

Marine Information Bulletin

Issued 2 October 2009

New national standard for operational practices on commercial and fishing ships

Purpose

This bulletin explains the new emergency planning and operating requirements for commercial and fishing ships.

Background

The National Standards for Commercial Vessels are gradually replacing the Uniform Shipping Laws Code. This is being achieved by amending the Uniform Shipping Laws Code with relevant sections of the National Standards for Commercial Vessels.

After 1 October 2009, amendment list 7 to the Uniform Shipping Laws Code gives effect to the National Standard for Commercial Vessels, called part E – Operational Practices. Part E replaces the current requirements in section 15 of the Uniform Shipping Laws Code.

Application

Section 111 of the *Transport Operations (Marine Safety) Regulation 2004* in Queensland requires the master of all registrable ships to comply with parts 1 and 2 of section 15 of the Uniform Shipping Laws Code. From 1 October 2009 section 15 calls up chapters 1, 2 and 3 of part E.

Section 133 of the *Transport Operations (Marine Safety) Regulation 2004* requires ships greater than 8 metres to keep particular manuals and plans on board, including a safety management plan if it is:

- a registrable commercial ship operating in Queensland waters, but not ships operating in smooth waters that do not make voyages of more than 15 minutes duration, or
- a registrable fishing ship operating beyond partially smooth waters.

From 1 October 2009 this requirement for these ships also includes the documents described in chapter 4 of part E. This will become a condition of registration.

The requirements in part E are in addition to the requirements that are already in place under Queensland law.

Masters of new registrable commercial and fishing vessels must comply with part E before registration from 1 October 2009.

Masters of existing registrable commercial and fishing vessels have until 1 October 2010 to make changes to their operating practices and documents to comply with part E.

Overview of part E

Chapter 1 of part E does not have any substantive requirements and outlines the objectives of the standard and gives definitions.

Chapter 2 of part E is about controlling risks during normal conditions on a vessel and focuses on safe operational practices.

Chapter 3 of part E is about controlling risks during abnormal conditions (for example, an emergency) and focuses on emergency planning and preparedness.

Chapter 4 requires ship operators to maintain a ship safety system. It brings together elements of chapter 2 (controlling risks during normal conditions) with chapter 3 (controlling risks during abnormal conditions) into an integrated ship management system.

Maritime Safety Queensland is amending the ship's operating documents to help masters combine and adapt their operating manuals to develop a safety management system for the particular needs of their ship and its operation.

New requirements

The new operational practices in part E are:

- an obligation to minimise crew fatigue
- the master needs to monitor and ensure stability limits are not exceeded during the voyage
- the requirement to identify and implement water-tight integrity requirements while underway
- more-detailed logbook entries
- detailed passenger lists on board and onshore for voyages greater than 12 hours.

The new requirements on emergency plans in part E are:

- an extension of the requirement to have emergency plans to all registrable ships — this can be a verbal plan for smaller ships but must be documented against a checklist every three months
- that masters of all registrable ships have a system to record and confirm the presence of all people on board
- that ships carrying more than 36 people must specify alternative assembly stations.

The attached table provides a detailed analysis of the new requirements brought in by part E. Maritime Safety Queensland will continue to work with commercial and fishing ship operators to implement part E in Queensland.

Information

For further information about this Marine Information Bulletin, email msqmail@msq.qld.gov.au.

Other Marine Information Bulletins covering various topics relating to the safe operation of ships can be obtained from Maritime Safety Queensland's website www.msq.qld.gov.au and from the following Maritime Safety Queensland regional offices:

Airlie Beach	(07) 4946 2200
Bundaberg	(07) 4131 8500
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New Requirements under part E

The following tables provide greater detail on the new issues that implementation of the National Standards for Commercial Vessels part E raises under three groups:

1. new operating practices (chapter 2 applies to all registrable ships)
2. new emergency plan requirements (chapter 3 applies to all registrable ships)
3. new issues for safety management systems (chapter 4 only applies to ships that now need to keep a safety management plan under section 133 *Transport Operations (Marine Safety) Regulation 2004*).

