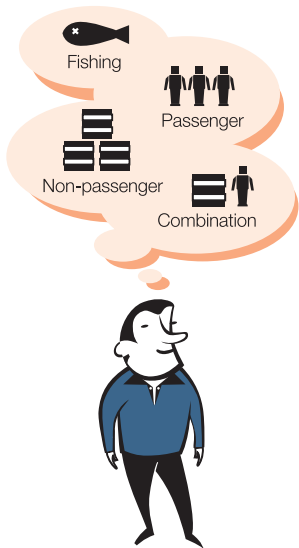
1. Read all the provided material.
2. Contact MNZ or a SSM company for further advice or resources if required.
3. Follow the steps given in Part 2 of this booklet.



**PART
2**

The steps into SSM

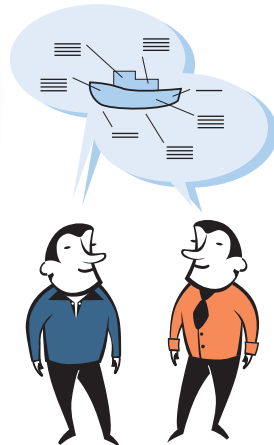
1 Where does your vessel fit?



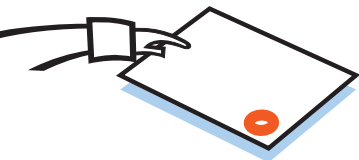
2 Choose your safe ship management (SSM) company. See enclosed list, visit www.maritimenz.govt.nz, or call 0508 22 55 22.



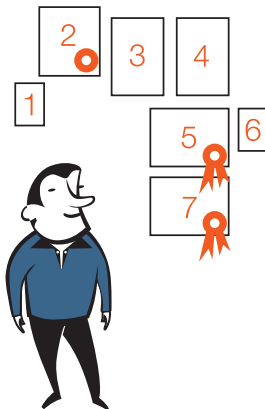
3 Discuss the scope of work.



9 Register vessel for nationality if applicable.



10 Establish and obtain all required maritime qualifications and certificates, including for radio and safety equipment.



11 Correct all identified corrective actions and gain a fit-for-purpose certificate.



12 Construct a customised SSM manual and have surveyor approve maintenance plan and safety equipment list. MNZ has templates to assist with this.

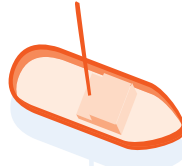


4 Draw up and sign the contract with the SSM company (membership document).



5 Is your vessel an existing or a new build?

Existing



New build

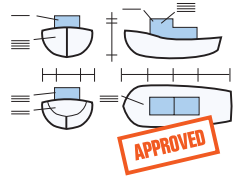


6 Establish if vessel has or requires design approval.



From MNZ approved naval architect – go to www.maritimenz.govt.nz

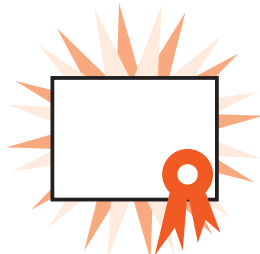
7 Obtain design approval.



13 Ensure you have addressed all health and safety requirements in the operation.



14 Get your SSM certificate. Ensure copy is displayed on board vessel.

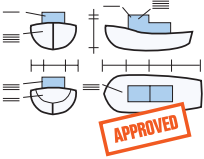


15 Begin operating commercially. Ensure SSM manual is customised and working.



6a

Obtain design approval or letter from SSM company stating design approval is not required.



6b

Present vessel for initial inspection by SSM surveyor.



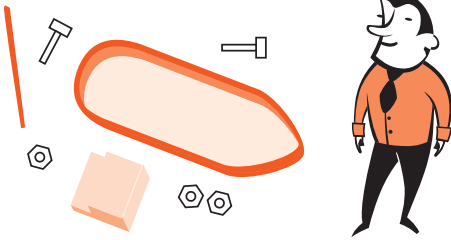
8

SSM company obtains MNZ number for vessel.



7a

Build vessel under survey. Under supervision of MNZ-recognised surveyor – go to www.maritimenz.govt.nz



16

Present vessel to MNZ for inspection before expiry of compliance check date on SSM certificate.



17

Close out any corrective actions within agreed timeframe.



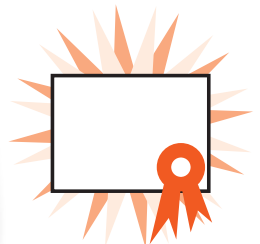
18

Present vessel for 2- and 4/5-year surveys and the mid-term system audit.



