

**Maritime Transport Operator Plan
As per Maritime Rules Part 19.**

Name: Te Toki Voyaging Trust Incorporated

Overview: Te Toki Voyaging Trust Incorporated operates Aotearoa One as a passenger vessel on Auckland Harbour.

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*Ko Tangaroa te atua o te moana
Ko Hinemoana te whaea o te moana
Ka moe a Hinemoana i a Kiwa
koia ko te Moana nui a Kiwa*

The organisation behind Aotearoa One and its cultural and educational programs is Te Toki Voyaging Trust (Te Toki). Te Toki was formed in the late 1990s to build waka and facilitate educational and leadership opportunities for young New Zealanders. As part of its program to develop kaupapa waka Te Toki provides practical training in waka construction, sailing and traditional navigation.

The fundamental objectives of the Trust relate to education and leadership opportunities for youth using waka as a vehicle for transformation. This transformation is brought about through waka-related activities such as building waka of various types, education related thereto, and operating voyaging waka.

The overall goal of the Trust is to maintain, promote and enhance the continued development of all aspects of Kaupapa Waka in a manner which ensures that the sanctity, integrity and mana of Kaupapa Waka is observed at all times.

The following list spells out the objectives and purposes into six main themes:

- Waka building and maintenance;
- Waka sailing including ocean voyaging;
- Training of members in all aspects of Kaupapa Waka including the sailing and paddling of waka, traditional navigation by the use of natural elements, ancient ritual, and the use of Te Reo Maori including karakia and haka;
- Collection, collation and storage of information on all aspects of Kaupapa Waka;
- Participation in the waka whanau both in Aotearoa-New Zealand and across the Pacific;
- Promotion of Kaupapa Waka as an integral component of the culture of Aotearoa-Rekohu which unites the tribal Iwi, provides a focus for restoring mana (pride/prestige) to young people, and enhances bi-culturalism through the interaction of tangata whenua and Pakeha.

The Objectives for which the Trust was established and will be continued within the territorial boundaries of Aotearoa-Rekohu and across the Pacific are:

- To maintain, promote and enhance the continued development of all aspects of Kaupapa Waka in a manner which ensures that the sanctity, integrity and mana of Kaupapa Waka is observed at all times.
- To unite the tribal iwi of Aotearoa-Rekohu through a commitment to the aims, aspirations and singleness of purpose that is the essence of Kaupapa Waka.
- To strengthen and enhance bi-culturalism in Aotearoa-Rekohu through the interaction of tangata whenua and pakeha through Kaupapa Waka.
- To encourage the promotion of Kaupapa Waka as a focus for restoring mana (pride/prestige) to young people through education and involvement with Waka.
- To foster the concept of Kaupapa Waka as an integral component of the culture of Aotearoa-Rekohu.
- To promote, maintain and preserve the religious and ancient rituals and karakia associated with Kaupapa Waka.
- To collect, collate and store information pertaining to all aspects of Kaupapa Waka.
- To promote the use of Te Reo Maori among the waka whanau and the wider community.

- To build on the goodwill and enthusiasm generated at Waitangi Day 1990 for Kaupapa Waka as a foundation for achieving lasting benefits for all New Zealanders.

Maritime Transport Operator Details:

1.1.1. Full Name of Maritime Transport Operator:

TE TOKI VOYAGING TRUST INCORPORATED

1.1.2. Person or persons responsible for the following:

Person responsible for compliance	Area of Responsibility			
	The maritime transport operation	Resourcing of the maritime transport operation	Crew & training & competency assessments	Operational decisions <i>(including the control & scheduling of maintenance & internal quality assurance)</i>
Turanga Hoturoa BARCLAY-KERR	x	x	x	x

1.1.3. Primary Harbours or Ports from which the maritime transport operation is conducted:

Auckland

1.1.4. The category or categories and the activity or activities of maritime transport operation that will be conducted under the Maritime Transport Operator Certificate:

Category (as per Survey Cert)	Activities
Passenger	Charter services, Tourism, Training schools

Ship Details:

1.2. The names and MNZ numbers of all ships in the maritime transport operation:

Ship Name	MNZ Number
AOTEAROA ONE	131386

1.3 Personnel details:

1.3.1 Record of all employees required to hold a certificate of competency issued under the Act in accordance with the applicable Maritime Rules.

