

# Maritime transport operator plan for Victoria University



**Tipa      MNZ 134586**

# Contents

1.	Operational details .....	5
1.1	Full legal name of the operator .....	5
1.2	Overview of the operation and its maritime activities .....	5
1.3	Primary ports and area of operation .....	5
1.4	Vessel categories .....	5
1.5	Vessel activities .....	5
1.6	Operation contact details .....	5
1.7	Contact persons .....	6
1.8	Responsibilities .....	6
2.	Control of information, records and documents .....	7
2.1	Location of Maritime Transport Operator Certificate (MTOC) .....	7
2.2	Location of maritime transport operator plan .....	7
2.3	Sharing the operator plan with crew and personnel .....	7
2.4	Review and continuous improvement of operator plan .....	7
2.5	Crew qualifications and records .....	8
2.6	Accident and incident recording and reporting .....	9
2.7	Ship's log .....	9
2.8	Trip reporting .....	10
2.9	Audits of operator plan by MNZ .....	10
3.	Health and safety .....	11
3.1	Safety policy .....	11
3.2	Hazard identification, risk assessment and control .....	11
3.3	Fatigue management .....	11
3.4	Drug and alcohol policy .....	12
3.5	Health monitoring of crew .....	12
3.7	Environmental policy .....	12
3.8	Pollution Prevention .....	12
4.	Crew familiarisation and training .....	13
5.	Vessel details .....	14
5.1	The vessel .....	14
5.2	Operational Limits .....	15
5.3	Operational Limits for Industry Specific Certificate Holders .....	15
5.4	Current vessel certificates .....	16
5.5	Vessel exemptions, special conditions or limitations .....	16
6.	Safe operating procedures .....	17
6.1	Conditions in which the operation is conducted .....	17
6.2	Weather guidelines for Industry Specific Certificate Holders .....	17
6.3	Voyage checks .....	18
6.4	Diving operations .....	18
6.5	Safe transportation of cargo and goods .....	19
6.6	Anchoring .....	20
6.7	Radio communications .....	21
6.8	Bar crossings .....	23
6.9	Refuelling .....	23
6.10	Carriage of dangerous goods .....	23
6.11	Operating in fog .....	24
6.12	Operating in remote areas with limited cell phone coverage .....	24

7.	Hazard and Risk Register .....	25
8.	Safety equipment list.....	27
9.	Emergency procedures .....	29
9.1	Pollution .....	29
9.2	Fire.....	30
9.3	Person overboard .....	31
9.4	Collision .....	32
9.5	Abandon Ship .....	32
9.6	Grounding .....	34
9.7	Capsize.....	35
9.8	Engine Breakdown .....	36
9.10	Medical emergency .....	37
9.12	Diver surfaces in distress .....	39
9.13	Lost diver .....	40
9.14	Adverse weather.....	41
9.15	Operating in remote areas or on extended trips.....	42
10.	Survey plan .....	43
10.1	Ship details .....	44
10.2	Scope of certification .....	46
10.3	Certificates and exemptions .....	48
10.4	Survey or inspection checklist .....	49
10.5	History of survey plan amendments .....	49
10.6	Survey items schedule .....	50
10.7	Survey plan approval.....	51
11.	Maintenance plan .....	52
11.1	Maintenance policy .....	52
11.2	Maintenance checks.....	53
11.3	Annual checks and routine maintenance .....	54
11.4	Maintenance log .....	55
12.	Spare parts list .....	56
Appendix 1	Safety Briefing for new crew.....	57
Appendix 2	Skipper Induction Checklist .....	58
Appendix 3	Crew Induction Checklist .....	59
Appendix 4	Skipper Induction Register .....	60
Appendix 5	Crew Induction Register .....	61
Appendix 6	Standing orders for skippers.....	62
Appendix 7	Training exercises .....	63
Appendix 8	Record of Operator Plan Reviews .....	64
Appendix 9	Record of External audits, inspection and surveys .....	65
Appendix 10	Record of Hazard Reviews .....	66
Appendix 11	Incident and Accident Register .....	67
Appendix 12	Part 35 Training Framework .....	68
12.1	Requirements for Certification .....	68
12.2	Remaining Current .....	69

Appendix 13	Current Vessel Certificates .....	70
13.1	Radio certificate .....	70
13.2	EPIRB certificate .....	71
13.3	Certificate of Survey .....	72
Appendix 14	Exemption CEX-513 .....	74
Appendix 15	Magnetic Compass Deviation Table .....	75

## **1. Operational details**

### **1.1 Full legal name of the operator**

Victoria University of Wellington

### **1.2 Overview of the operation and its maritime activities**

Victoria University operates four vessels (Raukawa Challenger, Pipi, Tuatua and Tipa) primarily in the Wellington Region. The vessels are used to carry out research and to support teaching. The vessels are used for non-commercial purposes on rare occasions.

### **1.3 Primary ports and area of operation**

Wellington harbour and South Coast  
Kapiti Coast

### **1.4 Vessel categories**

Non-passenger

### **1.5 Vessel activities**

Diving tender  
Research including deployment and retrieval of fishing gear and scientific equipment

### **1.6 Operation contact details**

Victoria University Coastal Ecology Laboratory  
396 The Esplanade  
Island Bay, 6023

## 1.7 Contact persons

Name	Position	Contact phone number
Simon Maddalena	Boating Officer	02102979419
Janet Pitman	Head of School	0211710570
Nicola Nelson	Dean of Science	0275635435

## 1.8 Responsibilities

Person responsible for compliance	Area of responsibility			
Name	Maritime transport operation	Resourcing of the operation	Crew training and competency assessments	Operational decisions
Nicola Nelson	√	√		
Janet Pitman		√		
Simon Maddalena			√	√

## **2. Control of information, records and documents**

### **2.1 Location of Maritime Transport Operator Certificate (MTOC)**

The Maritime Transport Operator Certificate (MTOC) is available to be viewed in the technician's office at the Victoria University Coastal Ecology Laboratory.

