

Operating & Emergency Procedure Manual

for



KAWAU KAT IV

MNZ Number 101932

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Section 1: Operating Instructions

1. Contact Details

The contact person for this business is:
Reuben Zylstra, Phone 021 529 281

The land based Trip Report & Search and Rescue person is:
Maree Pickett, Phone 022 454 0725

Address:

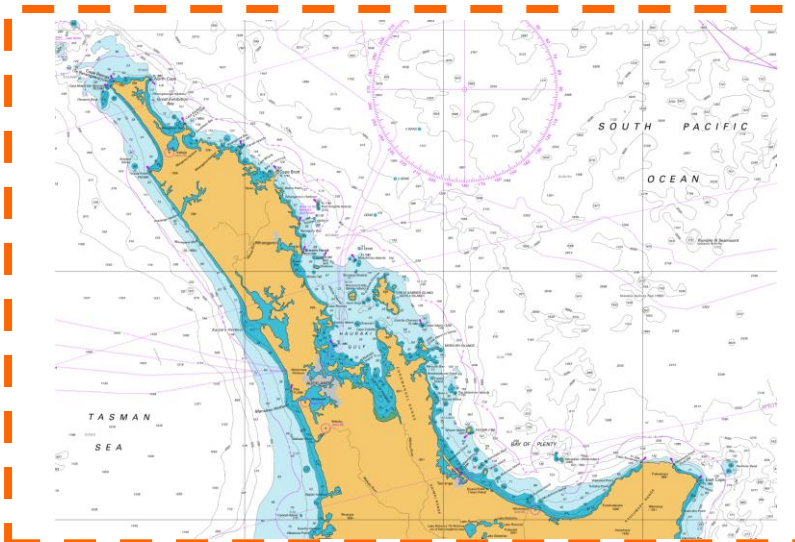
Kawau Boatshed Limited
End of Sandspit Road, Sandspit, Warkworth

2. Operating Area & Limitations

Vessel is surveyed to operate in the following limits:

| Operating Limit | Category | Operating area / Descriptor | Max Pass | Max Crew (including the Master) | Max Persons (including the Master) |
|-----------------|-----------|---|----------|---------------------------------|------------------------------------|
| Enclosed Waters | Passenger | All enclosed limits within the Inshore limits covered below | 144 | 4 | 148 |
| Inshore Limits | Passenger | Northland, Auckland, Barrier | 144 | 4 | 148 |

Operating Area:



Operating Conditions:

Vessel operation is subject to the operating limits and restrictions noted on the Certificate of Survey.

3. Skipper's Standing Orders

1. Vessel may only be operated by an experienced / qualified Skipper who holds the Certificate of Competency required by Maritime Rule Part 31.
2. Always have the VHF on Channel 16 listening for distresses
3. At sea all water-tight compartments and hatches have to remain closed
4. Take weather forecast updates
5. Use all navigation aids
6. Fill out Log book, read previous log entries to see if there were any problems
7. Make a passage plan if required.
8. In restricted visibility, ensure you slow down and use your horn where necessary – slowing down will allow you more time to check for hazards
9. If you get into a situation, reduce speed or stop your vessel to give you more thinking time to assess the situation

4. Adverse Weather conditions

- An adverse weather condition is defined as severe weather that may cause unsafe conditions. This can mean fog, rain, ice, snow or severe wind warnings.
- Always check the marine weather forecast before setting out.
- If the weather conditions do not sound suitable, the voyage should be postponed until conditions improve. There are no defined operating parameters set by the naval architect or surveyor for this vessel, however, at no time should the vessel operate in conditions that the Skipper deems unsafe or where the weather forecast is not suitable for the voyage.
- If weather conditions deteriorate **during a voyage**, the vessel should make way to the nearest safe haven or port.

Checklist:

- batten down the hatches
- Keep in radio contact
- Monitor bilges
- open freeing ports
- secure all loose gear
- reduce speed
- assess best direction for vessel e.g. stern on-bow on
- Lifejackets to be worn if required and all passengers to remain seated

5. VHF Operation

To operate the VHF, switch on and turn the volume to maximum. Select the required channel. Adjust squelch. Press switch on the side of handpiece to transmit. Cellphones are also carried on board as a backup communication tool.

In the event of an emergency:

| | | |
|-------------------|------------------|-------|
| Give type of call | MAYDAY or PANPAN | (x 3) |
| Name of vessel | KAWAU KAT IV | (x 3) |
| Radio Call Sign | ZMZ 8898 | (x 3) |

On receiving a response, give nature of emergency, number of people on board and your position. Thereafter, keep a listening watch and transmit developments of situation on board.



6. KAWAU KAT IV Daily Engine Start Up Procedure

Before start up;

- General inspection, no water or oil in bilges, no loose fittings, no oil or fuel leaks
- Check Fuel, Oil and Coolant levels
- Check Battery terminals and voltage
- Confirm Batteries are on
- Fill out Ships Log; Date, Time, POB, Skipper and any crew names, Vessel Location, Vessel Destination, Weather and Sea Conditions, Trip Report Check

Upon Start Up;

- Switch engines on
- Visual check water flow out exhaust
- Visual check for signs of smoke out exhaust
- Warm engines to operating temperature
- Inspect Engine displays and complete log; Engine Hours, Fuel Consumption etc
- Notify passengers ready for departure
- File Trip Report with land base

7. Log Book

The Skipper is required to complete a log entry for each voyage the vessel makes:

This must include at least the following information:

- Number of Persons on board
- Pre departure checks are recorded.
- Trip Report has been made with land based contact person
- Weather forecast checked
- Safety equipment check

8. Bilge Pumps

The bilge pumps can be operated from the engine room or automatically switched on by the Master in the Bridge. This vessel has automatic bilge alarms in the wheelhouse.

9. Use of Portable Fire Extinguishers

This vessel has the following fire equipment on board:

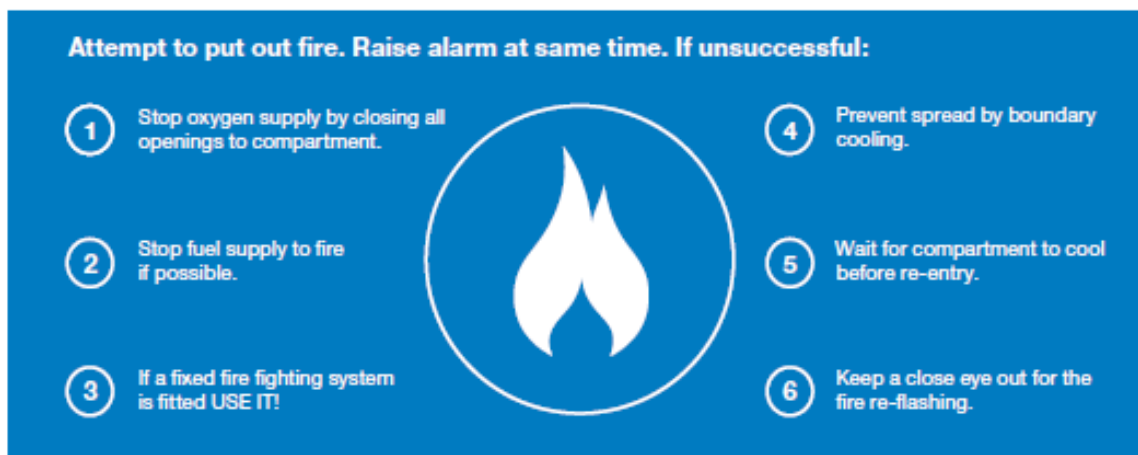
| | | |
|-------------------------|-----------------|----------------|
| DRY POWDER (4A, 60B, E) | 4.5 KG | Galley |
| DRY POWDER (4A, 60B, E) | 4.5 KG | Accommodation |
| FOAM (3A 30B) | 4.5 KG | Fwd main cabin |
| FOAM (3A 30B) | 4.5 Ltr | Fwd main cabin |
| CO ² (3B E) | 3.5 KG | |
| FIXED FIRE SYSTEM | CO ² | Engine room |

1. Unclip extinguisher
2. Undo safety clip, tag or pin
3. Aim extinguisher at base of fire
4. Operate lever
5. Once fire is contained, return appliance to a safe stowage and check damage
6. Carry out reporting using MNZ forms included in **Appendix 1** of this manual (this can also be done online at www.maritimenz.govt.nz)
7. Arrange for replacement or recharging of extinguisher
8. Take steps to ensure similar fire does not occur

