

▶ A regular update for Maritime New Zealand's Safe Ship Management key stakeholders

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Safe Ship Management Development Programme

Welcome to Maritime New Zealand's first newsletter focusing on its Safe Ship Management (SSM) Development Programme.

This regular newsletter is targeted at key stakeholders directly linked to SSM. Its purpose is to provide more in depth and technical information as we move through the programme.

This "no surprises" approach is MNZ's commitment to keep you fully informed each and every step of the way. We hope you find this newsletter to be timely and informative and, as always, invite your feedback!

Leading the Programme



Sharyn Forsyth is leading the SSM Development Programme.

Sharyn, pictured left, has been with MNZ since 1998 in various analytical and management positions and says the highlights of her time with MNZ include working with the fishing industry and ACC on the highly successful FishSAFE project and associated mentoring scheme.

She has also led the development of a comprehensive strategy for recreational boating that has led to a significant

reduction in fatalities in this area over recent years. Most recently, Sharyn has managed the Safety Research and Analysis Team at MNZ, which is responsible for the maritime rules programme, along with the development and implementation of technical maritime safety policy.

A variety of technical experts are assisting Sharyn in various parts of the programme.

Murray Fairweather. Murray has been involved with SSM for 15 years. He spent 10 years establishing and managing an SSM Company (SGS) followed by 3 years consulting in SSM and systems. For the past 2 years Murray has worked exclusively for MNZ.



Barry Coupland, previously Marine Manager M&I for 5 years to 2002.

Simon Reid. An ex-commercial fisherman, Simon has been with SITO during the development and implementation of the FishSAFE injury prevention workshops and associated mentor network.

Darren Guard. Darren has been involved in the fishing industry his whole life. He will assist with the creation of training material and resources to ensure they are relevant and practical for the industry.

Representatives from the fishing, passenger and non-passenger sectors, as well as current MSIs, surveyors and SSM company representatives will be given the opportunity to be involved in development, participate in trial workshops, and comment on draft material.

All correspondence should be directed to:

SSM Development Programme Manager, Sharyn Forsyth. Email: Sharyn.forsyth@maritimenz.govt.nz. Freephone: 0508 22 55 22.

Got a SSM query?

Although the SSM Development Programme is in full swing, it will be business as usual for all SSM work during the review period. This means if you have any questions about day-to-day SSM business, please contact our Safety Management Systems team led by Arthur Jobard on MNZ's freephone number.

Review at a glance

The project team is to review SSM across a range of areas including:

- (a) The legislative framework (rules) under which SSM operates
Key Outcome: Regulatory framework is clear.
- (b) The service delivered by MNZ and SSM companies and surveyors
Key Outcome: The system is administered (by MNZ, surveyors, SSM companies) in a consistent and high quality manner.
- (c) Further training/education for owners and skippers relating to SSM obligations
Key Outcome: All participants understand and accept their roles and responsibilities.
- (d) Ongoing professional development for surveyors and maritime safety inspectors.
Key Outcome: Surveyors and Maritime Safety Inspectors demonstrate high levels of competency and currency in their work.

Those with questions relating to SSM and the project can contact SSM Development Manager Sharyn Forsyth.

Rule Review - Parts 21 & 46

Following feedback from informal consultation round carried out prior to Christmas, these rule drafts have been re-written.

The rules have been through an initial legal review and are now being considered by the internal SSM Steering Group.

The drafts will be discussed with wider MNZ staff in early March followed by informal external consultation with SSM companies, surveyors and industry associations.

The purpose of informal consultation, which is outside the statutory process, is to ensure that key stakeholders have a chance to provide input on the drafts before they commence the formal process.

Explanations and questions are placed throughout the draft document. This is to guide the reader to the key highlights and changes, and is not intended to limit responses.

RULES AT A GLANCE

Rule Part 46 – This rule relates to maintenance and surveys of vessels – both intermediate and renewal survey requirements, and recognition of surveyors. It also includes requirements for ongoing currency and competency of surveyors.

Rule Part 21 – This rule relates to the SSM system – how vessels operate safely. MNZ is looking at linking the rule with the Director’s requirements around gaining assurance that vessels are operating safely.

Industry training

Sharyn says her approach to the SSM development project draws upon lessons learned from the successful FishSAFE initiative, which has been widely endorsed by stakeholders because of the high level of industry participation at all stages of the process.

The first step in the SSM review will be to focus on industry engagement, she said.

“Working with industry associations and other interested parties early on to help establish the best way to make linkages between what we need people to know and do, and benefits to their businesses, will be the key to this review,” she said.