### **2.2 Location of maritime transport operator plan**

The Marine Transport Operator Plan (MTOP) is stored on the vessel. An electronic copy is located in the appendix of the Victoria University Coastal Ecology Laboratory Operation Manual which can be downloaded from the web site.

<http://www.wgtn.ac.nz/sbs/research-centres-institutes/wucel>

### **2.3 Sharing the operator plan with crew and personnel**

A copy of the Operator Plan will be made available to all new personnel. Any parts of the plan relevant to their position must be read and understood before taking responsibility in the operation. Feedback is encouraged on the effectiveness of the policies and procedures. This information will be used during the annual MTOP review process.

### **2.4 Review and continuous improvement of operator plan**

The Operator Plan will be reviewed annually before the end of the year and the summer field work season. Reviews will also be conducted after the occurrence of any accident or incident or whenever new information demonstrates the need for immediate improvement.

Any changes made to the Operator Plan will be recorded in the review log (appendix 8).

If changes are made to the Operator Plan, the hard copy located on-board the vessel will be replaced by the current version as soon as practicable and before any operation of the vessel.

All staff and crew will be made aware of any changes that have been made.

## 2.5 Crew qualifications and records

Operation of the vessel is permitted only by crew who hold the minimum qualification of Skipper Restricted Limits (SRL) or above. Operation of the vessel is also permitted by persons who have satisfied the requirements of Victoria University's training framework (appendix 12) and who have been issued an Industry Specific Certificate. New operators must be familiar with the operator plan and must be inducted before operating the vessel (appendix 2 and 4).

Current operators are:

Operator Name	Certificate of Competency / Endorsement	MNZ Reference	Issue date	Expiry date
Don Nelson	Commercial Launch Master	3647	10/12/1996	
Jeff Shima	Industry Specific Certificate		27/11/2023	31/12/2024
Daniel McNaughtan	Industry Specific Certificate		24/11/2023	31/12/2024
James Bell	Industry Specific Certificate		24/11/2023	31/12/2024
Kayla Griffin	Industry Specific Certificate		23/11/2023	31/12/2024
Mel Dohner	Industry Specific Certificate		23/11/2023	31/12/2024
Chris Cornwall	Industry Specific Certificate		28/11/2023	31/12/2024
Ohad Peleg	Industry Specific Certificate		28/11/2023	31/12/2024
Finn Gallagher	Industry Specific Certificate		5/12/2023	31/12/2024
Simon Maddalena	Industry Specific Certificate		16/11/2023	31/12/2028
Anna Resende	Industry Specific Certificate		24/11/2023	31/12/2024
Danielle Willis	Industry Specific Certificate		5/12/2023	31/12/2024
Georgia Ryan	Industry Specific Certificate		5/12/2023	31/12/2024
Alexandra Northmore	Industry Specific Certificate		5/12/2023	31/12/2024
Holly Koch	Industry Specific Certificate		22/03/2024	31/12/2024
Alice Rogers	Industry Specific Certificate		12/03/2024	31/12/2024
Eva Ramey	Industry Specific Certificate		12/03/2024	31/12/2024
Norbert Englebert	Industry Specific Certificate		12/03/2024	31/12/2024
Manon Broadribb Payne	Industry Specific Certificate		12/03/2024	31/12/2024

Electronic copies of crew qualifications can be found on Victoria University's risk reporting software 'Riskteq'.



## **2.6 Accident and incident recording and reporting**

Details of any accident, incidents or mishaps will be recorded in the vessel logbook. Accidents, incidents and mishaps resulting in serious harm will be reported to Maritime NZ as soon as practicable.

Events need to be reported verbally first either on VHF channel 16 or by phoning the Rescue Coordination Centre of New Zealand (RCCNZ) on 0508 222 433. Events must then be reported online at <http://www.maritimenz.govt.nz/Commercial/Accidents-and-investigations/Accidents-and-investigations.asp>

The information will also be copied onto the Incident and Accident Register (appendix 11) at a more suitable time. All accidents and incidents will be reviewed by the VUW Diving and Boating Committee to determine whether corrective action needs to be taken. If it is determined that changes to procedures and/or further training are required, this will be undertaken as soon as possible.

## **2.7 Ship's log**

Details of all uses of the vessel are recorded in the vessel logbook including:

- weather conditions
- activity
- area of operation
- time started and time finished
- number of persons on board
- pre departure checklist
- incident, accidents or mishaps
- mechanical failures and equipment failures
- maintenance details
- notable radio communications
- hazards to navigation
- training and drills
- engine hours

## **2.8 Trip reporting**

A trip report to a shore station (channel 14 or channel 16) will be made on all trips. Trip details to report will include:

- Name of vessel and call-sign
- Return time
- Number of persons on board
- Destination and activity

A close of trip report will be made to the shore station at the end of the trip.

If there is a delay or a change of plans, the shore station will be notified during the course of the trip.

A 'Day Plan' will be created for every trip using the Riskteq software. Wind, swell and tide details will be included on the 'Day Plan' in addition to the mandatory fields. A copy of the day plan will be sent to the boating officer.

## **2.9 Audits of operator plan by MNZ**

External audits conducted by Maritime New Zealand will be undertaken with the full cooperation of Victoria University of Wellington.