10. Putting out an Engine Fire

1. Shut down engine
2. Raise alarm
3. Make distress call if necessary
4. Shut off fuel
5. Close engine vents
6. Attempt to extinguish fire
7. Carry out reporting using MNZ forms included in Appendix 1 of this manual
8. Arrange for replacement or recharging of extinguisher
9. Take steps to ensure similar fire does not occur

Note: If fire cannot be contained, radio for help and prepare to abandon ship



11. EPIRB (how to use)

1. Remove from bracket in Helm station
2. Tie to survival vessel or life jacket
3. Raise Aerial and Switch ON
4. Place in water or take with you



12. Flares & Smoke Floats

1. Remove from Helm Station
2. Follow instructions as written on each individual flare

13. Anchor (how to use)

1. Check depth and anchorage
2. Raise or lower anchor using windlass, watching fingers and hands are free from rope and chain if on foredeck.
3. Ensure a watch until you are sure the anchor has held.
4. To retrieve, use the windlass or pull in by hand as per Skipper's instructions

14. Passenger Safety Briefing

- Welcome
- Hazards
 - Fingers around sides when berthing
 - Holding on while underway
 - Slippery floor
 - Sharp items
 - Hot drinks
 - Refer Hazard register for full list of vessel hazards
- Safety Equipment
 - Life Jackets (location and operation)
 - Fire Extinguisher
 - VHF
 - EPIRB
- In Case of Emergency
 - Muster on back deck, lower level
 - Inform Skipper of any hazards/danger observed
- No Smoking inside
- Toilet Operation
- Voyage details (if charter) and duration
- HAVE A GOOD TIME

15. Trip Planning / Reporting

An important part of planning each trip, is being aware of what actions occur on land if things go wrong at sea. The KAWAU KAT IV operates the following checklist:

Trip Reporting

- Trip report to be communicated with land based person at beginning and end of every trip.
- Trip report to include destination, POB, ETA, weather conditions, length of trip
- Land based contact: partners of Skipper and/or passengers
- It is standard procedure to ensure that someone on land knows where the vessel is heading, how long it will be away, how many passengers are on board and when you are due back. This person is detailed in section 1.

Trip Planning

- Set up a regular communication/contact schedule (cellphone/vessel radio) with someone on land or maritime radio.
- Have a plan in place for the person on land to follow if you miss a scheduled contact or are longer than expected at sea.
- Remember: it is best that someone knows your intended plan (even if this changes) rather than no one noticing you are missing.
- The vessel must be seaworthy. It must be watertight and equipment must be secured.
- Vessel stability is improved if fuel and water tanks are full
- The vessel must be securely and safely loaded.
- Consideration must be given to current and forecast weather conditions.
- Before sailing, check the essential items and equipment every time. Refer pre-sailing checklist.
- Ensure there are adequate supplies for trip
- Correct charts are on board
- knowledge of safe anchorages and navigational hazards of that area
- weather and sea conditions that may be experienced.

16. Stability

1. The maximum total number of persons that may be carried is 148 in Inshore Limits.
2. No cargo is permitted to be carried, other than passengers personal gear and provisions up to 1 Tonne
3. All openings and hatches are to remain closed whilst the vessel is underway.

Things that impact stability include (but are not limited to):

- weather conditions now and forecasted
- keeping freeing ports clear and covers free
- keeping loads secure and balanced

In the unlikely event of a **capsize**, stay with vessel if it is afloat, and call for assistance. Master and crew must familiarise themselves with the stability conditions for this vessel.

17. Recreational Use Procedure

1. Have enough life jackets for all people on the boat
2. Check boat for hazards and put away any unnecessary equipment
3. Brief all passengers of the hazards onboard
4. Ensure passengers are aware of the location of the first aid kit and advise any medical conditions before sailing.
5. Designate someone on board, other than the skipper, as a watch keeper and to keep a head count every half hour of passengers on boat.
6. Carry out normal pre-departure checks.
7. Advise land based person of your trip, persons on board and estimated time back.
8. Advise land based person of your trip report
9. Log entry as recreational use.

18. Crossing a Bar

1. All Passengers move to cockpit
2. Contact Shore based radio if later arrival time is expected
3. Issue Sea sick pills as required
4. Communicate with the local Harbour Master and bar users for up-to-date bar conditions and information.
5. Check the weather, tide, and bar condition (often bars are shallow and high tide is the best time to cross).
6. Ensure you have adequate stability.

7. Batten down all hatches and secure all cargo or deck gear. Ensure all vessel scuppers are open when crossing the bar. Lifejackets must be worn.
8. Approach the bar at moderate speed (not too fast but ensure you have good steering and reserve power).
9. Post a lookout to check for breaking waves at the stern. Once over the bar, confirm the crossing with harbourmaster.
10. **If in doubt stay out!** Remember once you are in the water around a bar, the tidal flow will often make your rescue impossible so be sure and be safe.

19. Safe Navigation / Pre Departure Checks

These checks will include (but are not limited to):

Pre departure checks

1. Lay out correct charts and plan course (this is only recommended if you are going outside your normal course of operations)
2. All round look-out to be maintained and navigational hazards noted. (Note that the electronic equipment is an **aid to navigation**, not a navigational aid)
3. Long and short range sweeps of the Radar set should be made to check for any possible collision course or close quarter situations developing. This will allow time for appropriate correction and radio contact to be established
4. Check echo sounder working
5. Check GPS working and relevant waypoints entered as necessary
6. Maintain listening watch channel 16.
7. Check life saving equipment
8. Check tides
9. Check weather forecast
10. Check for navigation warnings
11. Check Navigation lights working
12. Crew to report that all deck gear is properly stowed and loose items secured
13. Ensure you enough fuel, water stores and spares
14. Carry out checks of engine and machinery spaces
15. Test steering gear and any bridge/eng room communications
16. File Trip Report and record in ship log
17. Ensure passengers have been briefed on safety equipment and procedures

Watchkeeping while underway

- A good all round visual lookout at all times
- Awareness of other vessels and landmarks
- Awareness of a close quarters situation developing and action to take
- Use of VHF and maintenance of listening watch on channel 16
- Observation of weather and sea condition changes including visibility
- Setting and maintaining of relevant equipment alarms and proximity alarms
- Regular radio reporting of position and intentions including ETA's

Restricted visibility

- Reduce speed
- Ensure Navigation lights are operating
- Post additional lookouts
- Check radar for optimum range
- Consider use of sound signals
- Ensure frequent & accurate position fixing

20. At Sea Checks

These checks will include (but are not limited to):

1. All required Maintenance Plan checks
2. Hazards are being identified and controlled
3. Water, oil, fuel, ice, food, containers, general supplies are adequate for the remainder of the trip

Section 2: Harm Prevention

1. Fleet Hazard & Risk Management Register

(refer individual SOP manuals for vessel specific hazards)

| | |
|-----------------|-----------------------------|
| Process: | Step 1: Identify the Hazard |
| | Step 2: Assess the risk |
| | Step 3: Control the risk |
| | Step 4: Ongoing Review |

Risk Assessment Likelihood Table

| | |
|----------------|---|
| Almost Certain | Is expected to happen in this type of work. May occur reasonably often in this vessel's operation. |
| Likely | Will probably happen in this kind of work. Expected to occur occasionally in this vessel's operation. |
| Possible | Will probably happen at some time in this kind of work. Might happen once in the vessel's operating lifetime. |
| Unlikely | Could happen in this kind of work. Not likely to happen on every vessel but does occur from time to time on a vessel. |
| Very unlikely | So unlikely that it may only happen in exceptional circumstances. |