Name	Experience	Qualifications	Cert No.	Expiry date
Arnold Thomas GURAU	Ticketed since 1995	CLM	3263	Ringfenced
Gregory Robert D’Arcy GALLOP	Ticketed since 1996	Skipper Deep Sea Fishing Boat	346	
Ema Margaret Tolua SIOPE	Authorised Traditional Sailing Master	SRL endorsed 24m	14389	23/11/21
John-Reid Willison		SRL		

Operating protocols when the Operating vessel with guidance of ‘Traditional Sailing Advisor’.

Often the waka hourua vessels sail on a voyage with a Traditional Sailing Advisor who although being very experienced does not hold an MNZ licence.

In these cases, the voyage is under the co-management of the Ticketed Captain and Traditional Sailing Advisor in terms of overall general operation, sailing, and passenger activity and so on, and this is organised with the particular group sailing, dependent on the purpose of the voyage for the passengers or trainees involved.

Legal responsibility for the safety of the waka and personnel however always remains with the ticketed Captain.

The ticketed Captain operates as a legal master of the voyage with the advice of the Traditional Sailing Advisor, ensuring safe and legal operation at all times. This is a common and easily adopted process for Captain with larger ship experience, as that is the normal procedure. However some SRL, Coastal Skipper holders are used to being the only person operating the vessel, such as a ferry, and are not used to this system of carrying a Traditional Sailing Advisor. The waka is a good place to learn that management ability.

The ticketed Captain and the Traditional Sailing Advisor must have a prior agreed voyage plan, and be in communication at all times as appropriate. The Traditional Sailing Advisor is aware that in issues of safety (such as involving anti-collision rules), the ticketed Captain has the final say. The risks of ‘divided command’ are real and must be guarded against as noted in Hazard register.

The ticketed Captain completes the logbook, checks weather and tides, and carries out any radio or other legal activity, such as ensuring correct signals or lights are displayed.

Traditional Sailing Advisors approved by the owner are:	
Stanley Conrad	Manihera Forbes
Jack Thatcher	Ema Siope
Murray Bright	Nick Marr
Wayne Kalei Velasco	

Other person authorised by the Trustees of Te Toki or by one of the above Traditional Sailing Advisor, or by the designated safety person.

Training

Captain Induction and training

- Before taking the vessel to sea, any new Captains must read and understand this manual and be trained and conversant in all competencies relevant to the safe and clean operation of the vessel.
- New Captains will complete and sign the new Captain Induction training form stored in **Appendix 1**.
- New Captain training and sign off may only be conducted by an experienced Captain nominated by the Board of Trustees or nominated person
- Completed sign off sheets will be stored in the on-board Operational Plan manual

New Crew member induction and training

- **New crew must read the Risk (Hazard) Register and sign the relevant section of the induction sheet before going to sea.**
- Within two weeks of joining the vessel, all new crew will read the relevant sections of the manual (as listed in the sign off sheet) and complete and sign the form stored in **Appendix 1**.
- Crew member training may be conducted by any Captain or Watch Captains designated by the Board of Trustees or nominated person.
- Completed sign off sheets will be stored on-board Training Records folder.

Drills & ongoing training

- Drills will be carried out at intervals not exceeding 6 months.
- Where it is not practical to undertake a simulated drill, then we will discuss the procedure and familiarise the crew and Captain with the operation of the associated equipment.
- When the vessel is operated with only the Captain, some drills may be conducted during non-commercial trips where family and friends can simulate the role of passengers.
- Captain & crew competency will be monitored on an on-going basis by observation, feedback and examining the outcome of any drills, incident, accident or hazard reviews.
- Crew will undertake refresher training if they have not worked on board the vessel within the preceding 6 months or at any time increased competency is required.
- All crew drills and refresher training will be recorded primarily in the vessel Logbook.
- At a suitable time, records of all training and drills will be recorded on the Record of Crew Manual Form located in **Appendix 1**.
- Any training outcomes that may require changes to procedures contained with this Maritime Transport Operator Plan will be noted on the Record of Maritime Transport Operator Plan Reviews **Appendix 3**. This may result in an immediate review or be considered at the next review.