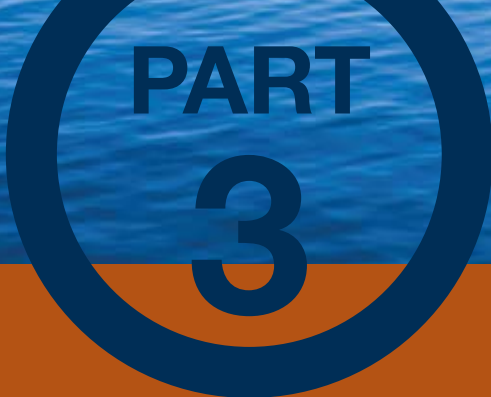
19

Ensure the SSM certificate remains valid and displayed on the vessel.



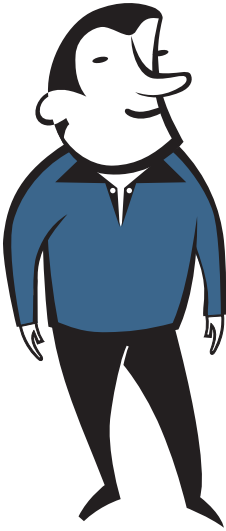
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**PART
3**


Your responsibilities

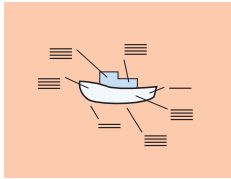


Owner responsibilities

Comply with all applicable legislation (see page 12).


Under SSM the owner must:

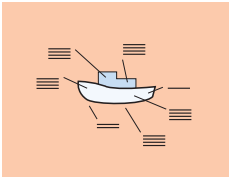
- 
- ▶ Be a member of an approved safe ship management (SSM) company.
 - ▶ Provide resources and support for the skipper in matters related to the safe operation of the vessel.
 - ▶ Ensure logbook is maintained.
 - ▶ Ensure the SSM manual is vessel specific, the skipper and crew are complying with the procedures within the manual, and effectiveness is evaluated, verified and reviewed.
 - ▶ Maintain an accident register containing records of every accident, incident and near hit.
 - ▶ Confirm that the skipper and crew hold appropriate qualifications as specified in the mandatory rules and regulations, and have the required skill to perform their duties safely.



- ▶ Ensure all personnel involved with the owner's Safety Management System have adequate understanding of relevant mandatory rules and regulations.
- ▶ Have a valid SSM certificate displayed prominently on the vessel at all times.
- ▶ Maintain vessel in a fit-for-purpose condition at all times.

Under the Health and Safety in Employment Act 1992 (HSEA) the owner must:

- 
- ▶ Ensure hazards are identified then eliminated. If elimination is not possible, then isolate or minimise.
 - ▶ Provide a safe working environment.
 - ▶ Confirm training and supervision provided is appropriate and training records are maintained (Section 13 of HSEA).
 - ▶ Provide opportunities for employee participation (Part 2A of HSEA).
 - ▶ Provide safe working clothing and equipment (Section 10 of HSEA).

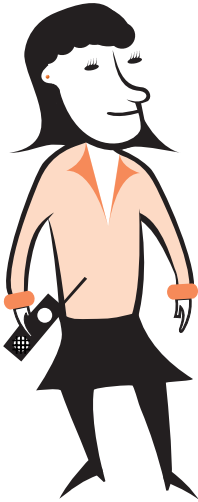


Skipper responsibilities

Comply with all applicable legislation (see page 12).

Under SSM and HSEA the skipper must:

- Be responsible for the safe operation of the vessel, the safety and well-being of all passengers and crew, and the safety of cargo carried.
- Verify all personnel employed on board have adequate training to carry out their duties safely.
- Ensure all systems for health, safety and pollution prevention contained in the SSM manual are implemented. Work at continually improving these systems.
- Ensure all personnel employed on board have seafarer qualifications as required by the applicable maritime rules and specified in the SSM manual.
- Ensure the logbook is correctly maintained and all training and drills are conducted and recorded.
- Ensure all accidents and incidents are reported to MNZ and the SSM company as soon as practicable. For serious harm injuries supply a written report to MNZ within 7 days.
- Ensure all safety drills are conducted in line with the schedule mentioned in the SSM manual.
- Have final authority to control the vessel while in command, and to maintain discipline of people on board.



Search and rescue (SAR) contact person responsibilities

Comply with all applicable legislation (see page 12).

Under SSM the SAR contact person must:

- Have a clear understanding of their responsibilities to carry out the duties of a SAR contact person.
- Have a mutual agreement with the vessel owner/skipper as to the procedures to follow during an emergency.
- Be a shore-based person.
- Monitor the vessel's movements and activities on a regular basis.
- Have emergency contact details at hand.



Crew responsibilities

Comply with all applicable legislation (see page 12).