Details of audits carried out will be entered on the Record of External Audits, Inspections and Surveys (appendix 9). Copies of audit reports will be stored in the technician's office at the Victoria University of Wellington Coastal Ecology Laboratory.

### **3. Health and safety**

#### **3.1 Safety policy**

Victoria University of Wellington will ensure that all reasonably practicable safety controls are implemented to provide for the safety and health of all participants and others who may be affected by its undertaking. This will be achieved by ensuring that all skippers and participants know and practice the Safe Operating and Emergency Procedures established within this operator plan and contained in legislation and good practice guidelines. Crew will be informed of all hazards, risks and safety controls including procedures. All skippers and crew will be actively engaged in hazard identification, risk assessment and control, and assist in continuous improvement of this operator plan.

#### **3.2 Hazard identification, risk assessment and control**

All skippers and crew will actively engage in hazard identification and risk assessment. Newly identified hazards and risks will be controlled and recorded in the vessel logbook and reported to the boating officer as soon as possible. All reported hazards and risks will be recorded in the Hazard and Risk Register (section 7) and Record of Hazards Reviews (appendix 10).

If the hazard cannot be eliminated it will be isolated; if it cannot be isolated it will be minimised. If a hazard cannot be eliminated, the hazard and controls will be recorded in the Hazard and Risk Register. All skippers and crew who could be exposed to, or will be involved in controlling the newly identified hazard will be notified of the hazard and any controls established.

If procedural changes are required, the relevant section of the operator plan will be reviewed in accordance with section 2.4 (Review and continuous improvement of operator plan).

Reviews of all identified hazards and risks will take place at least annually or if the assessment is no longer valid such as following an incident, accident or introduction of new equipment or process. Review will be recorded in the Hazard and Risk Register and Record of Hazard Reviews (appendix 10).

#### **3.3 Fatigue management**

To minimise the effects of fatigue, skipper and crew will have adequate rest and nutrition and ensure that they remain hydrated while on the vessel. Skipper and crew will guard against exposure to sun and wind and carry adequate weather protection for changing conditions.

If the skipper becomes fatigued, he/she will take a break or a nap and have something to eat and drink. The skipper must ensure that the crew do not become fatigued. If the

risk becomes unacceptable, solutions are to make crew take a break or a nap, have something to eat and drink, and to rotate tasks among crew.

Other actions to mitigate the risks of fatigue may include finding replacement crew, adjusting schedules or cancelling operations if necessary.

### **3.4 Drug and alcohol policy**

The use of alcohol and illicit drugs are prohibited on board the vessel.

There may be risks associated with the use of prescriptive medicines such as impaired judgement. The use of prescriptive medicines by skipper or crew will be disclosed to the boating officer before any trip. The boating officer will decide if the risks of the prescriptive medicine is acceptable.

### **3.5 Health monitoring of crew**

The skipper will monitor the wellbeing of the crew at all times. Crew may become unwell from the effects of hypothermia, seasickness, fatigue or pre-existing medical conditions and become a risk to the safe operation of the vessel. Actions to mitigate the risks may include finding replacement crew, adjusting schedules or cancelling operations if necessary.

### **3.7 Environmental policy**

Victoria University will strive to run as clean an operation as possible. We will do this by following all pollution prevention procedures established in this operator plan (see section 3.8). When refuelling the vessel we will ensure that the scuppers are closed and that all efforts are made prevent spillage. We will meet or exceed all legal requirements and where possible will use only environmentally friendly and biodegradable products.

### **3.8 Pollution Prevention**

- All rubbish will be kept on board the vessel until the end of the trip
- No rubbish will be left on deck, in case it blows into the water.
- All rubbish will be removed from the vessel by the skipper at the end of the day.
- No rubbish is to be thrown overboard.

## **4. Crew familiarisation and training**

### **4.1 Induction and training**

#### ***Skipper***

Before taking the vessel to sea, any new skippers must read and understand this Maritime Transport Operator Plan and be trained and conversant in all competencies relevant to the safe and clean operation of the vessel.

New skippers will complete and sign a copy of the Skipper Induction Checklist (appendix 2) and sign a copy of the Standing Orders (appendix 6). An entry will be made in the Skipper Induction Register for each new skipper (appendix 4). The Skipper Induction Register and completed forms will be stored in the Skipper Records File in the technician's office at the Victoria University Coastal Ecology Laboratory.

#### ***New crew member***

All new crew members will be given a Safety Briefing (appendix 1) and must complete and sign a copy of the Crew Induction Checklist (appendix 3). An entry will be made in the Crew Induction Register for each new crew member (appendix 5). Completed forms will be stored in the in the Crew Records File in the technician's office at the Victoria University Coastal Ecology Laboratory.

Any skipper employed by Victoria University may conduct new crew member training. All new skippers and crew must receive a safety induction (including reading the hazard register) and sign the relevant section of the induction sheet before going to sea.

### **4.2 On-going training**

Training exercises will be carried out annually. Where it is not practical to undertake a simulated exercise, the use of the associated equipment will be discussed and made familiar.

All drills and refresher training will be recorded in the vessel logbook and in the Training Exercises File (appendix 7).

Training outcomes that could require changes to procedures in this operator plan may result in an immediate review (if necessary) or be considered at the next review.