Consequence Table

| | |
|---------------|---|
| Insignificant | No injury |
| Minor | Cuts, bruises or abrasions that can be treated with first aid |
| Moderate | Injury requires medical treatment and stops the person from working |
| Major | Person killed or seriously injured |
| Severe | More than one person killed or seriously injured |

| Hazard | Risk Assessment | Possible Consequence | Control | Person Responsible for Control and Ongoing Review |
|--------------------------|-----------------|----------------------|---|---|
| Vessel Propulsion | VU | Major | Avoid having persons in water while engine is running | Skipper |
| Embarking / Disembarking | P | Minor | Trip and fall hazard- caution to be taken. Take extra care in adverse weather conditions. | Skipper |
| Anchor & Chain injury | P | Minor | Training on proper use and safety precautions when lifting and lowering anchor (Keep all loose clothing, limbs etc. clear of anchor parts at all times. Clear communication between skipper and passengers when anchoring. | Skipper |
| Capsize | VU | Major | Ensure the loading of the vessel is understood by Skipper (and crew if carried). Passengers should be advised of any stability issues with all passengers viewing from one side etc. Be on the look out for other larger vessels and their wake (particularly ferries). | Skipper |
| Docking lines | P | Minor | Use caution when fastening docking lines - keeping fingers clear and avoiding over straining. | Skipper |
| Dangerous substances | VU | Moderate | store all dangerous substances in appropriate locations. | Skipper |

| Hazard | Risk Assessment | Possible Consequence | Control | Person Responsible for Control and Ongoing Review |
|---------------------------------|-----------------|----------------------|---|---|
| Loose passenger luggage | P | Insignificant | Crew to assist with the stowage of passenger luggage and provide stowage areas | Skipper |
| Slips, trips and falls | L | Minor | Slow vessel in rough conditions. Everyone to remain seated whilst vessel is underway. | Skipper |
| Man Overboard | VU | Major | Ensure briefings are given to all passengers to remain seated whilst the vessel is underway | Skipper |
| | | | Brief all passengers and crew on the procedures for MOB as per the flowchart | |
| Fire | VU | Moderate | Ensure all passengers and crew are aware of what to do in the event of a fire and where to locate the fire extinguishing equipment | Skipper |
| Flooding | VU | Insignificant | Passenger briefing to be given before each voyage, detailing what to do should the vessel take on water - immediate donning of life jackets and if necessary, the Skipper will take measures to pump out the water and/or follow abandon ship procedures. | Skipper |
| Fuelling the vessel | U | Insignificant | Refuelling may only be completed by the Skipper of persons who have been trained to do so. Follow emergency procedures if a spill occurs | Skipper |
| Dogs (aggressive, uncontrolled) | L | Moderate | Delegate owners to control dogs. Deny passage if owner does not comply for the safety of all others | Skipper |
| Broken glass | VU | Moderate | Immediately sweep and vacuum the area, cordon off if necessary | |
| | | | | |

2. Environmental Care

Garbage

All garbage is retained on board and disposed of ashore on completion of each voyage.

- Garbage is collected in a bins provided on board.
- Full garbage bags to be stored in cockpit or cabin until returning to port.
- Garbage to be disposed of at appropriate shore based collection facility.
- any hazardous waste (batteries, waste oil) to be disposed of at appropriate shore based facility.

Pollution

Kawau Boatshed Ltd recognises environmental management as one of its responsibilities and has established policies for conducting operations in an environmentally sound manner. Improvements will be continually identified through reviews of this MTOP, hazard identification and staff feedback. The company recognises the need to have proper regard in all its activities for the natural and physical environment in which it operates.

Sewage

No tanks may be pumped out unless the vessel is more than 500 metres offshore and in more than 10 metres of water. No tanks or containers may be pumped out within 500m of shore or 500m of a marine farm or in less than 5m of water. Refer also to the Safety and Environmental Policy located in the Maritime Transport Operator Plan.

3. Refuelling

Take care not to let fuel escape into the water if fuelling from an on-water fuel-stop or tanker. Two people should be present during the fuelling of the vessel, one at each end (fuel pump/bowser and tank-end). Bunkering is undertaken in fine weather only and is supervised throughout the entire process. All unnecessary electrical equipment and lighters should be turned off.

In the event of a spill, if the fuel spills into the water the following action is taken:

- Stop spillage immediately by stopping it at source.
- Commence containment using whatever means of equipment is available, including soak up materials.
- Act on instructions from the authorities for clean up
- Report spill to Harbour Master and Maritime NZ as soon as practicable.

4. Accident / Incident Reporting

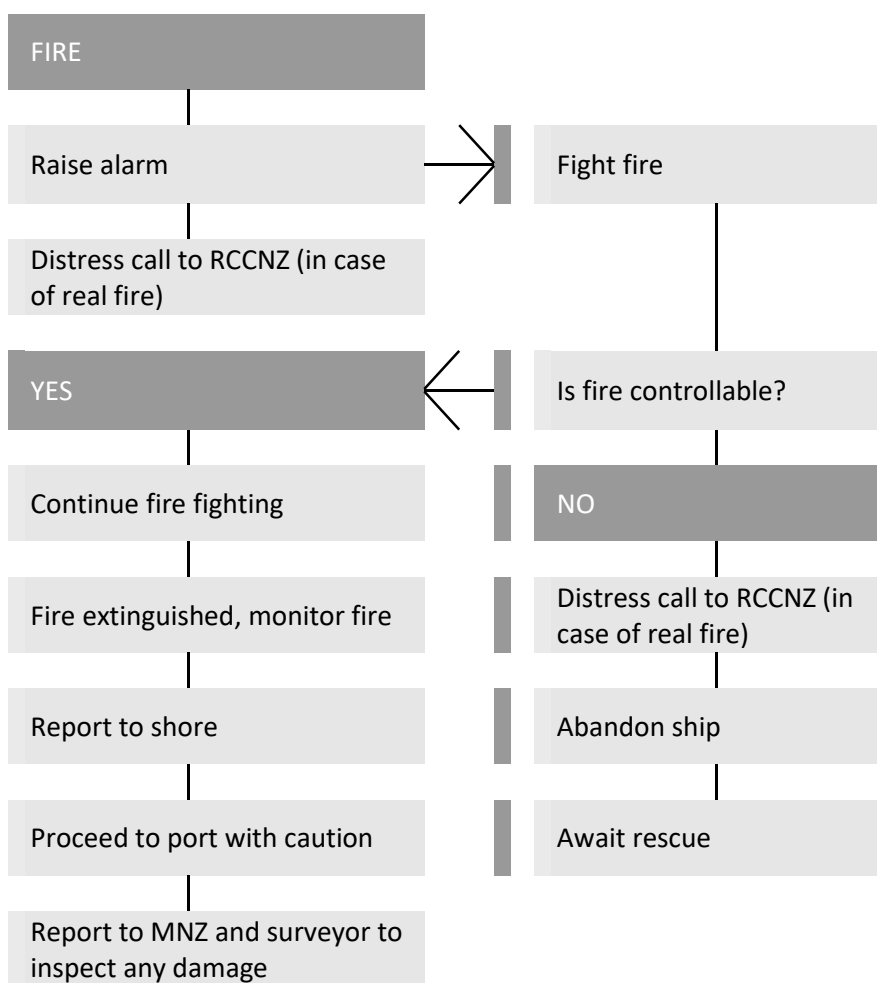
Procedures for reporting an accident, incident or mishap are covered in Section 5.4 of the MTOP (Maritime Transport Operator Plan). Forms and definitions are included in Appendix 1 of this SOP manual and online reporting is also available through www.maritimenz.govt.nz