Under SSM the crew must:

- Participate in all training provided by the vessel's owner and skipper.
- Participate in the Safety Management System of the vessel.

Under HSE the crew must:

- Ensure that no action or inaction while at work causes harm to any other person.
- Be aware that they may refuse to perform work that is likely to cause serious harm (Part 28A of HSEA).
- Participate in good faith as required by Section 19C of HSEA.
- Participate in the process for identifying hazards.
- Take all practicable steps to ensure suitable protective clothing is worn, and that suitable protective equipment provided by the employer is used.



Legislation involved for SSM

Maritime Transport Act 1994 (MTA)

Section 17 of the MTA requires “participants” to comply with maritime legislation including any regulations and rules made under this Act. A participant is anyone who does anything for which a maritime document is required.

Health and Safety in Employment Act 1992 (HSEA)

This Act sits alongside the MTA. It requires employers to take all practical steps to ensure the safety of employees while at work and also puts responsibilities on employees.

Maritime Rules

These rules contain technical standards and procedures at an operational level. They prescribe requirements for ship design, construction, equipment, crewing, shipboard operations and tonnage measurement, and for the carriage of passengers and cargo.

Marine Protection Rules

These rules aim to prevent the disposal of waste and marine pollution from ships.

Ship Registration Act 1992

Some vessels are required to comply with applicable provisions of this Act.

PART 4

10 golden rules of a SSM system

These golden rules are based on the 10 core elements of a safe ship management (SSM) manual.

MNZ requires all operators to construct and follow their own SSM manual. This is effectively the vessel's instruction book and must be relevant and up-to-date at all times. The SSM manual must give details on the following 10 golden rules and how you will implement, follow and improve these rules within your operation.

MNZ has developed some easy-to-use templates that can assist operators construct their own SSM manual.

Further information and SSM manual templates with supporting material are available from MNZ.

1

Get the basics right – the general requirements

It is your responsibility to design your vessel-specific **SSM manual**. As owner/operator you are responsible for designing procedures that are specific and appropriate to your operation. MNZ has templates to assist with this.

Your SSM manual must contain the following basic information:

- vessel information and owner/operator details
- a SSM policy and responsibilities
- a marine environmental policy
- a record of agreement to verify that all on board have read and understand the system
- search and rescue (SAR) contact person details
- SSM company membership.

2

Keep your ship safe

Your SSM manual should contain the following basic information:

- an approved maintenance plan
- a service schedule
- a survey and audit schedule
- a safety equipment list.

Optional:

- a vessel equipment and machinery list.

3

Run a safe operation

This is about having safe work practices and procedures in place to prevent injury to people or damage to property or the environment.

Your SSM manual should contain the following basic information: (if applicable)

- bar crossing information
- watchkeeping and standing orders
- trip reporting and planning
- in-port checks
- pre-departure checks
- at-sea checks
- stability
- fatigue management and other human factors.

4

Manage your hazards

Health and safety is a major component of SSM and is a vital part of the safe operation of any vessel. You need to abide by the Health and Safety in Employment Act 1992 at all times. You must identify all hazards in your operation and determine whether they are significant or not.

Your SSM manual should contain the following basic information:

- a hazard register with controls for significant hazards
- an accident register
- a visitor record
- warning signage.

5

Prepare for emergencies

You must be prepared for every emergency situation and have the right serviced equipment and procedures in place to deal with your relevant emergencies.

Your SSM manual should contain details on how you will deal with the relevant emergencies such as:

- fire
- man overboard
- collision
- grounding
- abandon ship
- loss of engine power or steering
- loss of sails and rigging
- medical emergency
- pollution
- fuelling
- drills.

Emergency drills and records are also a requirement of SSM to ensure all are prepared for an emergency.

6

Provide induction, training and supervision for your skipper and crew

Your SSM manual should contain the following basic information:

- skipper and crew training records (if you have crew)
- crew induction records (if you have crew)
- passenger and/or visitor safety briefing information or procedures (visitors book).

7

Review your procedures regularly

Reviewing your SSM manual regularly is vital to ensure that all the procedures in it still work as intended. There are two types of review:

Your SSM manual should contain results and information on:

- internal reviews
- external audits.

To assist you keep track of all the paperwork you should have a:

- key checklist and review form for document control (see MNZ SSM templates). This is effectively an index and contents process for your system
- corrective actions records.

8

Fill in your logbook

There are two parts to the documentation you need for an effective SSM system:

- your SSM manual
- a logbook or suitable diary.

The logbook/diary is used to record when checks and procedures contained in your SSM manual have been carried out.

10

Display your SSM certificate prominently on your vessel

Anyone who works or travels on your vessel must be able to check that the certificate is valid, see the operational limits set on the vessel, and be assured that the vessel is operating legally and to a safe standard.