## 5. Vessel details

### 5.1 The vessel

Vessel name	Tipa
MNZ number	134586
Construction	Aluminium
Manufacturer	Stabicraft Marine Ltd
Date of Manufacture	2012
Length	4.25m
Beam	1.82m
Draught	0.35m
Engine	Yamaha 40hp
Propulsion	Outboard



## 5.2 Operational Limits

Operating limit	Type of Ship	Operating area	Maximum no. passengers	Maximum no. crew
Enclosed Waters	Non-passenger	All North and South Island Lakes	0	5
Restricted Inshore	Non-passenger	Kapiti Nelson/Marlborough within 3M of the coastline Kaikoura within 3M of the coastline Wellington within 3M of the coastline Inside a straight line commencing at Turakirae Head from there 205° for 3M, from there to follow the coast within a distance of 3M to a point 3M from Cape Palliser and then 0° to Cape Palliser	0	5
Restricted Inshore	Non-passenger	An area from New Plymouth Harbour Entrance heading 330° for a distance of 3M from that point following the coast in a northerly direction to a point 3M from the Mokau River mouth and from that point to the river mouth	0	5

## 5.3 Operational Limits for Industry Specific Certificate Holders

When operating on the Wellington South Coast, Industry Specific Certificate holders are restricted to an area within a line drawn between Barrett Reef and Sinclair Head.

When operating in the Mana Area (excluding Kapiti Island), Industry Specific Certificate holders are restricted to an area within a line drawn between Green Point and Te Rewarewa Point.

When operating in the Kapiti area, Industry Specific Certificate holders are restricted to an area within one nautical mile of the island except when in transit to the island.

Industry Specific Certificate holders may operate outside the areas above when:

- A suitable detailed risk assessment has been carried out and approved by the Boating Officer and

- The operator has had at least 50 hours total driving time on the vessel and
- The certificate holder has crewed the vessel with a commercial certificate holder in the new area for a total of not less than six hours

## **5.4 Current vessel certificates**

Current certificates can be found in appendix 13.

## **5.5 Vessel exemptions, special conditions or limitations**

### **Exemption No. CEX-513**

The vessel is exempt from the requirement of Maritime Rule 40C 16(1) which requires vessels that proceed beyond enclosed water limits to provide shelter from the weather for the total number of persons that may be carried.

The exemption requires all persons on board the vessels to wear either a drysuit or a wetsuit of 7mm minimum thickness. See appendix 14.



## **6. Safe operating procedures**

### **6.1 Conditions in which the operation is conducted**

The skipper is responsible for the safety of the vessel and all persons on board at all times. Operations will be altered or suspended at any time the safety of the vessel or crew is in doubt. Victoria University of Wellington fully supports any decisions made by the skipper to ensure the safety of the vessel and crew.

The skipper will consider at least the following information when making decisions about the operation of the vessel:

- current and forecast weather conditions and sea state
- visibility
- tidal flows (including any changes that could result in wind against tide)
- traffic density
- the health, mobility and comfort of all persons on board
- any other information relevant to the safety of the operation.

### **6.2 Weather guidelines for Industry Specific Certificate Holders**

Weather conditions and sea conditions will be assessed using the metservice marine forecast service before departure (<http://metservice.com/marine/recreational-marine/wellington>). A final weather check will be made just before departure to ensure that the latest details are considered. Weather forecasts are available while on the trip (VHF channel 71 at 0133, 0533, 0733, 1033, 1333, 1733 and 2133 and on channel 20 which broadcasts continuously).

Local weather conditions may differ from those predicted by Metservice and forecasts will be used conservatively. Local conditions can exceed those predicted by up to 10 knots. Experienced skippers will be consulted for knowledge of local conditions.

#### **Weather recommendations to follow**

The following recommended limits are intended as a guide for maximum safe operating weather conditions:

- Maximum off shore wind: 20 knots
- Maximum onshore wind: 5 -10 knots, variable or dying out
- Maximum swell: 1.5 metres

With any forecast of increasing wind or swell, a trip should not take place unless the increase is predicted to occur three hours or more after the trip has ended.

The Boating Officer will be consulted before any trip in which wind and swell conditions exceed those listed above.

### 6.3 Voyage checks

Voyage check details	Before departure	At sea	After Voyage
Notify contact person	X		X
Check weather forecast and tide	X	X	
Check chart of the area for hazards	X		
Check outstanding issues from previous logbook entry	X		
Check gear against checklist	X		
Check lifejackets are available for all persons	X		
Check there is sufficient fuel	X	X	
Check the bung is in	X		
Check the propeller cover is on	X		X
Check trailer lights	X		X
Check VHF radio (trip report)	X		X
Check the strops are tight	X		X
Check gear is properly stowed	X	X	
Check vessel is trimmed correctly		X	
Write up log book			X
Record faults and maintenance issues	X	X	X
Record new hazards			X

### 6.4 Diving operations

The skipper will know the dive plan. The dive flag will be displayed while divers are in the water. The skipper will give a safety briefing that includes the following points:

- Recall procedure - banging on the side of the vessel or revving of the engine. Divers are to surface immediately.
- Potential hazards relevant to the site (e.g. currents).
- Entry procedure – swim away and keep clear of the propellers.
- Pickup procedure. Waving an arm or inflating a safety sausage will result in a pickup. One hand placed on top of the head indicates 'All OK'.
- Move away from rocks on surfacing. Board the vessel only when told to do.
- A line may be thrown so that the diver can be towed away from a dangerous situation. The line should not be tied to the diver (so that the diver can let go if

necessary). The diver will find it easier to breathe using their regulator in this situation.

- Exceeding the planned dive time will result in an emergency situation (i.e. the Maritime Rescue Coordination Centre will be notified and an enquiry will be held).
- If the vessel is not at anchor, divers must keep clear of the propeller and board only when told to do so.