Section 3: Emergency Procedures

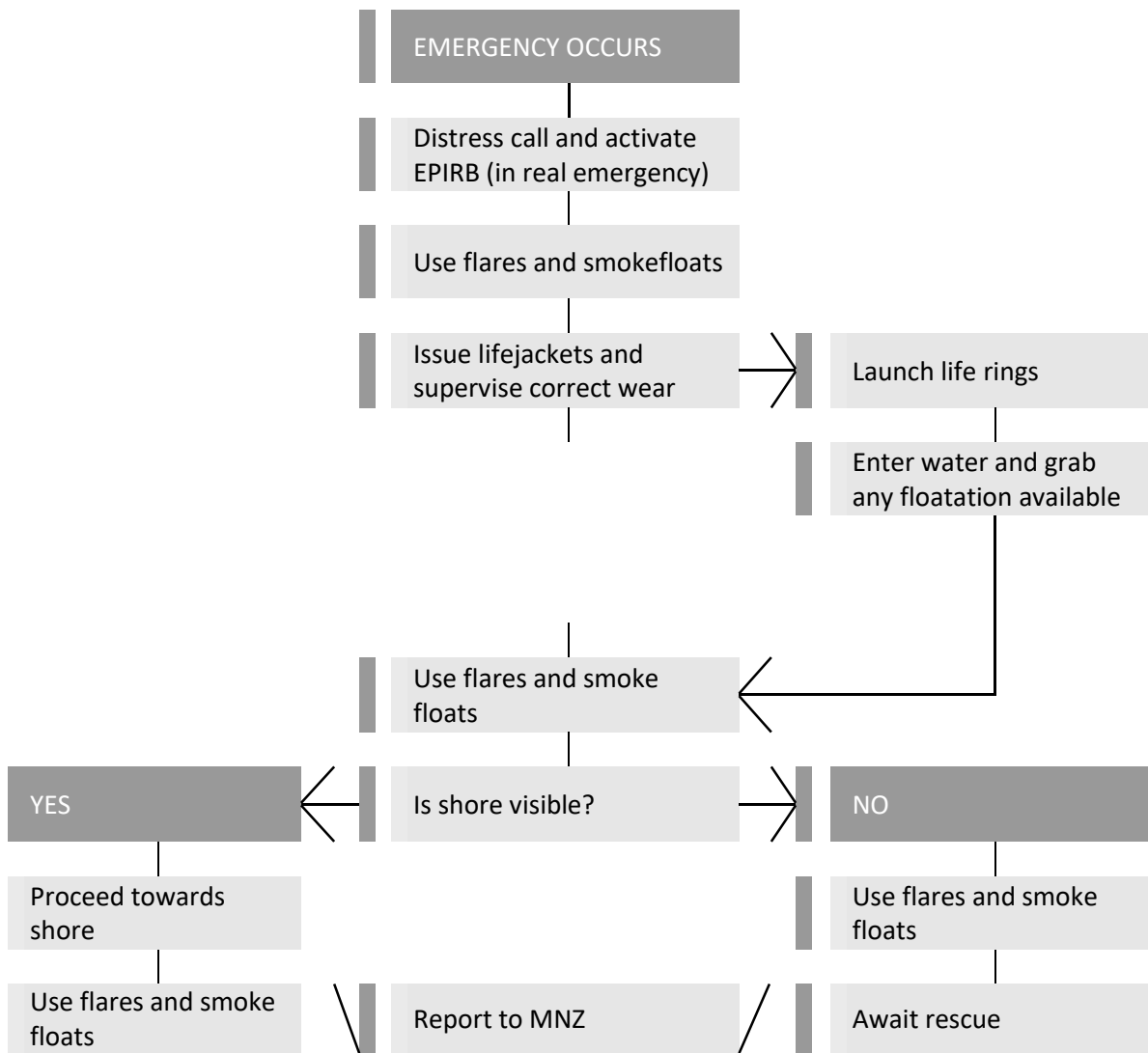
1. Man Overboard

- Keep MOB in sight and hit the GPS to maintain the location
- Turn the boat around and return to person in water
- Throw life buoy to person in water (careful not to hit the MOB)
- Recover person from end of vessel (transom)

