



Maritime Transport Operator Plan

Ocean Sailing Expeditions Pty Ltd



Incorporating: Mini ISM Safety Management System

Ocean Sailing Expeditions Pty Ltd operates SILVER FERN as a charter sailing vessel.

Table of Contents

1.0 Introduction	10
ISM Code Regulation	10
Introduction and Definitions.....	10
Introduction	10
Working Language	11
Ownership.....	11
Safety Management System	11
Safety Management Manual Structure.....	11
Definitions.....	12
Total Superyacht	13
How we use and apply MTOP	14
The Company - Ocean Sailing Expeditions.....	14
Maritime Transport Operator Details.....	15
Persons responsible	15
Primary Ports	15
Category of Survey.....	16
Ships Details.....	16
Personnel details.....	16
Contact Details.....	16
Our Mission & Philosophy	17
Our Mission.....	17
Our Philosophy.....	17
2.0 Safety and Environmental Protection Policy.....	17
Safety and Environmental Policy	17
Health and Safety Policy	18
Drug and Alcohol Policy.....	19
General	19
Testing.....	19
Prohibitions.....	20
Disciplinary Actions.....	20
Authorised Use of Prescription Medicine	20
Possession / Consumption of Non-Prescription Drugs	20
Sailing Crew Clothing Policy.....	21
Recommended offshore sailing crew kit notes.....	21
Sea Survival / Immersion Suits.....	21
Visitor Policy	22
3.0 Company Responsibility and Authority.....	22
Company Organisation Introduction.....	22
Our Team	22
David Hows	22
Danielle Hows	23
The Chief Mate's	23
Company Organisational Chart	24
Shore Based Roles	24

Designated Person Ashore.....	24
Managing Director	25
Administration Manager	26
Vessel Based Roles	26
Master	27
Chief Engineer (Dual role performed by Master).....	28
Chief Mate	28
Safety Officer	29
Medical Officer	29
4.0 Designated Persons Ashore	30
DPA's Responsibility and Authority.....	30
Communications Flow Chart	31
5.0 Master's Responsibility and Authority.....	32
Master's Overriding Authority	32
Master's Responsibilities	32
Night Orders.....	33
Appointment of Crew	33
Standing Orders	34
6.0 Resources and Personnel.....	35
Crew Certifications and Employment.....	35
New Master	35
New Crew Member	35
Manning and STCW	36
Minimum Safe Manning Document.....	36
Language.....	36
Food Handling Training	37
Medical Consideration.....	37
Restricted Service	37
Period of Validity.....	37
New Crew.....	37
Crew Already Employed.....	37
Injured Crew	37
Hours of Rest.....	37
Exceptions to the limits on hours of rest (as per MLC 2006)	38
Schedule of Duties	38
Watch Allocation.....	38
Watch System	38
Records	39
Onboard Complaint Procedure.....	39
Crew Training and Familiarisation.....	41
Safety Training Manual	41
Crew Familiarisation	41
Crew re-joining after an absence of less than three months.....	41
Crew re-joining after absences of more than 3 months	41
Occasional Workers / Supernumeraries	42
Required Training by Role.....	42
Allocated Sailing Crew Roles	45
Crew and Passenger Lists.....	45

Crew List.....	45
Passenger List.....	46
Sailing Crew	46
Sailing Crew Safety Briefings.....	46
Supernumeraries	47
7.0 Shipboard Operations	48
Risk Assessment	48
Purpose of Risk Assessment.....	48
When Should a Risk Assessment be Carried Out?	48
Who Should Carry Out the Risk Assessment?	48
The Risk Assessment Process.....	48
Likelihood of Occurrence	49
Risk Evaluation	49
ALARP Principle	50
Risk Assessment Reviews.....	50
Company Risk Assessments – Generic	50
Vessel Specific Risk Assessments	50
Hazard Register	51
Vessel Specific Procedures.....	53
Vessel Specific Permits to Work.....	54
Anchoring and Mooring	54
Anchoring and Weighing Anchor	55
Anchoring in Heavy Weather	56
Making Fast and Casting Off	59
Adventure activities	60
Diving.....	60
Kayaking.....	60
Overnighting	60
Swimming	60
Tenders	60
Boat Handling.....	60
Bunkering.....	61
Chemicals, Hazardous Substances and Mixtures	62
Prevention or Control of Exposure	63
Use of Chemical Agents	63
Crew Capabilities, Experience and Medical Status.....	64
Fishing.....	64
Seabirds	64
Hot Work.....	64
Hazard Identification.....	64
Permit to Work	64
Notification	65
Marine Mammals	65
Whale specifics	65
Dolphin specifics	65
Navigation.....	66
Passage Planning.....	66