Record the following on the dive record sheet:

- Name
- Dive start time
- Cylinder pressure at start of dive
- Dive end time
- Cylinder pressure at end of dive
- Maximum depth

Skippers will make a mental note of the divers' direction of travel and watch for bubbles on the surface while the divers are in the water.

Skippers will ensure that the vessel is out of gear whenever divers are entering or exiting the water. Caution will be exercised to ensure that the safety of the vessel does not become compromised when divers are slow to get back aboard. When such danger exists, divers will be towed to a location where boarding can take place safely.

## **6.5 Safe transportation of cargo and goods**

The skipper will be aware of the vessel's stability at all times and adjust for the weather conditions. The skipper will ensure that the vessel is not overloaded and that gear is secured to prevent movement.

All gear will be evenly stowed. Heavy items will be stowed as low as possible. The crew will be positioned so that the boat sits evenly in the water. The crew position will be adjusted as gear is moved on and off the boat.

The skipper will be alert to the ability of the boat to right itself when rolling. Changes in stability could be the result of overloading, excessive water or incorrect weight positioning.

A danger to the vessel's stability is the free surface effect of water. When the water moves from side to side as the vessel moves, the vessel's ability to right itself is reduced. The skipper will ensure that excess water is bailed out and duck bills are kept clear so that water can escape.

The manufacturer's maximum safe loading limit is 450 kg. To calculate loading, allow 75kg/person, 20kg/dive cylinder, 20kg gear per diver. Note that while a maximum of five persons is permissible, four divers plus skipper exceeds the safe loading limit and is not permitted. In heavy weather, conservative loading is recommended.

## 6.6 Anchoring

- Good judgement will be used to find a suitable anchorage, taking into account the depth, the type of anchor, the nature of the sea bed and the shelter offered.
- The depth sounder will be used to check the depth. The anchor line should be five times the depth of water. More anchor line will be used in windy conditions.
- The anchoring site will be approached at slow speed, and the boat directed into the tide or wind.
- The engine will be put into neutral and the vessel stopped to allow the tidal flow or wind to give a little sternway
- As the boat goes astern, the anchor will be lowered until it just touches the bottom and the anchor line slowly laid out.
- Once the anchor line has been secured, the vessel should dig the anchor in when its weight comes to bear on the line.
- The skipper will check that the anchor is not dragging by checking that transit bearings on shore stay in the same position

### Foul Anchor

A foul anchor may be freed by manoeuvring in the opposite direction that it was laid, and attempting to pull from different directions. Beware that using the engine to free up the anchor can be dangerous and cause the boat to capsize. Under no circumstances should the anchor be fastened to any other point than the bollard.

The position of the anchor rope will be monitored at all times to avoid entanglement in the propeller. If the anchor does not come free, divers may be sent down to retrieve the anchor providing that it is safe. This decision will be at the discretion of the dive supervisor. Otherwise the anchor line and buoy will be released from the vessel and retrieved at a later time.

## 6.7 Radio communications

All crew will be trained to have basic knowledge of operation of the vessel's VHF radio. Detailed information is in the Radio Handbook that is carried on board at all times.

Key information to operate VHF:

- Turn the radio on, adjust the volume and squelch, and select a channel.
- **Listen.** Others may be using the channel for messages more urgent than your own.
- **Think.** Prepare what you are going to say before you transmit, and keep your message brief.
- When not transmitting, make sure you do not hold down the transmit switch (Push to Talk or PTT). If this switch is jammed or held down by mistake, it prevents any other person from transmitting any messages on your selected frequency or channel, and your radio cannot receive.
- Speak simply and clearly, using the correct words.
- Avoid using local names, terms and jargon, which will cause confusion.
- Stow the microphone properly at all times when not in use to avoid accidental transmission.

A RADIO DISTRESS CALLING procedure sticker is located on the front of the bow storage compartment.

# RADIO **DISTRESS** CALLING

*Use only if you are in imminent danger and need immediate help.*

Activate distress beacon if carried. Wear lifejackets.  
Switch radio to full power.

- 1 **VHF Ch 16** (or SSB 2182, 4125, 6215, 8291)
- 2 **MAYDAY MAYDAY MAYDAY**
- 3 **THIS IS**  **3 TIMES**
- 4 **CALLSIGN**  **ONCE**
- 5 **MAYDAY**
- 6 Vessel's latitude and longitude, or bearing and distance from a known landmark
- 7 Nature of distress and assistance required
- 8 Other information – number of persons on board, description of vessel, liferaft or dinghy carried
- 9 **OVER**
- 10 Allow a short time for reply. If no reply, repeat the distress call, working through all the distress frequencies on the radio. If contact is made with a shore station, tell them you have activated your distress beacon and follow their instructions.

## **6.8 Bar crossings**

Extreme caution will be exercised when crossing bars. All bars have areas of broken water containing air that can severely reduce the stability and handling of a vessel. Conditions may cause unusually sudden steep and often breaking seas and can change quickly and unpredictably. Obtain local knowledge.

When the conditions are marginal or adverse no situation warrants taking the risk, so if in doubt "STAY OUT".

Before leaving harbour the skipper will assess conditions on the bar. As a rapid change in conditions may prevent a safe return to harbour, if there is any doubt, the vessel will return to port. Adequate reserve fuel will be carried to enable the vessel to divert to another port or safe haven should adverse bar conditions prevail on return.

Before crossing a bar at the entrance to a river or estuary:

- Check the weather, tide and bar conditions
- Contact coastguard or maritime radio immediately prior to crossing
- Ensure adequate stability (ensure weight including crew load is kept low)
- Batten down (secure hatches, properly stow anchor and other equipment)
- Lifejackets must be worn and all crew must be awake
- Approach at moderate speed
- Post a lookout to monitor sea conditions astern
- If in doubt – don't cross
- Avoid ebb tide. The best time to cross a bar is at high water
- Avoid crossing at night

Communicate you successful crossing to Coastguard or Maritime radio

## **6.9 Refuelling**

Refuel in a well ventilated area, away from sparks and other sources of ignition.