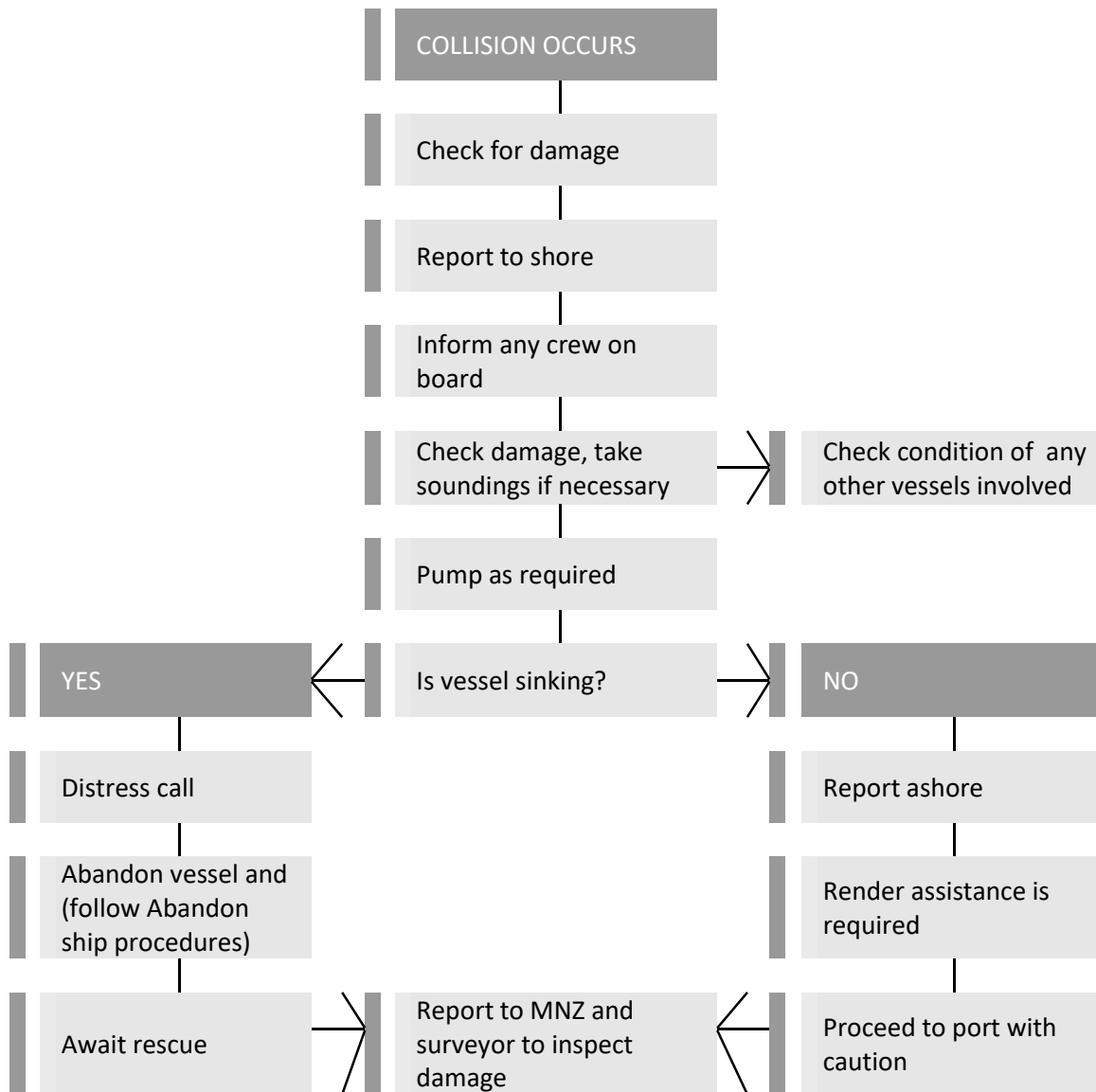
2. Engine Fire



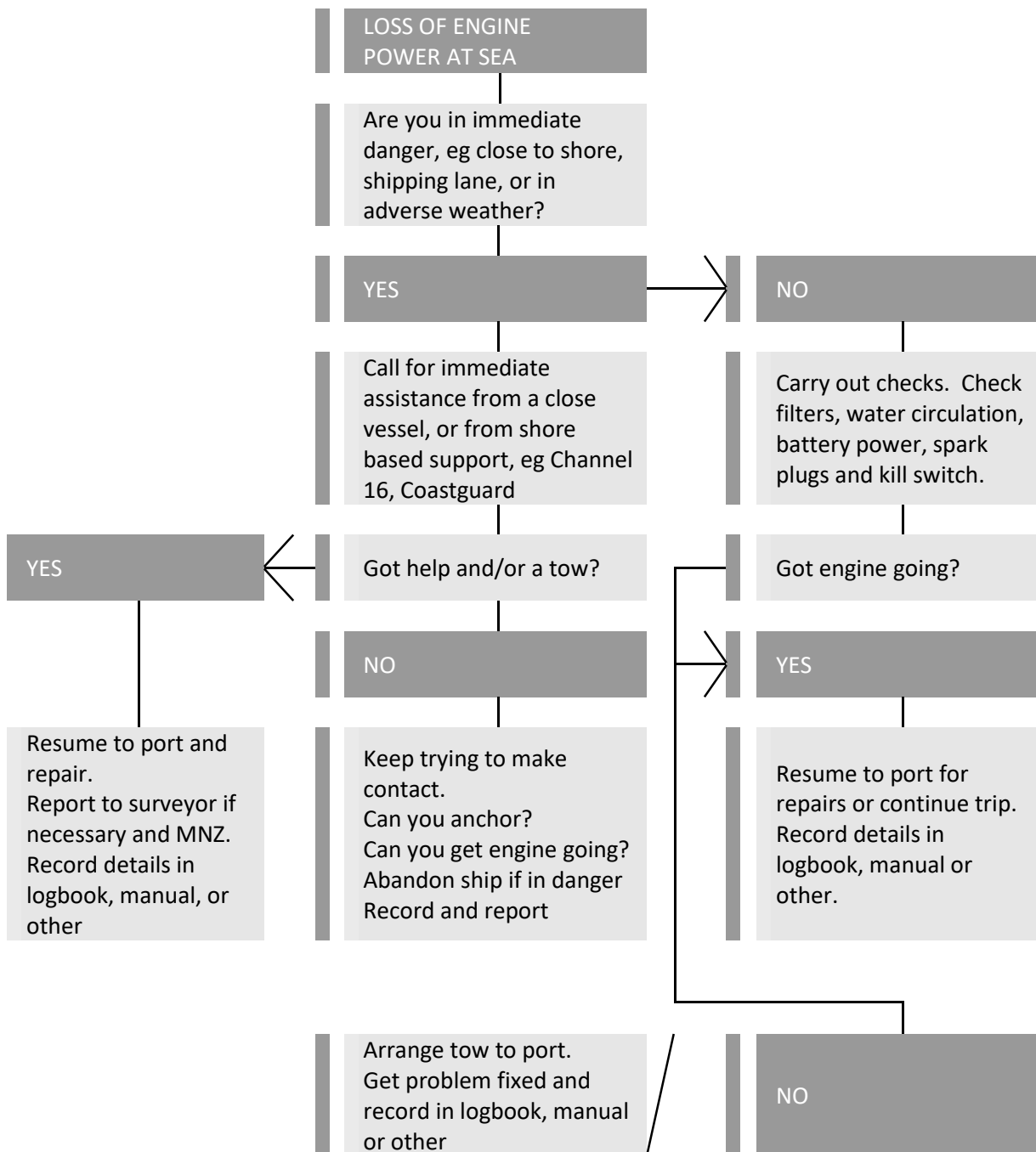
3. Abandon Ship



4. Structural Breach or Collision

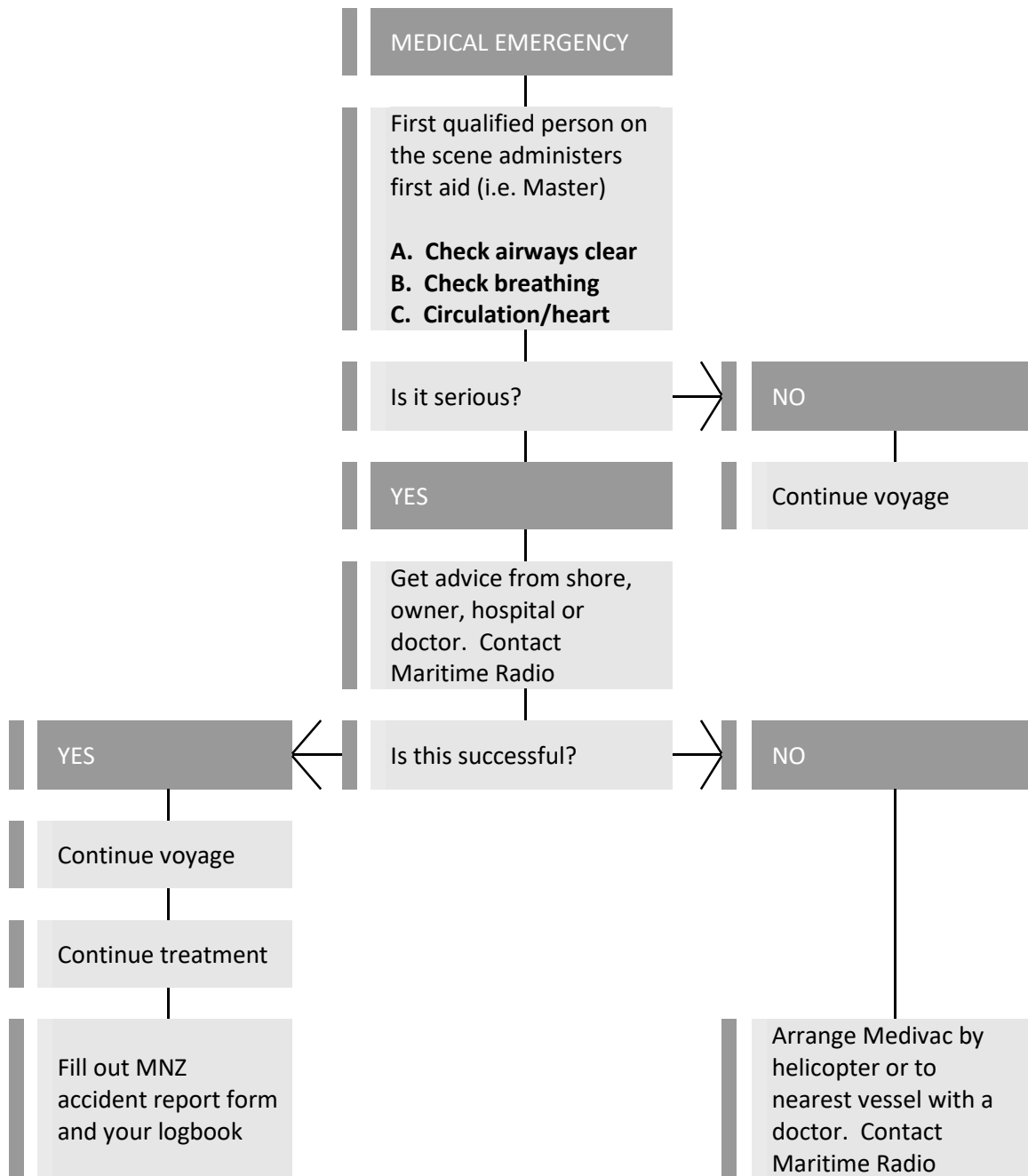


5. Loss of Power at sea



6. Medical Emergency

First Aid Kit is located in the Cabin



7. Overdue Ship

The Skipper is required to check in with a land based person prior to each voyage, with details of estimated departure and arrival times. Upon completion of voyage, the Skipper is to confirm safe arrival.

During the voyage, it is policy for the Skipper to make contact with the land based person. If the land based person does not hear from the Skipper at the scheduled time, and nobody onboard can be contacted by radio or cell phone, then a call is made to Coastguard, NZ Police and Maritime Radio to check if there has been an incident or change in voyage plan.

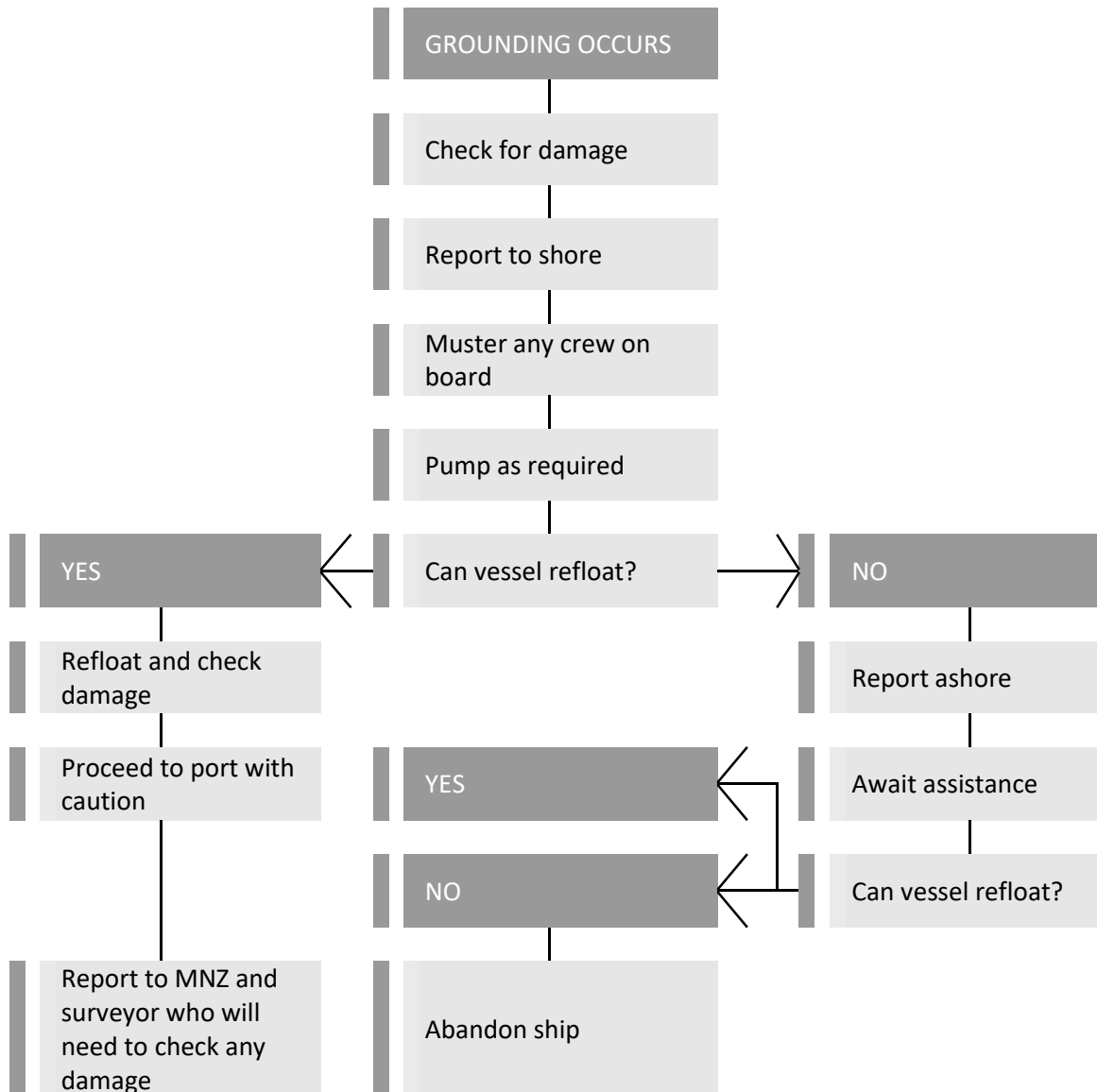
If the vessel is crossing a bar, a call is to be made to Coastguard prior to crossing. Once the vessel is clear of the bar, a further call is to be made to confirm safe arrival.