Navigational challenges	67
Close Quarters	67
Crossing Bars.....	67
Coral Reefs - Navigating an unmarked pass.....	67
Marinas	70
River Navigation.....	71
Pre-Departure Procedures	73
Bridge.....	73
Steering Gear Tests.....	73
Engine Room.....	73
Pre-Arrival Procedures	74
Bridge.....	74
Docking and Anchoring Gear Tests	74
Pre-Arrival Notice.....	74
Adverse weather	74
Restricted Visibility	75
Nautical Charts and Publications	75
Handing Over A Watch.....	75
Protection of the Environment	76
Handling of oily bilge water	77
Bilges.....	77
Oil Record Book	78
Lifting of Personnel	78
Non-commercial use	78
Safety Committee and Safety Meetings	78
Safety Officer	78
Safety Committee	78
Safety Meetings	79
Working Aloft / Over the Side.....	79
Sailing Crew Briefings	80
Working in the Galley	80
Galley Ranges and Stove Tops	81
Knives and Other Sharp Utensils.....	81
Ovens	82
Deep Frying and Cooking with Oil.....	82
Chopping Boards.....	82
8.0 EMERGENCY PREPAREDNESS	83
Emergency Procedures and Muster List	83
Onboard Communications.....	83
Muster List	83
Sailing Crew (Passenger) Emergency Instructions	84
Shore Side Support	84
Emergency Call.....	84
Emergency Call Centre Action.....	84
Receiving SSAS Alert from vessel	85
Company Emergency Response Team Actions and External Support	85
Drills and Exercises Drill Schedule	86
Record-Keeping.....	86
Drills with Passengers Onboard	86
Vessel and Shore Side Combined Exercises	86

Abandon Ship Procedure	87
Aground	87
Boarding the Liferaft	87
Broaching, Crash Gybing & Pooping	87
Broaching	87
Crash (Chinese) Gybes	88
Pooping	89
Capsize	89
Emergency Signalling	90
Emergency Steering	90
Fire Procedure	90
Flooding	91
Heavy Weather Preparation	91
HF/VHF Radio calls.....	91
Loss of Mast.....	92
Man Overboard Procedure (MOB) and Search Patterns	92
Mechanical failure, including loss of propulsion.....	93
Medical Emergency	93
Providing assistance.....	93
Rudder Loss	93
Survival Strategies	94
Hypothermia	94
Raft features	94
Search and rescue.....	94
Communication.....	95
Assist the rescuers	95
Stricken vessel, including due to grounding, collision, capsize or sinking.....	95
Towing	95
9.0 Reports and Analysis of Non-Conformities Accidents and Hazardous Occurrences ..	96
Non-Conformities	96
Reporting	96
Corrective Actions.....	96
Closing Out the NCR.....	97
Accidents, Incidents and Near Misses	97
10.0 Maintenance of The Vessel and Equipment	98
Maintenance of The Vessel.....	98
Using Machinery or equipment.....	99
Technical Inspection and External Surveys.....	99
Technical Inspections.....	99
Surveys.....	100
Certificates	100