New operating practices	
Fatigue	The master needs to ensure that fatigue and risk from fatigue is minimised (part E 2.8.4).
Stability	The master must monitor stability limits during the voyage to ensure they are not exceeded (part E 2.10.3.1).
Water-tight integrity	The water-tight integrity requirements extend to all doors and openings critical to the ship's water-tight integrity (part E 2.10.3.2).
Ship's logbook	<p>In addition to the list of matters about which records need to be kept in section 134 and schedule 4 of <i>Transport Operations (Marine Safety) Regulation 2004</i>, the master must keep a logbook for the ship and its operations and regularly enter:</p> <ol style="list-style-type: none"> 1. activities of ship 2. position of ship 3. navigation track 4. weather experienced 5. illness or injury of persons on board 6. initial safety training , emergency preparedness training and any other safety training 7. any marine incident involving ship or equipment 8. any assistance rendered 9. any unusual occurrence or incident 10. all communication in relation to an emergency. <p>Entries should be dated, accurate, legible and made as soon as possible after occurrence, signed and countersigned by the master (part E 2.11.1.1).</p>
Passenger manifest	<p>All passenger-carrying ship on voyages 12 hours or more need to carry a passenger manifest, onboard and onshore where it can be accessed in an emergency:</p> <ol style="list-style-type: none"> 1. name and identity number of ship (as far as practicable) 2. details of the voyage 3. name and address of persons on board 4. any other special customer or safety needs (medical conditions for example). <p>For all other passenger-carrying ships (less than 12 hour voyages) a head-count of passengers on board at any time shall be maintained (part E 2.11.2.2).</p>

New emergency plan requirements

<p>Emergency plans for all registrable ships</p>	<p>Emergency plans need to include:</p> <ol style="list-style-type: none"> 1. description of risk addressed 2. give emergency procedures to be followed 3. list of persons and positions for implementing procedures within emergency plan 4. provide initial safety training (see part E 2.8.1), and emergency preparedness training requirements (part E 3.11) for crew 5. set out safety training for passengers (part E 2.8.2) and safety information (part E 3.6.3). <p>Ships not caught by section 133 may have a verbal emergency plan. Masters of ships that select the verbal emergency plan need to:</p> <ol style="list-style-type: none"> 1. complete the checklist (in annex C but needs to be relevant to ship) every three months 2. retain a copy of each completed checklist in ship's logbook or location for verification 3. make sure all crew are able to demonstrate competence in all emergency procedures and responses covered in the verbal emergency plan.
<p>Numbers on board</p>	<p>The master must provide a system to record and confirm presence of all persons on board (part E 3.8.4 — also see part E 2.11.2.2 for passenger list or headcount requirements).</p>
<p>Emergency assembly stations</p>	<p>Ships that carry more than 36 persons need to specify alternative assembly stations in the event that one or more spaces are unusable or inaccessible during emergency (part E 3.8.3).</p> <p>Emergency stations shall be assigned for each crew member (part E 3.9).</p> <p>The master needs to exhibit emergency station lists in conspicuous places throughout the ship including the wheelhouse and crew accommodation spaces if at least one of the following applies:</p> <ol style="list-style-type: none"> 1. where a ship has four or more crew 2. at least one berthed passenger 3. more than 36 un-berthed passengers 4. the voyage is longer than 12 hours (part E 3.10.3).

New safety management system requirements

Safety management plan	<p>Ships that now need to keep a safety management plan under section 133 will need to keep a safety management system that satisfies the following five objectives:</p> <ol style="list-style-type: none"> 1. provides safe practices in the ship's operations and working environment 2. sets up a way to identify hazards and then eliminates or reduces risks to acceptable levels 3. keeps improving the safety management skills of crew and onshore staff 4. helps compliance with laws and regulations 5. takes into account relevant guidelines and standards that class societies and maritime industry organisations recommend. <p>Masters can adapt the existing ship operating documents to comply as a safety management system but it must be appropriate to the needs of that ship.</p> <p>There are a number of minimum requirements that safety management system must fulfil. Three minimum requirements not covered by Queensland law are:</p> <ol style="list-style-type: none"> 1. training of onshore staff 2. follow-up on hazardous events and non-conformities with the safety management system 3. ways to verify, review and evaluate the safety management system.
Onshore staff training	<p>The safety management system must identify the initial safety training needs as well as the training needs of onshore staff. It also needs to include any emergency preparedness training identified in chapter 3.</p> <p>All crew and key onshore staff with responsibility to ship safety need to be able to communicate effectively and understand instructions in a common language. The safety management system needs to be supplied to crew in a language they understand (part E A5.6).</p>
Follow-up on hazardous events and system non-conformities	<p>The safety management system needs to keep a record of hazardous occurrences and actions taken to prevent their reoccurrence. Customer complaints and feedback may be included in the same record (part E annex A5.9).</p>
Ways to verify, review and evaluate the system	<p>There must be a procedure to verify and record that the critical procedures are being followed. The owner and the master need to review the safety management system every year to evaluate its effectiveness against the objectives and document the resulting actions.</p> <p>The safety management system needs to be a system capable of internal audit of compliance with the safety management system both onshore and onboard each year. Safety management systems need to be capable of being externally audited by an independent party (part E annex A5.13).</p>