“The most immediate linkage is in ensuring that manuals are customised to each individual vessel because safety is specific to the vessel, the way it is operated, and the people who operate it. What works for one person might not work for another.”

Training workshops to educate people on how to customise their SSM manuals would be trialed between March and May.

The workshops will be interactive and limited in numbers – the aim is to have fewer than 15 participants in each. Participants will start with an overview of SSM and, in particular, focus on the role and responsibilities of owners and skippers.

The workshops will involve practical exercises focusing on a vessel’s existing SSM Manual and assisting the owner, skipper (and any participating crew) on how to customise their manual to ensure it meets requirements.

Participants will be able to identify any gaps in their current SSM manual and use templates that are easy to adapt in order to address those gaps.

Following the workshop, each owner or skipper will have the ongoing support of a mentor to finish any outstanding work to complete the revision of the manual. The final step will be an audit by your local MSI of the revised manual.

Note: This MSI will not be involved in the mentoring – this is to ensure that there is no conflict of interest or possibility of an MSI auditing work to which they have had a significant input.

The training workshops are as follows:

March	-	Fishing workshop in Timaru
April	-	Passenger & non passenger workshop in Nelson
May	-	Passenger & non passenger workshop in Auckland

We are looking for industry people to be involved in the workshops – if anyone has any suggestions for people they feel could usefully attend and provide feedback on the approach taken, they should contact Sharyn.

Safety Guidelines

Passenger and Non-Passenger Vessels

Participants at the passenger and non-passenger training workshops will receive a copy of MNZ's new *Safety Guidelines: Passenger and Non-Passenger Vessels*.

The guidelines, printed just prior to Christmas, was put together by operators of commercial passenger and non-passenger vessels, based on practical experience and hard-earned knowledge from past accidents and incidents.

At the workshop they (and the FishSAFE guidelines for the fishing workshops) will be used to assist owners/skippers in meeting the health and safety/hazard management aspects of SSM.

Access to vessel information on way

SSM companies and surveyors can expect to have direct access to vessel information via the MNZ website by the year's end.

As part of an overall information technology improvement programme, MNZ is working on building a centralised data system that will hold vessel and maritime documentation and serve as a day-to-day tool for administering SSM, safe operating plans and ship registrations.

The system would also support any revised business processes and amendments to Rule Part 21 and Rule Part 46.

SSM Development Manager Sharyn Forsyth says that by centralising vessel information in to a structured system, data quality will be ensured as it will be entered directly by SSM companies or surveyors.

"Vessel information will include inspection, audit and safety profile data and will automate some of the 'Entry into SSM' process for SSM companies," said Sharyn.

"The system will also initially cover international tonnage certification and exemptions from rules as well as allow online applications resulting in more efficient document processing."

MNZ is contracting a software developer to build the system, with an estimated project timeline from March to October.

MNZ's Software Development Team will consult with SSM companies and surveyors to identify best practice processes. These stakeholders will also be invited to participate in testing the software – all SSM companies will be invited to nominate a surveyor and an administration person to provide detailed input to the development team.

Upon the project's completion, MNZ will offer training to all users in the new system. Timely entry of survey data to the system will then become a mandatory requirement for SSM companies as part of their instrument of delegation.

Guidelines and checklists ...

A major focus of the programme is the revision of existing procedures and processes for SSM companies, surveyor and MSI activities, and the development of new guidelines and checklists. A total of 27 procedures and processes are in line for review.

So far, five procedures and processes have or will be implemented shortly. They are:

- Application for MSA Number/Unique SOP ID Number
- Application for exemption from Part 21(13)(b) "Entry Exemption"
- International Tonnage Certificates
- Loadline Certificates
- Approval and Recognition of Ship Surveyors.

The next four procedures and processes are currently in the information gathering phase:

- Exemption from rule requirements
- Initial audits
- Fit for Purpose Certificates
- Design Approval.

If you haven't yet provided any feedback on how these procedures/processes are currently functioning now is your opportunity – contact Sharyn in the first instance.

Surveyor's seminars

All currently practising surveyors should by now have received an invitation to attend a one-day surveyor's seminar. These seminars are scheduled for various locations around the country during March and April. Topics to be covered include Health and Safety, Loadlines, International Tonnage Certificates, Entry into SSM and Surveyor Recognition.

Anyone who is not able to attend will be required to demonstrate understanding of the material covered before any renewal of their recognition. MNZ MSIs, accident investigators and auditors will also be attending the seminars to ensure that they have an equivalent understanding of the material covered.



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