1.3.2 Contact details for shore based personnel responsible for managing trip reports and emergency responses:

Name	Contact phone number	Alternative number
Paretuaora Rata	021 131 9730	07 829 8463
Kim Barclay-Kerr	027 914 5810	07 829 8463

RISK (HAZARD) REGISTER

All reasonably foreseeable safety risks & hazards in the Maritime Transport Operation:

Hazards	Level of Risk			Eliminate or Minimise?	Actions Required/controls in place	Person Responsible
	L	M	H			
Fire	X			M	Training, Reviews, Maintenance up to date.	Captain
Overdue Vessel	X			M	Trip reports to shore based person.	Captain
Pollution	X			M	Training, Safety Briefing prior to departure.	Captain
Person overboard	X			M	Training, Safety Briefing prior to departure.	Captain
Medical Emergency	X			M	Training, Nominated First Aid person on board.	Captain
Mechanical failure	X			M	Keeping maintenance up to date & spare parts on board.	Captain
Stricken vessel	X			M	Training, spare parts on board.	Captain
Extreme weather	X			M	Adhere to survey requirements, postpone trip until weather clears.	Captain
Slips, trips & bruises: Stainless steel brackets, air vents, hatches, stays, booms, main sheets, anchor winch, stern aft kiato	X			M	Training, Safety Briefing prior to departure. Review of hazards.	Captain
Other vessels on harbour			X	M	Keeping a good watch always. Take evasive action if necessary	Captain
Bungy Jumpers, paddlers & Float Plane	X			M	Take evasive action, give wide berth and keep a good lookout at all times	Captain
Foreign Languages	X			M	Identify interpreter at beginning of trip who will interpret safety briefings & other relative info.	Captain
Fishing(landlines)	X			M	Training, keeping hooks & lines secured while not in use.	Captain
Open hatches	X			M	Training, Safety brief, keep an eye out for those that are unaware	Captain /Senior crew

Boarding & disembarking	X			M	Training-shorten up on stern & bow lines, brief passengers prior to boarding & disembarking, have crew standing by to assist on board and ashore	Captain / Senior crew
Leaking LPG gas	X			M	Training, Safety briefing prior to departure	Captain / Senior crew
CO2 Fire Extinguishers in aft cabins	X			M/E	No one to sleep in aft cabins till CO2 extinguishers are stowed on deck	Captain / Senior crew
Swinging Tiller	X			M	Training & Safety brief prior to departure	Captain / Senior crew
Bar crossing & controlled beaching	X			M	Training, refer to procedures in crew manual	Captain
Anchoring/Winch operation	X			M	Training, refer to procedures in crew manual	Captain / Senior crew
Controlled Beaching	X			M	Training, refer to procedures in crew manual	Captain
Ticketed Captain and Traditional Sailing Advisor, Divide in command	X			M	Training, Crew and passenger briefing	Captain
Aft deck hatches slippery when wet	X			M	Training, Safety brief, maintenance	Captain / senior crew
Absent bow netting	X			M	Training, Safety brief to use Life jackets, harnesses attached to safety lines at all times	Captain / Senior crew
Swimming	X			M	Training safety/passenger brief	Captain / Senior Crew

1.4 Safe Operating Procedures

Our vessels are to be operated at all times in a safe and efficient manner observing all Maritime New Zealand in-force maritime and marine protection rules.

Our vessels are to be operated within any Plan Approval Limits, Surveyor Conditions & Stability requirements.

The procedures in this manual are not limited to those recorded herewith.

The Captain has ultimate authority during operations for safe operation and to decide on, and to take whatever action he/she sees fit to maintain the safety of the vessel, crew, passengers and the environment.

1.4.1 Appropriate shore and vessel-based procedures that address all reasonably foreseeable hazards in the maritime transport operation including, but not limited to, the following:

1. Adverse weather/fog

- Listen to marine weather forecast and if the wind is stronger than 30 knots seek shelter.
- During restricted visibility, the Captain should adjust speed, turn on navigation lights, radar and post look out.
- Gear should be stored low and decks and scuppers kept clear.
- Crew to be warm and dry.
- Sunscreen worn if working in exposed conditions.
- The vessel is to be operated within any plan approval limits & stability requirements
- **Fog** – Use sound signals, track on plotter in addition to the above.