9

Keep all relevant paperwork in your SSM manual

Keep all your documents, certificates and papers in clear pockets inside your SSM manual.

Examples of paperwork that should be kept are:

- all relevant certificates (loadline, minimum safe crewing document, exemptions etc)
- current certificate of compliance or SSM certificate
- fit-for-purpose certificate
- copies of qualifications and training records of all crewmembers
- survey and audit records
- safety equipment maintenance records and certificates
- instructions and operating manuals.



PART 5

Contacting Maritime New Zealand

Any questions you have about safe ship management (SSM) should be directed to MNZ or to your SSM company.

Your key contact person at MNZ is the **Technical Trainer, Safety Management Systems.**

Other people within MNZ who look after SSM are the:

- General Manager Maritime Services (responsible for oversight of the SSM system)
- Manager Safety Management Systems (for specific queries about your vessel and your fit and proper person requirements)
- Maritime Safety Inspectors (MSIs) at New Zealand ports
- Administrator Safety Management Systems (for SSM certificate queries)
- Safety Auditor Adventure Jet Boating (for jet boat queries)
- Safety Auditor Adventure Tourism (for raft queries).

For questions about qualifications and certificates contact the MNZ seafarer licensing team.

All these people can be reached through the Wellington office.

Contact Wellington office on:

FREEPHONE 0508 22 55 22
PHONE 04 473 0111
FAX 04 494 1263
EMAIL ssm@maritimenz.govt.nz
WEBSITE www.maritimenz.govt.nz

MNZ regional offices

The regional offices are often unattended when staff are out visiting vessel operators, inspecting vessels, following up incidents and so on. It pays to phone first to make an appointment to see a maritime safety inspector.

WHANGAREI

Manaia House
Rathbone Street
PO Box 472
WHANGAREI 0140
PHONE 09 438 1909
FAX 09 438 1909

AUCKLAND

Level 2, Suite 6
20 Augustus Terrace
Parnell
PO Box 624, Shortland Street
AUCKLAND 1140
PHONE 09 307 1370
FAX 09 309 3573

TAURANGA

Level 1, Nikau House
27-33 Nikau Crescent
PO Box 5288
MT MAUNGANUI 3150
PHONE 07 575 2079
FAX 07 575 2083

NEW PLYMOUTH

Hutchen Place
Port of Taranaki
PO Box 6094
NEW PLYMOUTH 4344
PHONE 06 751 3131
FAX 06 751 4097

NAPIER

NZWTA Building
Cnr Lever & Bridge Streets
Ahuriri
PO Box 12012, Ahuriri
NAPIER 4144
PHONE 06 835 4889
FAX 06 831 0008

WELLINGTON

Level 10, Optimisation House
1 Grey Street
PO Box 27006, Marion Square
WELLINGTON 6141
PHONE 04 473 0111
FAX 04 494 1263

PICTON

Mariners Mall
High Street
PO Box 301
PICTON 7250
PHONE 03 520 3068
FAX 03 520 3068

NELSON

Shipping House
36 Graham Street
Port Nelson
PO Box 5015
NELSON 7043
PHONE 03 548 2434
FAX 03 548 2998

LYTTELTON

Level 1, Shipping Services Building
Norwich Quay
PO Box 17
LYTTELTON 8841
PHONE 03 328 8734
FAX 03 328 9423

DUNEDIN

1 Birch Street
PO Box 1272
DUNEDIN 9054
PHONE 03 477 4055
FAX 03 477 9121

BLUFF

72 Gore Street
PO Box 1709
INVERCARGILL 9840
PHONE 03 212 8958
FAX 03 212 8578

Other MNZ offices

Rescue Coordination Centre New Zealand (RCCNZ)

Level 6, Avalon TV Studios
Percy Cameron Street
Avalon
PO Box 30050
LOWER HUTT 5040
PHONE 04 577 8034
FAX 04 577 8041

Marine Pollution Response Service (MPRS)

755 Te Atatu Road
Te Atatu South
PO Box 45209
AUCKLAND 0651
PHONE 09 834 3908
FAX 09 834 3907

PART 6

Other information and resources

In addition to this booklet other information is available from MNZ including:

Lists of:

- SSM companies
- marine surveyors
- compass adjustors
- naval architects.

Publications providing information on:

- health and safety
- buoys and beacons
- maritime radio operation
- lighthouses
- pollution
- certificates and documents
- bar crossing.

Most of these resources are also available on the MNZ website at www.maritimenz.govt.nz

SSM templates

If you require assistance to update or construct a new SSM manual then MNZ templates are available. Contact the MNZ Technical Trainer on 0508 22 55 22 for these.