If they have not heard, then search and rescue procedures are commenced.

The **Search and Rescue** contact persons are:

| | |
|-----------------------|---------------------|
| Reuben Zylstra | 021 529 281 |
| Maree Pickett | 022 454 0725 |

8. Grounding



9. Capsize

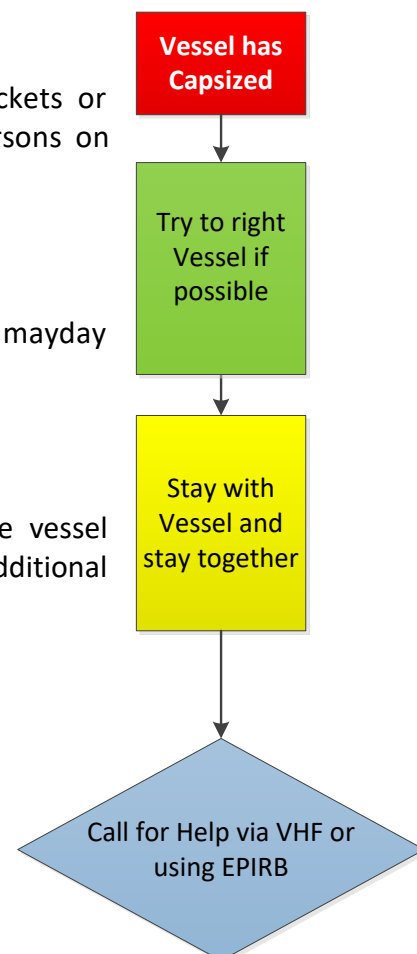
A vessel capsize is generally caused by unforeseen weather/wave conditions, overloading or inappropriate loading of the vessel.

In the event of a capsize, the following processes may be considered:

- This vessel is too large to attempt to right it. Try to stay with the vessel if only submerged.
- A capsized boat is more easily seen by those coming to help,
- A capsized boat provides you with a buoyant raft
- Staying with the boat allows you to pull your body out of the water to reduce rapid cooling.
- Staying with the boat allows you to re-enter the boat if you can manage
- In crew boats staying with the boat keeps the whole crew together enabling you to help each other
- Only leave your boat when you know you are safe or that staying with the boat will take you into greater danger or if the boat no longer remains an effective life raft.
- Check for any other floatation devices, rafts, life jackets or buoys that may be used to keep you and other persons on board afloat. These may also be seen by rescuers.
- Do a head count and stay together
- If any communication equipment is available, send a mayday call for rescue.
- The EPIRB will also assist rescuers in finding the craft

Once back on shore, ensure you review the reason for the vessel capsize and take all steps to ensure it doesn't happen again. Additional training in loading and stability may be required for crew.

Report to Maritime NZ, following reporting procedures.



Section 4: Safety Equipment List

| Safety Equipment | Size,Qty | Where Located | Service / Replace |
|-------------------------------------|-----------------|------------------------------------|-------------------|
| <u>Fire Extinguishers:</u> | | | |
| DRY POWDER (4A, 60B, E) | 4.5 KG | Galley | Nov 2019 |
| DRY POWDER (4A, 60B, E) | 4.5 KG | Accommodation | Nov 2019 |
| FOAM (3A 30B) | 4.5 KG | Fwd main cabin | Nov 2019 |
| FOAM (3A 30B) | 4.5 Ltr | Fwd main cabin | Nov 2019 |
| CO ² (3B E) | 3.5 KG | Engine room | Nov 2019 |
| FIXED FIRE SYSTEM | CO ² | Engine room | Mar 2020 |
| Fire Hoses/Nozzles | 1 | Fwd main cabin | - |
| Fire Buckets | 2 | Generator Room | - |
| Axe | 1 | Helm Station | - |
| Fire Pumps | 2 | Both engine rooms | - |
| Rocket Parachute Flares | 4 | Helm Station | Jan 2021 |
| Buoyant Smoke Floats | 2 | Helm Station | Oct 2019 |
| Life Jackets | 148 + 15 Kids | Helm Station / Pt & Stbd Frd Holds | Annual |
| Life Floats - 5 x 20-man | 5 | Upper Helm Station | Annual |
| Life Rings/Buoys | 3 | Aft Deck | Annual |
| NZ Nautical Almanac | 1 | Helm Station | Annual Update |
| Charts & Instruments | Set | Helm Station | Annual Update |
| Compass & Deviation Card | 1 | Helm Station | Aug 2023 |
| Binnacle Light | 1 | Helm Station | - |
| Chronometer | 1 | Helm Station | - |
| Radar | 1 | Helm Station | - |
| Depth Sounder | 1 | Helm Station | - |
| Log Book | 1 | Helm Station | - |
| Ships Manual | 1 | Helm Station | Annual Review |
| Boat Hook | 1 | Fwd Main Cabin | - |
| Horn | 1 | Helm Station | - |
| Heaving Line | 1 | Helm Station | - |
| Anchor Shape | | Helm Station | - |
| VHF Radio | 1 | Helm Station | Dec 2022 |
| EPIRB | 1 | Helm Station | Sept 2021 |
| First Aid Kit | 1 | Helm Station | Annual |
| Torch (plus extra batteries & Bulb) | 1 | Helm Station | Annual |
| Anchors & Chain | | Stbd aft hold / in position frd | - |

Section 6: Spare Parts / Inventory

- Oil
- Fuel Filter
- Fuses
- Jump Starter
- CRC
- Oil Filters
- Fuel Filters
- Torch Batteries
- Spare Drive belt
- Spare Impeller and Seals

Section 7: Maintenance & Survey Plan

The Maintenance & Survey Plans are retained in the Master Copy of the Maritime Transport Operator Plan (MTOP) which is kept in the business office.

APPENDIX 1: Accident / Incident Reporting Definitions and Forms

Accident/incident/Mishap/Serious Harm/Harm Definition Guideline:

Accident

An accident means an occurrence that involves a ship and in which:

1. a person is seriously harmed as a result of:
 - being on the ship; or
 - direct contact with any part of the ship including any part that has become detached from the ship; or
 - direct exposure to the wash of the ship or interaction (other than direct contact) between two ships; or
 - being involved in the salvage of any ship – except where the injuries are self-inflicted or inflicted by other persons, or when injuries are to stowaways hiding outside the areas normally available to passengers and crew; or
2. the ship sustains damage or structural failure that:
 - adversely affects the structural strength, performance or seaworthiness of the ship; or
 - would normally require major repair or replacement of the affected component; or
 - poses a threat to the safety of people on board the ship; or
 - there is a complete or partial failure of machinery or equipment that affects the seaworthiness of the ship; or
3. there is a loss of, or damage to, or movement of, or change in the state of, the cargo of the ship that poses a risk to the ship or other ships; or
4. there is a significant loss of, or significant damage to, property (not being the cargo carried by the ship) or the property of any person (whether or not aboard the ship), whether or not the loss or damage arises from an interaction between two ships; or
5. there is a loss or escape of any substance or thing that:
 - may result or has resulted, in serious harm to any person; or
 - may pose a risk, or has resulted in damage to the ship or other ships; or
 - may pose a risk, or has resulted in damage to any property (whether or not on board the ship); or
6. a person is lost at sea (whether or not subsequently found), or is missing; or
7. the ship is foundering, capsizing, being abandoned; stranding; missing or has foundered, capsized, been abandoned, stranded, been in a collision, or has had a major fire on board.