2. Activities:

- **Paddling** – life jackets on, lookout posted, safety briefing, and competency based nobody in on the paddle board or waka ama unless they are a competent swimmer as assessed by the skipper or in shallow water. Paddle board or waka ama to be used only in suitable conditions as deemed by the Captain.
- **Overnighting** – safety briefing, staying within the railings during hours of darkness, minimal lighting left on during darkness, life jackets to be worn if sailing /making way
- **Sails & Rigging** – Nobody up rigging unless in safety harness and monitored by the Captain and or Watch Captain
- **Swimming** – Refer to crew manual

3. Anchoring/mooring/berthing

Anchoring

- While operating anchor winch, crew must remain clear of winch, rope, chain and anchor.
- When working, repairing or maintaining the winch, rope, chain or anchor, the power to the winch must be turned off.
- Attach bridle to chain
(Refer to Crew manual for more specific procedure)

Mooring

- Lines to be checked every time vessel is used.
- Lines when not attached are stowed onboard.

- Area around berth to be kept clean and hazard free.

Berthing

- Before attaching any mooring lines vessel must be as motionless as possible.

4. Close quarters

- At all times Maritime Rules Part 22 – Collision prevention apply.

5. Controlled beaching

Refer to chart, complete a site check at low tide if possible, come in before high tide, and beach the vessel.

Stern anchor out if necessary.

(Refer to Crew manual for more specific procedure)

6. Crew protective gear

Crew to wear protective gear as appropriate or instructed by the Captain

7. Crossing Bars - if crossing a bar (Refer to Crew Manual for further information)

Communicate with Harbour Master or responsible person with local knowledge to obtain relevant, up to date information on bar and weather conditions. Check tides. Steering and bilge pump. Wake everyone up. All to don lifejackets, batten down hatches, secure all gear, including anchor, ensuring stability. Post a lookout at the stern. Report successful crossing to Harbour Master or responsible person.

(Refer to Crew manual for more specific procedure)

8. Drug & Alcohol Policy

- No alcohol, cigarettes or illegal drugs are tolerated on board
- Random drug testing will be conducted if deemed necessary by the Board.

9. Environmental control – Protecting the oceans for us and our children.

- Our preferred method to reduce and control environmental pollution is to prevent the pollution. We will handle all materials such as solid fuels, petroleum products and chemicals in ways that prevent or minimise pollution of the air or water.
- We use municipal and regional port or marina waste collection and disposal systems wherever possible.
- All new crew will be briefed on the legal requirements and waste management practices on board.
- In the safety briefing at the start of each trip, everyone will be reminded that NO plastics or oil may be discharged into the sea at any time.

Garbage

- All garbage on the vessel will be stored in a rubbish bin & bags located around the vessel with closed lids.

Chemical Waste – all products used on board are eco friendly

Oily Waste

- When we change the oil or add oil to machinery, we take care not to spill the oil into the bilge

- We keep a drip pan and rags ready for use if needed.
- We will not discharge oil products into the sea
- If any spills into the sea or a spill is suspected, crew will immediately notify the Captain
- Oily rags or waste will be stored securely and taken ashore. NO oily waste is to go overboard at any time.
- Crew to report any oil leaks from machinery to skipper immediately and take steps to stop the oil leak from going overboard.
- Wherever possible, all leaks from machinery will be fixed immediately
- Any oil on the decks will be cleaned up before the decks are washed.
- Our Oil Spill kit is rags which are located in the maintenance locker
- Any oily waste water from the bilge will be pumped into a 20 litre container and disposed of appropriately ashore

Sewerage

- Untreated sewerage will not be discharged closer than 500metres from shore, a mataitai reserve or marine farm or closer than 200 metres from a marine reserve.