- Ensure fire-fighting equipment is near at hand and ready for use
- Wipe fuel containers and funnel to prevent contamination of the fuel
- No smoking
- Fuel:oil ratio 50:1

## **6.10 Carriage of dangerous goods**

Gas cylinders, dive cylinders and fuel containers will be stowed in a manner to prevent movement and accidental discharge. All flammable material will be carried on the open deck in a well ventilated location so that no heavy fumes can accumulate.

## **6.11 Operating in fog**

Fog sometimes occurs in summer on the Wellington South Coast and visibility can be drastically reduced. Fix a position on the chart by visual means before the fog arrives. Consider staying at anchor until the fog clears. Proceed with caution using the compass and depth sounder to assist. Signal a long blast on the horn every two minutes. Stay away from the shipping lanes. If another fog signal is heard and the direction cannot be determined, stop and signal two long blasts every two minutes. Post lookouts and be ready for an immediate manoeuvre. Reduce all unnecessary noise.

## **6.12 Operating in remote areas with limited cell phone coverage**

When operating in remote areas or on extended trips, take the satellite communication (InReach) device that is available from the technician's office. Leave the device switched for the duration of the trip and store in a space that is open to the sky. Send a pre-set message to the contact person on arrival at the site or at a pre-arranged time. Failure to send a message will alert the contact person that something has happened and will initiate an emergency response.

Details on the use of the InReach device are available from the boating officer.



## 7. Hazard and Risk Register

Hazard	Potential Harm	Significant (Yes / No)	Isolate or Minimise	Actions Required / Controls in Place
Adverse weather	Hypothermia Seasickness Drowning	Yes	M	<ul style="list-style-type: none"> <li>Check marine forecast before leaving</li> <li>Return if weather deteriorates</li> <li>Monitor local conditions.</li> </ul>
Boarding and disembarking	Slips, trip, falls	No	M	<ul style="list-style-type: none"> <li>Check for suitable clothing and shoes</li> <li>Advise caution</li> <li>Advise to remain well clear until asked to board or disembark</li> <li>Assist if required</li> </ul>
Berthing	Crushing of hands	No	M	<ul style="list-style-type: none"> <li>Advise not to block view</li> <li>Advise to keep hands inside the vessel</li> </ul>
Moving vessel	Slips, trips, falls	No	M	<ul style="list-style-type: none"> <li>Instruct to use hand holds and avoid moving while vessel is underway</li> <li>Instruct to avoid crowding in one area</li> </ul>
Movement of stores and gear	Crushing, slips, trips, falls	Yes	M	<ul style="list-style-type: none"> <li>Safely secure all stores and gear</li> <li>Ensure personal items are secured safely</li> </ul>
Cold exposure	Hypothermia	Yes	M	<ul style="list-style-type: none"> <li>Monitor wellbeing of crew at all times especially divers with thin wetsuits</li> <li>Look for signs such as shivering, cold hands and feet, loss of dexterity, numbness</li> <li>Encourage crew to eat high energy food such as chocolate</li> <li>Ensure suitable clothing on board</li> <li>Replace wet clothing</li> <li>Return to shore</li> </ul>
Sun exposure	Sunburn	No	M	<ul style="list-style-type: none"> <li>Monitor wellbeing of crew at all times</li> <li>Ensure sun block is available and its use is encouraged</li> <li>Encourage appropriate clothing</li> </ul>
Severe vessel movement	Slip, trips, falls	No	M	<ul style="list-style-type: none"> <li>Monitor wellbeing of crew at all times</li> <li>Adjust vessel speed and course for the sea state and loading of the vessel</li> <li>Advise of sudden increase in speed</li> </ul>
Capsize	Drowning Hypothermia	Yes	M	<ul style="list-style-type: none"> <li>Stay away from breaking waves</li> <li>Monitor sea state at all times</li> <li>Work from the centre of the vessel if possible.</li> <li>Minimise quick erratic movement of weight (including crew members)</li> <li>Secure all heavy equipment on the vessel.</li> </ul>
Slippery decks	Slips, trips, falls	No	M	<ul style="list-style-type: none"> <li>Awareness – safety briefing</li> <li>Check for appropriate footwear</li> <li>Keep deck clear and clean of seaweed etc.</li> </ul>
Person overboard	Drowning Hypothermia	Yes	M	<ul style="list-style-type: none"> <li>Avoid operating in adverse weather conditions</li> <li>Advise to use hand holds and avoid moving while vessel is underway</li> </ul>