Incident

An incident means any occurrence, other than an accident, that is associated with the operation of a ship and affects or could affect the safety of operation.

Mishap

A mishap means an event that:

- causes any person to be harmed; or
- in different circumstances, might have caused any person to be harmed.

Serious harm

Serious harm means:

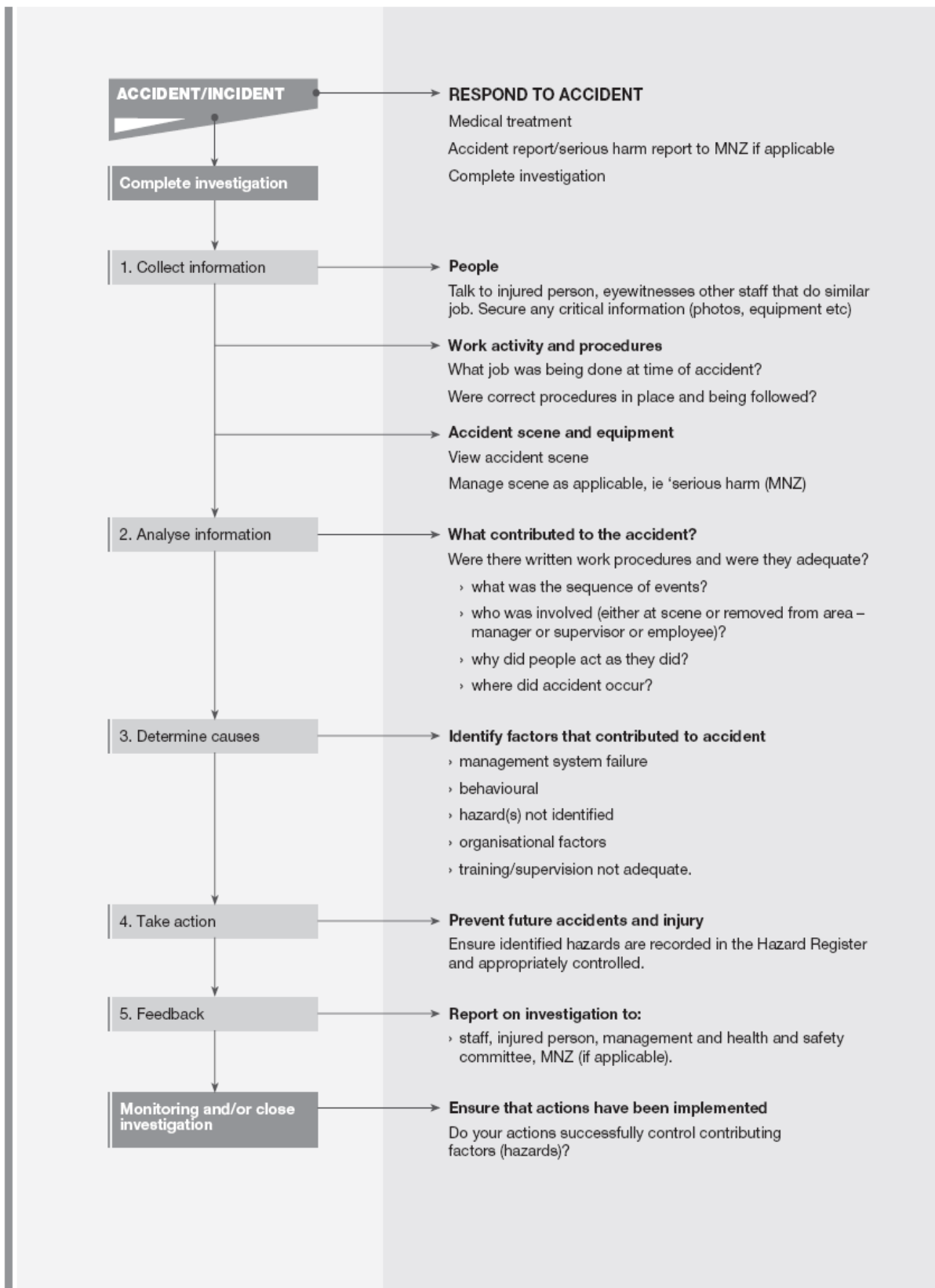
1. death; or
2. any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:
 - respiratory disease
 - noise-induced hearing loss
 - neurological disease
 - cancer
 - dermatological disease
 - communicable disease
 - musculoskeletal disease
 - illness caused by exposure to infected material
 - decompression sickness
 - poisoning
 - vision impairment
 - chemical or hot metal burn to eye
 - penetrating wound to eye
 - bone fracture
 - laceration
 - crushing
 - amputation of body part – including part of a finger
 - burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic
 - loss of consciousness from lack of oxygen
 - loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation or ingestion, of any substance
 - any harm that causes that person to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

Harm

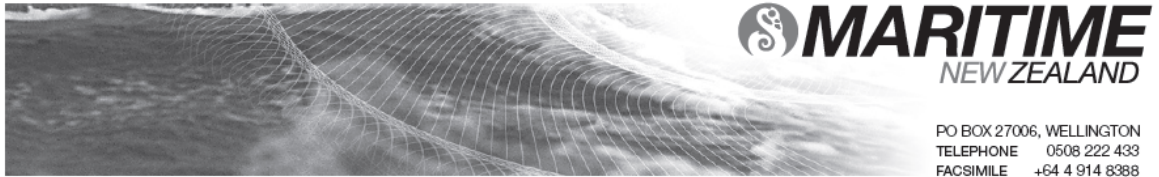
Harm means: illness, injury or both.

Also refer to vessel operating manual for MNZ reporting guidelines.

MNZ Accident / Incident / Investigation Flowchart



MNZ Serious Harm, Illness, or Disease Form



Accident Investigation

REPORT OF SERIOUS HARM INJURY/OTHER INJURY/ILLNESS OR DISEASE ON BOARD A COMMERCIAL VESSEL – MAR AI 2

Please complete **one** copy of this form for **each** injured person.

You don't need to complete non-personal details (e.g. ship/vessel etc) if the information is already provided on another Accident Form.

Date of accident: / / Time of accident: am/pm

Ship/Vessel details

Contact details

Ship's name:

Owner's name:

MSA number:

Address:

IMO number (if applicable):

Phone number:

Overall length:

Fax:

Gross tonnage (if applicable):

Email:

Port of Registry:

Flag:

Contact person ashore & phone number:

Safety System: ISM SSM SOP

Certificate Expiry Date: / /

NZ agent & phone number:

SSM Company or Class Society:

Vessel type at time of injury: Fishing Passenger Non-passenger Other (specify):

Personal details of injured person

Full name:

Residential address:

Contacts (phone/fax/email):

Sex: M F

Date of birth: / /

Occupation:

Ethnicity: (for statistical purposes)

NZ European

Maori

Samoan

Cook Island Maori

Tongan

Niuean

Chinese

Indian

Other (please specify):

Employment status:

Employee

Contractor (self-employed)

Passenger

Other (specify):

Period of employment (if applicable):

This ship

1st month

1-6 months

6-12 months

1-5 years

Over 5 years

The industry

1st month

1-6 months

6-12 months

1-5 years

Over 5 years

Contact information

Person reporting the injury

Employer

Name:

Name:

Address:

Address:

Phone number:

Phone number:

Other contacts (fax/email/cell):

Other contacts (fax/email/cell):

Contact information continued

The person reporting is:

- The employer (if different to the owner of the ship/vessel) A principal of the company
 Self-employed The Master/Skipper

If notification is from an employer:

- Has an investigation been carried out? Yes No
 Was a significant hazard involved? Yes No

Injury details

Date injury occurred: / / Time: am/pm

Location (engine room, deck etc):

Was the injury: Serious harm Other (specify):

Treatment: None First aid only Hospitalisation Doctor but no hospitalisation

Name of eyewitness: Phone number:

Where was the vessel when the injury occurred? At sea In port (specify where):

What were the weather conditions at the time? Calm Moderate Rough Very rough

What was the injured body part? (specify all that apply):

- Head Eyes Abdomen Chest Arms Hands Legs Knee
 Toes Internal Back Neck Fingers Feet Shoulder
 Other (specify):

Describe the nature of the injury (specify all that apply):