10. Fatigue Policy

- It is the responsibility of the Captain at all times to ensure that crew are 'Fit for Duty' in accordance with Rule 31B16 of the Maritime Rules.
- It is the duty of each crew member to ensure that they are fit for duty under that rule.
- Crew must be fully fit and capable of undertaking any tasks that may normally be expected of them during the trip.
- Captain to monitor crew for obvious signs on joining – red eyes, slow responses, agitation, stress & lack of attention.
- The ability of crew to respond in an emergency should be the determining factor in preventing fatigue.
- If fatigued, report to the skipper to request rest period or other task.
- Have regular meal breaks
- Provide non-caffeine and non-alcoholic beverages.

(For further information refer to Crew Manual)

11. Man aloft

- Only crew to go aloft on approval of the Captain
- Nobody up the rigging unless wearing a specified safety harness/boson's chair
- Brief crew – no one to enter secured area while man is aloft
- Secure all tools/gear to safety harness/boson's chair/bucket, by lanyard
- Secure off working area directly below and around the mast
- Hoist man aloft communicating with him/her the entire time
- Lock off on cleat when the desired height is reached
- One person to stand by to keep an eye on man aloft and ensure secured area is clear at all times
- On completion of tasks aloft, crew to ease person down to deck

- Record in ships log and maintenance log, any maintenance carried out aloft or work to be done and expected time frame for completion.

12. Night Operations

- Buddy up and don Life jackets at all times on deck when sailing at night
- Maintain log book, rotate through steering, lookout and any other watch duties
- If anchored, set a night watch roster, brief crew on watch orders
- Fill in Anchor Watch Log book every half hour

13. Non-commercial use

- The vessel is used for non-commercial purposes on occasion, for the entertainment of friends & family of the owner.
- It will be noted in the Vessel's Log that we are operating Non-Commercially.
- Whilst being operated non-commercially the same safe operating procedures will be followed as if it was a commercial operation.
- The vessel will not be used in any capacity without the consent of the owner.

14. Passenger Ship:

- **Embarking & Disembarking**
Watch for surge, skipper to keep watch, assist where necessary.
- **Passenger briefing/exits** - All passengers are given a safety briefing prior to departure with the following information: Welcome on board, Trip description, Lifejacket location & demonstration, Hazards, Person Overboard procedure, Fire procedure, muster stations, children to be under supervision at all times, no running, ask who can't swim – especially children, Non-swimmers into lifejackets when on deck, optional for adults, garbage brief. In the event of an emergency obey the instructions of the Captain & crew.
- **Passenger count** – Passengers counted on board, at the end of activities, and regular head count during the journey.
- **Food Hygiene** – wash hands prior to preparing food, store perishables in fridges and freezers, clean work surfaces.
- **Passenger check** – monitor regularly
- **Passenger care – sea sickness**
Get into fresh air, give them a task if appropriate, monitor seasickness, if severe, seek calm waters or drop off passengers to land.
- **Disabled passengers** – Assist where necessary & monitor during duration of journey.
- **Sailing boat** – crew to assist passengers with sailing the vessel if required.

15. Pre departure checks -

- Consider current & forecast weather conditions and crew experience
- All crew fit for duty
- Radio check
- Fill water and fuel levels – ensure sufficient for intended trip
- All crew are briefed on safety procedures and operations for that day
- Lifejackets in their correct stowage and in good order
- Vessel is seaworthy & steering is operational
- All bags & other supplies safely stored & secured
- Safety Equipment in location & in operational standard.

- New crew shown basic safety equipment
- Vessel maintenance is up to date
- Bilges reasonably dry
- Bilge & fire valves set correctly
- Log book filled in
- All listed Spare Parts are on board
- Trip report to shore base person stating POB, intended destination & ETA.
- Refer to Crew Manual for vessel specific checks

16. Post trip checks

- Close down trip report
- Fill in Ship's Log
- Turn off any seacocks not required
- Fill water tanks
- Remove rubbish and dispose ashore.
- Secure mooring lines, plug in shore power and lock the vessel up
- Refer to Vessel Manual for vessel specific checks

17. Refuelling

- No passengers to be on board whilst refuelling
- Before refuelling check systems for tightness & for signs of leaking seals, gaskets and glands as per our regular maintenance plan.
- When using fuel pumps at ports and marinas make sure you know the location of the emergency spill kit near the pump and be ready to use it if you need to mop up a spill.
- Check tank levels and continuous observation during refuelling
- Agree to a plan for how to immediately stop refuelling if a spill occurs
- No smoking, cell phones, hot work or naked flames whilst refuelling
- Keep in communication with tanker attendant.
- Spill kit to hand & scuppers blocked.
- Note litres in log & replace spill kit if necessary.
- In the event of an accidental spill, refer to Emergency Procedures (c) Pollution Response.