Critical Equipment	100
Maintenance of Critical Equipment	101
Maintenance and Monitoring of Critical Equipment	101
Monitoring of Stand by Equipment:	101
Unplanned Maintenance	102
Reports.....	102
Records	102
Safety and Fire Fighting Equipment Inspections and Maintenance.....	102
Overview	102
LSA & FFE Inspections	103
Safety Equipment.....	103
Haul Out and Launching.....	103
Responsibility.....	103
Prior to Haul Out.....	103
Prior to launching.....	104
Safety & Emergency Equipment and Systems	104
Dan-Buoy / Jon Buoy.....	104
Emergency Position Indicating Radio Beacon (EPIRB)	104
See the Safety Equipment Plan for a detailed map of the location. Fire Extinguishers.....	105
Fire Blanket	105
Flares.....	105
Grab Bags	105
Heaving Lines	106
Jack Lines & Strong Points.....	106
Lifebuoys.....	106
Life Raft	106
Medical Kit	106
Personal Floatation Devices (PFD's).....	107
Personal Locator Beacon's (PLB's)	107
Safety Tethers	108
Safety Equipment Storage	108
Cockpit	108
Lazarette	108
Aft Cabin top	108
Forward cabin top.....	108
Personal Safety	108
Under Pilothouse	109
Nav Station	109
Cabins.....	109
Engine room.....	109
Mast.....	109
Standard Equipment and Systems	109
Anchors	109
Batteries.....	110
Battery Charging	111
Drinking Water.....	111
Engine	111
Engine Spares.....	112
Flashlights	112
HF Marine Radio	112
Instrumentation.....	113
LPG Stove	113
Navigation Lights.....	114
Sails	114

Toilet	114
Tools.....	115
VHF Handheld Radios.....	115
Spare Parts	115
11.0 DOCUMENTATION	118
Information Management Procedures	118
SMS Amendment Procedure.....	118
Accident and Incident Reporting.....	119
Continuous improvement	120
MTOP Reviews	120
Storage.....	120
Training, Qualifications & Communication.....	120
Training & Communication	120
Qualifications checking and storage	121
Vessel Mandatory Certificates and Documents	121
Vessel Certificates.....	121
Vessel Documents.....	121
Plans / Booklets	121
Logbooks.....	122
Technical Reports.....	122
Equipment Documents	122
Radio and Navigational Equipment.....	123
SMS Required Reports	124
Operating Procedures & Checklists	126
12.0 Company Verification, Review and Evaluation	128
Masters Annual Review of the SMS	128
Company Annual Review of the SMS	128
Internal Audits	129
13.0 Compliance with Regulations and Rules	130
Regulations And Rules	130
General	130
Statutory Documentation	130
Deck Logbook.....	130
Engine Room Logbook	130
Official Logbook	130
Flag State Official Returns.....	131
Crew Lists	131
Archiving	131
Compliance with Regulations and Rules	131
14.0 Appendixes	132
Appendix 1 – Crew/Passenger Induction Declarations	132
Master / Chief Mate Induction – Silver Fern.....	132
Passenger Induction – Silver Fern.....	133
Appendix 2 - Accident & Incident Register	134

Appendix 3 - Record of Maritime Transport Operator Plan Reviews.....	135
Appendix 4 - Visitor Sign in Register	136
Appendix 5 - Record of Risk/Hazard Reviews and Changes	137
Appendix 6 - Record of External Audits, Inspections and Surveys.....	138
Appendix 7 - Crew Gear Checklist	139
Appendix 8 - Sail Management Checklist	140
Heavy weather preparation.....	140
Appendix 9 - Abandon Ship Checklist.....	141
Appendix 10 – Heavy Weather Preparation Checklist.....	142
Appendix 11 - Information required for navigational warnings	143
Appendix 12 – Distress Signals.....	144
Appendix 13 – Safety Equipment Plan	145
Silver Fern internal equipment plan	145
Silver Fern external equipment plan.....	145
Appendix 14 – Pre-Departure Preparation	146
Appendix 15 – Pre-Departure Safety Briefing Checklist	147
References	149
Section 31 of the Maritime Transport Act and the Health & Safety in the Workplace Act.....	149

Ocean Sailing Expeditions