Hazard	Potential Harm	Significant (Yes / No)	Isolate or Minimise	Actions Required / Controls in Place
				<ul style="list-style-type: none"> <li>At safety briefing, instruct on the emergency procedure</li> <li>Regular training exercises</li> </ul>
Fire	Burns	Yes	M	<ul style="list-style-type: none"> <li>Ensure vessel maintenance schedule is up to date</li> <li>Ensure fire extinguishers are regularly serviced</li> <li>Regular training exercises</li> </ul>
Grounding	Hypothermia Slip, trips, falls	No	M	<ul style="list-style-type: none"> <li>Use charts to check for potential hazards</li> <li>Maintain an adequate watch at all times</li> <li>Reduce speed around rocks and be ready to manoeuvre as required</li> </ul>
Refuelling	Burns from fire	No	M	<ul style="list-style-type: none"> <li>Refuel in well ventilated area</li> <li>No smoking while refuelling</li> </ul>
Collision	Drowning Hypothermia Broken bones Lacerations	Yes	M	<ul style="list-style-type: none"> <li>Operate at a safe speed for the conditions</li> <li>Keep a lookout at all times</li> </ul>
Diver on the surface (collision with vessel or propeller)	Lacerations Broken bones	Yes	M	<ul style="list-style-type: none"> <li>Ensure engine is in neutral and vessel is stopped when retrieving diver</li> <li>Advise diver on boarding procedure</li> </ul>
Engine failure	Slip, trips, falls Hypothermia	No	M	<ul style="list-style-type: none"> <li>Ensure vessel maintenance schedule is up to date</li> <li>Ensure sufficient fuel is available</li> </ul>
Surf zones	Drowning Hypothermia Lacerations Broken bones	Yes	M	<ul style="list-style-type: none"> <li>Do not operate the vessel on the shore side of white water</li> <li>Maintain a lookout at all times</li> <li>Position the vessel with the bow towards the swell direction</li> <li>Be prepared to move the vessel quickly</li> </ul>
Entanglement	Crushing Trips, slips, falls	No	M	<ul style="list-style-type: none"> <li>Stow ropes safely</li> <li>Advise on the dangers of moving ropes</li> </ul>
Emergency starter rope entanglement	Lacerations Broken bones	No	M	<ul style="list-style-type: none"> <li>Ensure that the starter rope is pulled well clear of the flywheel</li> </ul>
Fatigue	Hypothermia Slips, trip, falls	Yes	M	<ul style="list-style-type: none"> <li>Ensure that all on board are well rested</li> <li>Take regular breaks with food and drink</li> <li>Do not work for more than 16 hours in a 24 hour period</li> </ul>

## 8. Safety equipment list

Navigation Safety Equipment		
Item	Description	Location
Compass	Hand bearing	Storage compartment
Depth sounder		Storage compartment bulkhead
Clock	Digital watch and clock on cell phone	On person
Charts:	NZ463, NZ4631, NZ4633	Storage compartment
Almanac		Boat garage

Communications Safety Equipment			
Item	Description	Location	Expiry/service date
EPIRB	Float Free 406MHz	Deck storage bin	10/28
VHF radio	Hand held	Storage compartment bulkhead	Checked 4/22
Flares	Hand held (x2) Smoke (x2)	Storage compartment	Hand held 8/26 Smoke 3/27
Horn	Manual	Storage compartment	NA
Torch	Dolphin	Storage compartment	NA
Dive flag		On boat hook	NA

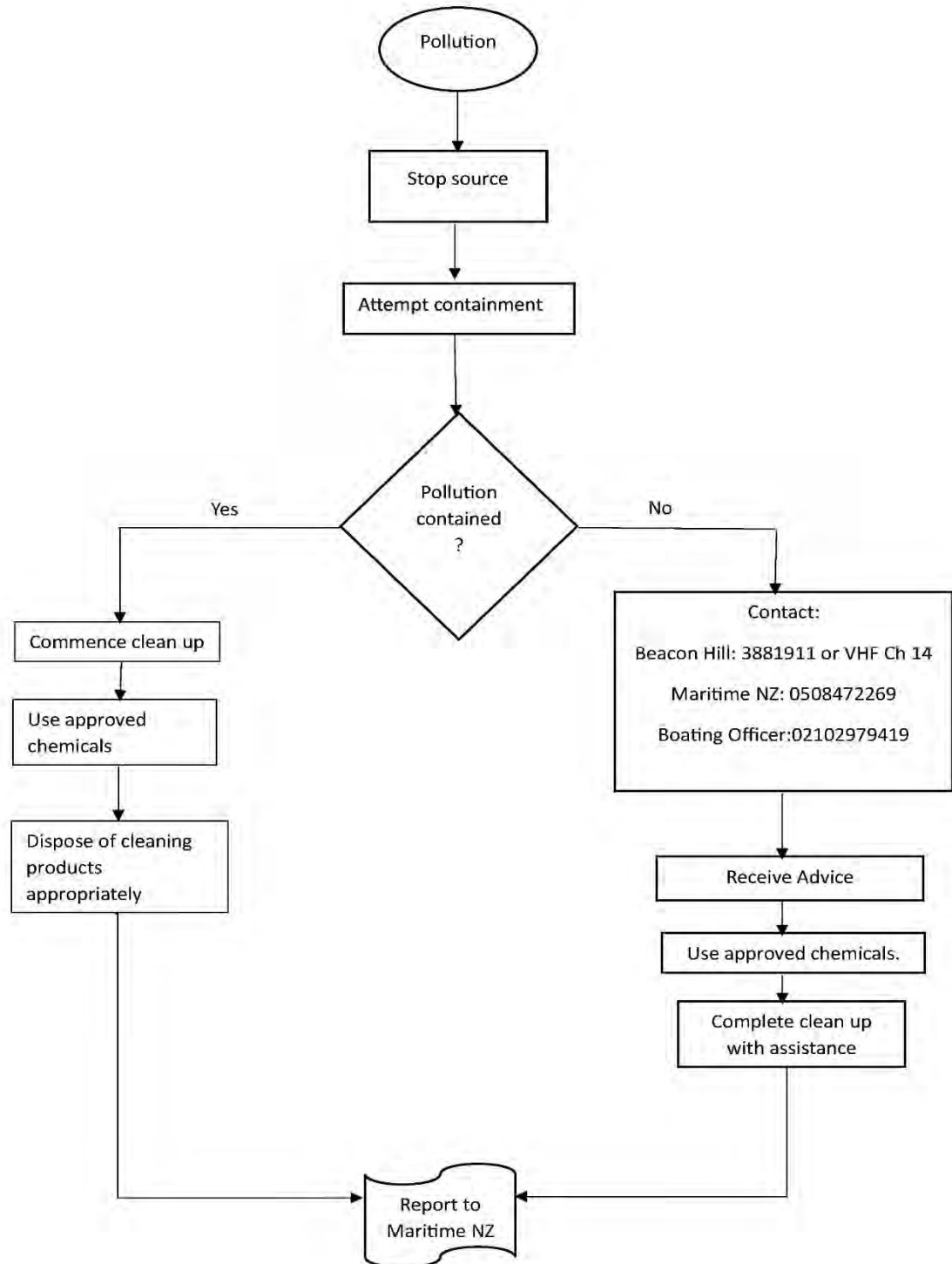
Lifesaving Safety Equipment			
Item	Description	Location	Expiry/service date
Throwing quoit		Storage compartment	NA
Life jackets (x5)	71N + Whistle	Storage compartment	NA
Tool kit / spares		Storage compartment	NA