18. Transferring crew/passengers

- Set mooring lines so vessel lays parallel to the wharf & doesn't swing too much
- Use permanent handrails/steps on side of vessel if practical
- Don't take risks.

19. Visitors Policy

- All visitors to the vessel - family, contractors, inspectors, surveyors etc (*other than passengers*) must be made aware of any hazards that they will encounter while on board the vessel.
- All visitors are required to sign-in the **Visitor Sign in Register** located in **Appendix 4** of this manual as soon as possible after boarding the vessel.

20. Wave Height & speed

If wave height is higher than 1.5 metres – delay trip

Refer to Survey requirements.

21. Winch procedure

- Keep passengers clear when operating the winch
- Captain / Senior crew to keep watch when winch being operated
- Refer to crew manual

1.4.1.2 Emergency procedures in response to, but not limited to, the following events:

Section 31 of the Maritime Transport Act 1994 requires the master of any New Zealand ship, or of any foreign ship in New Zealand waters, (or the owner/operator of a ship in some instances) to notify Maritime New Zealand if the ship is involved in a mishap that results in serious harm to a person, or in an accident or incident. If a death has occurred the Police should also be informed.

Under Health & Safety in the Workplace Act 2015 (HSWA), the site of a notifiable event is not allowed to be disturbed until an inspector says so. This means:

- **the work set-up should not be changed and work that could interfere with the scene of the event should stop**
- **Any plant, substances or other things involved in the event should stay where they are and not be altered.**

The persons conducting a business or undertaking (PCBU) can still help an injured person, or remove a deceased person, or make the site safe so that another notifiable event doesn't happen. Work can continue in other parts of the workplace.

The most important thing is to prevent further harm. A PCBU can also do things at the site if they are told to by a police officer, or if an inspector says they can.

The Maritime Transport Act (MTA) (Section 30) requires maritime operators to maintain a register of accidents, incidents and mishaps, and to record particulars relating to those events. The same register can meet the requirements under both Acts.

Minor injuries, such as a small cut or sprain, do not have to be reported to Maritime NZ, but should still be recorded on the accident register.

(a) Fire

- Raise alarm
- Lifejackets on passengers
- Reassure passengers and muster clear of smoke
- Attempt to put out fire
- Stop all ventilation
- Monitor heat in surrounding compartments & cool if necessary
- Call for assistance if necessary
- Prepare to abandon vessel
- Report to Maritime NZ.*

(b) Overdue vessel procedure

- Refer to Crew Manual for Over Due Vessel Procedure.

(c) Pollution –

- **Oil & Oily Waste** – Oil or oily water will not be discharged into the sea.
- Any oil spill or suspected oil spill will be reported immediately to:

- Northland Regional Council's 24hour Environmental Pollution Hotline

on 0800 504 639.

- Auckland Harbourmaster 24hour Emergency Duty Officer on 09 362 0397 (Press 0 after hours).
- Waikato Regional Council on 0800 800 401
- Bay of Plenty Regional Council's 24/7 Pollution Hotline on 0800 884 883

- You must make a report even if it is just suspected that a spill has occurred.
- If unable to contact the Regional Council, the spill will be reported immediately to Maritime NZ on 0508 472 269
- Any incident should be recorded in the vessel logbook by the skipper.

(d) Person overboard

- Immediately throw floatation device into water
- Raise alarm, **muster**
- Appoint lookout to keep pointing to person in water
- Manoeuvre vessel alongside the person
- Recovery crew into lifejacket
- Recover person and keep warm/CPR if necessary
- Radio for assistance if required
- Report to Maritime NZ as soon as practical*

(e) Medical emergency

- Ascertain as accurately as possible the extent of the injury or illness

If life threatening or serious:

- Call for immediate assistance
- Follow strictly any medical advice given to stabilize the patient
- Proceed with best possible speed toward assistance or nearest port
- Keep radio contact with shore base and continually update on the situation
- Assist with evacuation of patient when assistance arrives or at port.