- | | | | |
|---|--|--|--|
| <input type="radio"/> Fracture of spine | <input type="radio"/> Other fracture | <input type="radio"/> Dislocation | <input type="radio"/> Disease, skin |
| <input type="radio"/> Sprain or strain | <input type="radio"/> Head injury | <input type="radio"/> Internal injury of trunk | <input type="radio"/> Disease, circulatory system |
| <input type="radio"/> Amputation, including eye | <input type="radio"/> Open wound | <input type="radio"/> Superficial injury | <input type="radio"/> Disease, musculoskeletal system |
| <input type="radio"/> Bruising | <input type="radio"/> Crushing | <input type="radio"/> Foreign body | <input type="radio"/> Disease, respiratory system |
| <input type="radio"/> Burns | <input type="radio"/> Nerves or spinal chord | <input type="radio"/> Drowning | <input type="radio"/> Disease, infectious or parasitic |
| <input type="radio"/> Hernia | <input type="radio"/> Puncture wound | <input type="radio"/> Poisoning or toxic effects | <input type="radio"/> Disease, nervous system |
| <input type="radio"/> Multiple injuries | <input type="radio"/> Damage to artificial aid | <input type="radio"/> Fatal | <input type="radio"/> Disease, digestive system |
| <input type="radio"/> Mental disorder | <input type="radio"/> Electric shock | | |
| <input type="radio"/> Asphyxia | <input type="radio"/> Other (specify): | | |

Cause of injury (tick all boxes that you think apply):

Reason for injury

- Fall, trip or slip Hitting object
 Sound or pressure Being hit by moving object
 Body stressing Heat or radiation
 Biological factors Chemicals or other substances
 Mental stress

Agency of injury

- Fixed machinery Material or substance
 Mobile machinery Environmental (e.g. dust or gas)
 Powered hand tool Animal, human, or biological agency
 Non-powered hand tool Bacteria or virus
 Chemical

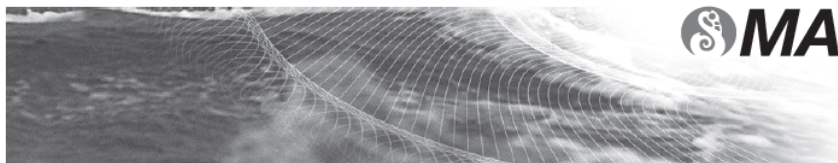
What happened to cause this injury? (Write this information on a separate sheet and attach.)

Describe the measures that have been taken to prevent similar injuries (or any that could be taken) to prevent similar injuries on board this or other vessels. (Write this information on a separate sheet and attach.)

Signature: _____ Date: / /

Name (printed): _____ Position: _____

MNZ Accident / Investigation Form



PO BOX 27006, WELLINGTON
TELEPHONE 0608 222 433
FACSIMILE +64 4 914 8388

Accident Investigation

COMMERCIAL VESSEL – ACCIDENT OR INCIDENT REPORT – MAR AI 4

Date of accident: / / Time of accident: am/pm

Was oil or other hazardous or noxious substance spilled or lost as a result? Yes No

Ship/Vessel details

Ship's name:

MSA number:

IMO number (if applicable):

Overall length:

Gross tonnage (if applicable):

Port of Registry:

Safety System: ISM SSM SOP

Certificate Issue Date: / /

SSM Company or Class Society:

Owner details

Owner's name:

Address:

Phone number:

Fax:

Email:

Contact person ashore & phone number:

NZ agent & phone number:

Master/Skipper details

Full name:

Residential address:

Phone number (home/cell):

Email:

Ethnicity: (for statistical purposes)

NZ European

Maori

Samoan

Cook Island Maori

Tongan

Niuean

Chinese

Indian

Other (please specify):

Accident location

At sea (specify geographic location and/or latitude & longitude):

In port or at anchor (specify where):

Type of accident/incident

Grounding

Fire

Collision

Explosion

Capsize

Foundering

Flooding

Structural failure

Machinery failure

Cargo shift

Lifting/cargo gear failure

Near miss/close quarters

Other (specify):

Injuries *(Please complete one injury form number MAR AI 2 for each person injured, deceased or missing)*

Number injured:

Number of fatalities:

Number missing:

Weather forecast area

- | | | | | | |
|--------------------------------|--------------------------------|-----------------------------------|--------------------------------|--------------------------------|------------------------------|
| <input type="radio"/> Abel | <input type="radio"/> Brett | <input type="radio"/> Castlepoint | <input type="radio"/> Chalmers | <input type="radio"/> Colville | <input type="radio"/> Conway |
| <input type="radio"/> Cook | <input type="radio"/> Foveaux | <input type="radio"/> Grey | <input type="radio"/> Kaipara | <input type="radio"/> Milford | <input type="radio"/> Plenty |
| <input type="radio"/> Portland | <input type="radio"/> Puysegur | <input type="radio"/> Rangitata | <input type="radio"/> Raglan | <input type="radio"/> Stephens | |
| <input type="radio"/> At sea | <input type="radio"/> Lake | <input type="radio"/> River | | | |

Vessel type

- Fishing
 Passenger
 Non-passenger
 Other (specify): _____

Vessel category at the time of the accident

Select and print the appropriate 4-digit code from the Information Sheet (form MAR AI 1): _____

Propulsion at time of accident

- Power
 Sail
 Manual
 Made fast to wharf
 Drifting
 At anchor

Certified operating limit

- Unlimited
 Offshore
 Coastal
 Restricted coastal
 Inshore
 Enclosed

Operating limit in which accident occurred

- Unlimited
 Offshore
 Coastal
 Restricted coastal
 Inshore
 Enclosed

Describe what happened prior to and at the time of the accident.

(Please include a diagram and photos where possible. Continue on separate sheet(s) if necessary.)

What, in your opinion, contributed to the accident?

What is being done to prevent a re-occurrence, and what are the lessons learned?

Signature: _____

Date: / /

Name (printed): _____

Position: _____

Accident/ Incident Register

In an emergency contact RCCNZ on 0508472269 or SSB 2182-4125-6125-8291 via VHF channel 16 24/7 or 045778030 via Sat phone

Vessel Name _____
 Type of Vessel _____

| Date of Accident | Near Miss, incident or Accident | Location | Type of Injury | Brief Description | Corrective Action Taken |
|------------------|---------------------------------|----------|----------------|-------------------|-------------------------|
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Contractor/ Visitor Recording Sheet

May apply to surveyor, radio inspector, engine repairer or any other contractor on site

- I have been shown all on board hazards and am happy with my knowledge of the vessel and its operations.
- I have been shown all notices and signage relating to hazards and safe work practices on the vessel and will endeavour to abide by all instructions given.
- I will not put the owner in a position of non-compliance with the Health and Safety in Employment Act 1992 or the Maritime or Marine Protection rule requirements.

| Name / Company | Signature | Date |
|----------------|-----------|------|
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Wheelhouse Fatigue Checklist

Signs and symptoms of *fatigue*

Mood

- » more irritable than usual
- » uncommunicative
- » easily frustrated by tasks
- » doesn't care

Alertness/sleepiness

- » looks tired
- » yawns a lot
- » has micro sleeps
- » behaves "automatically"
- » slurs speech
- » rubs eyes

Focus

- » preoccupied with parts of a problem
- » loses the big picture
- » misses warning signs
- » unable to stay focused on a task
- » has a fixed gaze
- » reports blurred vision
- » fails to interpret a situation correctly

Task performance

- » takes unusual risks
- » cuts corners to get the job done
- » shows poor judgement of distance, time or speed
- » is clumsy
- » does things in the wrong order
- » doesn't complete tasks
- » forgets recent information
- » moves slowly
- » reverts to old habits
- » responds slowly to situations
- » does not think logically
- » makes calculation mistakes



**Get your sleep
Reduce your risk**

> Risk factors

It is possible to both look and feel alert when being at risk of falling asleep. Accident investigation often finds that seafarers "felt good" not long before going to sleep on watch. **If two or more of the risk factors listed here exist, consider the seafarer to be fatigued and at risk of falling asleep:**

- » has been awake for more than 16 hours
- » is short of sleep
- » has had poor-quality sleep
- » is working alone in the early morning hours
- » reports being fatigued.

> Managing fatigued seafarers

If you consider the fatigue to be a temporary problem, have the seafarer:

- » take a break
- » have a nap (allow a maximum break of 40 minutes if work will resume shortly after waking. Otherwise, a longer nap of about 2 hours is better – this should include a 15 minute or more "wake up" phase)
- » have a drink (water is best, avoid caffeine if within 4 hours of a sleep period)
- » have something to eat (not too heavy)
- » rotate tasks.

If you consider that the seafarer requires longer to recover, then:

- » send the seafarer for a long sleep
- » rotate the seafarer to a task where the risk is acceptable (only if the situation demands that he or she must work)
- » consider whether the task must be continued (such as watchkeeping) or can be delayed (such as loading supplies).