Minor Injury/illness:

- Make patient as comfortable as possible
- Monitor situation for any signs of deterioration
- Always recommend or refer patient to a doctor or the hospital on return to home port.

(f) Mechanical failure, including loss of propulsion or steering.

- Anchor and attempt to repair the fault
- Use second engine to return to safe haven if possible
- Use spare tiller located in stern stowage locker.
- Call for assistance if necessary

(g) Stricken ship, including due to grounding, collision, capsize or sinking

- Raise alarm
- Lifejackets on
- Start pumps
- Call for assistance
- Assess situation
- Consider beaching the vessel

- Consider stability effects of flooded compartment
 - Attempt to stem to flow of water by shutting valves or blocking hole
 - Prepare to abandon vessel but remain on vessel for as long as it is safe
 - Report to Maritime NZ as soon as practicable*.
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****The skipper is responsible for making Accident & Incident reports to MARITIME NZ.***

1.5. Information Management Procedures

1.5.1 Storage

- Our Maritime Transport Operator Plan will be stored electronically on the office computer and a hard copy on board.

Review

- Reviews will be conducted annually or when necessary
- Results will be recorded in the **Record of Maritime Transport Operator Plan Reviews** in **Appendix 3** of this document.
- If changes are made to the Maritime Transport Operator Plan, the hard copy located on-board the vessel will be replaced by the current version as soon as practicable, and before any operations of the vessel.
- All staff and crew will be made aware of any changes made and will sign the **Record of Maritime Transport Operator Plan Reviews** to indicate they have read and understood the amendments.
- The Maritime Transport Operator Plan will not be amended without the consent of the owner.

Continuous improvement

- All new hazards will be recorded in the Hazard Register and brought to the attention of the operator & crew as soon as practicable.
- Information considered during reviews will include the outcome of any hazard, incident or accident reports, crew feedback from operations and training, customer feedback, peer discussions with other operators and information contained in Maritime New Zealand publications.

Distribution of the Maritime Transport Operator Plan

- Crew will receive a copy of the Maritime Transport Operator Plan upon joining the company.
- The Maritime Transport Operator Plan will be available on-board the vessel in hard copy.
- The Ship's Log is maintained on-board the vessel.
- Maintenance & Survey Plans will be stored in the office
- Filled up Ship's Logs will be retained in the office.

1.5.2 Procedures for training of, and communication to, all personnel of safe operating procedures in the Maritime Transport Operator Plan to ensure those procedures in the Maritime Transport Operator Plan are understood and implemented effectively:

- All personnel or crew will read and understand this plan before taking any responsibility within the maritime transport operation.
- New crew will then sign the induction sign sheet to record that they have read and understand the document.
- Feedback is encouraged on the effectiveness of the policies and procedures within, and this information may be used during the regular review process.

1.5.3 Procedures for checking and ensuring currency of qualifications of personnel, including crew:

- Crew will provide a copy of their qualifications and certificates to be stored in **Appendix 1**
- Relevant expiry dates will be checked regularly and the crew reminded of any expiry dates coming up.
- Calendar notices in the office will also remind the operator of expiry dates.

1.5.4 Procedures for accident and incident reporting:

- **It is the Captains responsibility to complete an Accident or Incident Report.**
- Details of any accidents, incidents and mishaps that may occur will be recorded in the vessel's logbook immediately or as soon as practicable thereafter.
- The information will then be copied into the **Accident & Incident Register** contained in **Appendix 2** at a suitable time.
- All accidents and incidents will be reviewed to determine if corrective action needs to be taken and/or if official reports are required.
- If it is determined that changes to procedures and/or further training is required, this will be undertaken as soon as possible.
- Any changes to the Maritime Transport Operator Plan will be noted in **Appendix 3**
- Incidents, accidents and mishaps resulting in serious harm will be reported to Maritime NZ as soon as practicable.

1.5.5 Procedures for logging and managing trip reports:

- Trip reports will be logged with shore based personnel at the beginning and end of each trip, stating number of people on board, destination and estimated time of arrival for return to port. The vessel's Logbook will be filled in at the start and end of each trip.

APPENDIX 1 – TRAINING

Captain induction

*ALL captains who work on this vessel **MUST** complete this process.*

Please circle the appropriate word and initial in the space provided	Yes/No	Initials
Do you have any medical condition that may cause safety concerns or prevent you from doing certain tasks or increase the likelihood of a medical incident? If yes, please indicate what the medical condition is: _____	Yes/No	_____
Are you taking any medication that may cause safety concerns or increase the likelihood of a medical incident? If yes, please indicate what the medication is: _____	Yes/No	_____
I acknowledge that I have read and understood the Maritime Transport Operator Plan.	Yes/No	_____
I acknowledge that I have been shown and am familiar with how the vessel handles when at sea.	Yes/No	_____
I acknowledge that I have been shown and am familiar with how to use all navigational and safety equipment on board the vessel.	Yes/No	_____
I acknowledge that I have been briefed on the emergency procedures in place and instructed in my role in the event of an emergency.	Yes/No	_____
I acknowledge that I have been briefed on the safe operating procedures and instructed in my role in carrying out these procedures.	Yes/No	_____
I acknowledge that I am responsible for leading and instructing the crew.	Yes/No	_____

I acknowledge that I have been briefed on hazards and safety procedures as above, and have read and understood all safety information and instructions supplied to me as part of this induction process. I am prepared to meet my obligations and responsibilities under Maritime Operator Safety System (MOSS) and the Health & Safety at Work Act 2015 (HSWA).

New Captain _____ Signature _____

Senior Captain/Authorized Traditional Sailing Advisor _____
Signature _____

Date: _____

CREW induction - ALL crew who work on this vessel **MUST** complete this process.

	Yes/No	Initials
Do you have any medical condition that may cause safety concerns or prevent you from doing certain tasks or increase the likelihood of a medical incident? If yes, please indicate what the medical condition is: _____	Yes/No	_____
Are you taking any medication that may cause safety concerns or increase the likelihood of a medical incident? If yes, please indicate what the medication is: _____	Yes/No	_____
I acknowledge that I have read and understood all hazard notices and warnings posted on the vessel.	Yes/No	_____
I acknowledge that I have been shown the vessel's Hazard Register and been advised of the hazard management process aboard the vessel.	Yes/No	_____
I acknowledge that I have been given a safety tour of the vessel and shown the location of the emergency equipment.	Yes/No	_____
I acknowledge that I have been briefed on the emergency procedures in place aboard the vessel and instructed in my role in the event of an emergency.	Yes/No	_____
I acknowledge that I have been briefed on the safe operating procedures in place aboard the vessel and instructed in my role in carrying out these procedures.	Yes/No	_____
I acknowledge that I am prepared to follow all lawful instructions of the skipper.	Yes/No	_____

I acknowledge that I have been briefed on hazards and safety procedures as outlined above, and that I have read and understood all safety information and instructions supplied to me as part of this induction process. I am prepared to meet my obligations and responsibilities under the Maritime Operator Safety System (MOSS) and the Health & Safety at Work Act 2015 (HSWA).

Name of crew _____

Crew's signature _____ Date _____

Captain's name _____

Captain's signature _____ Date _____

Crew details & record of training & drills

Name:		Address:			
Phone numbers:	P: M:	Position:			
Alternative contact/ Next of Kin:	P: M:				
Refresher Training:	Dates of Training/Drills				
Safety Equipment location					
Maritime Transport Operator Plan					
Emergency Drills:					
Fire					
Person Overboard					
Medical Emergency					
Mechanical Failure					
Pollution					
Stricken vessel					
Changes to Maritime Transport Operator Plan	No: Date:	No: Date			
	No: Date	No: Date			

APPENDIX 2
Accident & Incident Register

Accident No.	Review Date	Accident details	Report to MARITIME NZ? Y/N

APPENDIX 3

Record of Maritime Transport Operator Plan Reviews

Review number	Review Date	Notes, review findings & record of changes	Next review due

APPENDIX 4

Visitor Sign in Register

By signing this Register you acknowledge that you have been shown the safety risks & hazards likely to be encountered on the vessel during your visit.

Date	Visitor Name & Role	Time On	Time Off	Signature