Anchoring and Mooring Safety Equipment		
Item	Description	Location
Anchor	1 x Kewene 3kg	Anchor well
Anchor warp	6mm chain (5 meters) 12mm polyester (30 meters)	Anchor well
Boat Hook		Deck

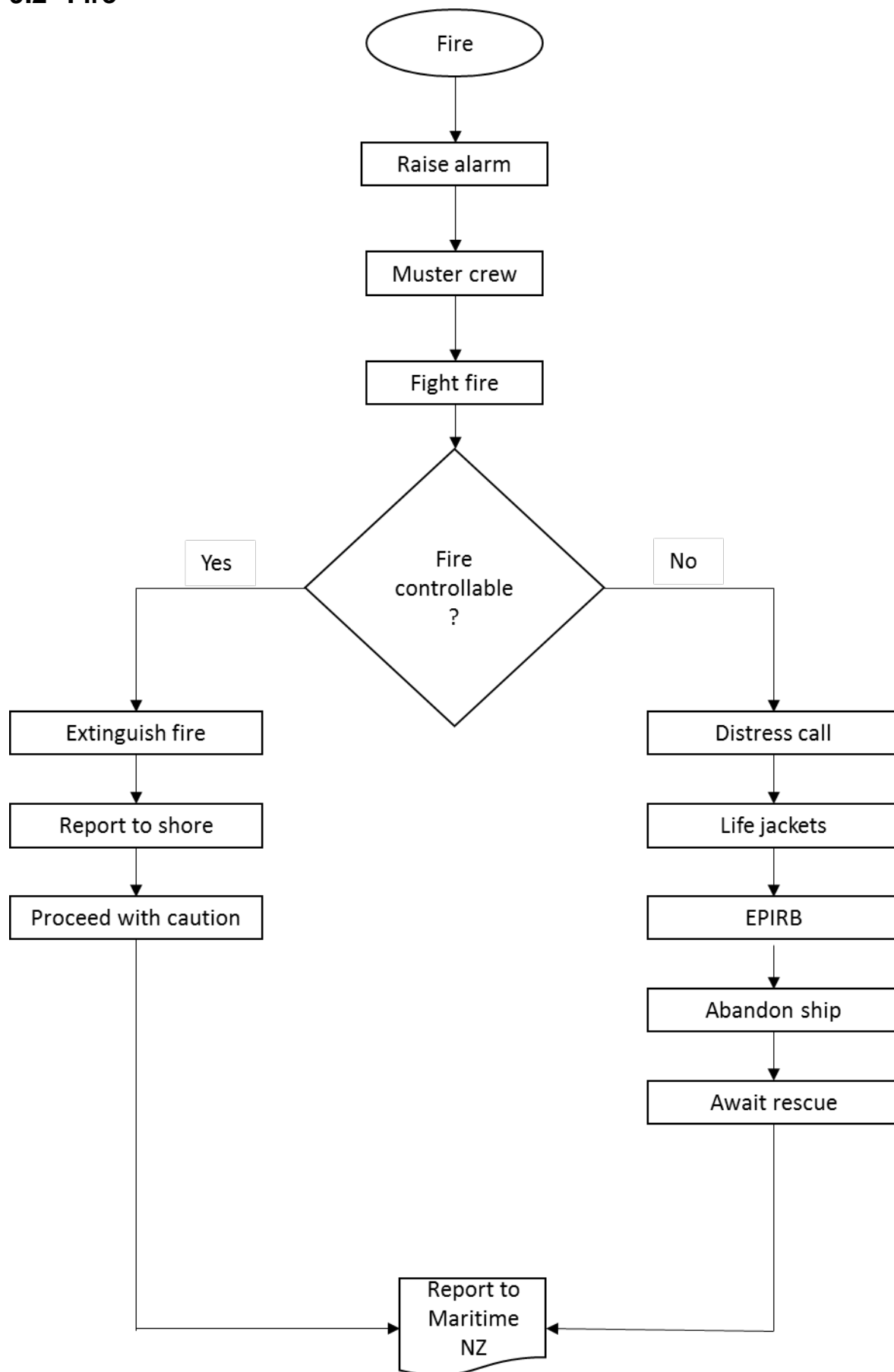
Fire Fighting Appliances Safety Equipment			
Item	Description	Location	Expiry / service date
Fire Extinguisher	Foam 2.5kg	Deck storage bin	Serviced 2/24
First Aid Kit		Storage compartment	Serviced 5/24

## 9. Emergency procedures

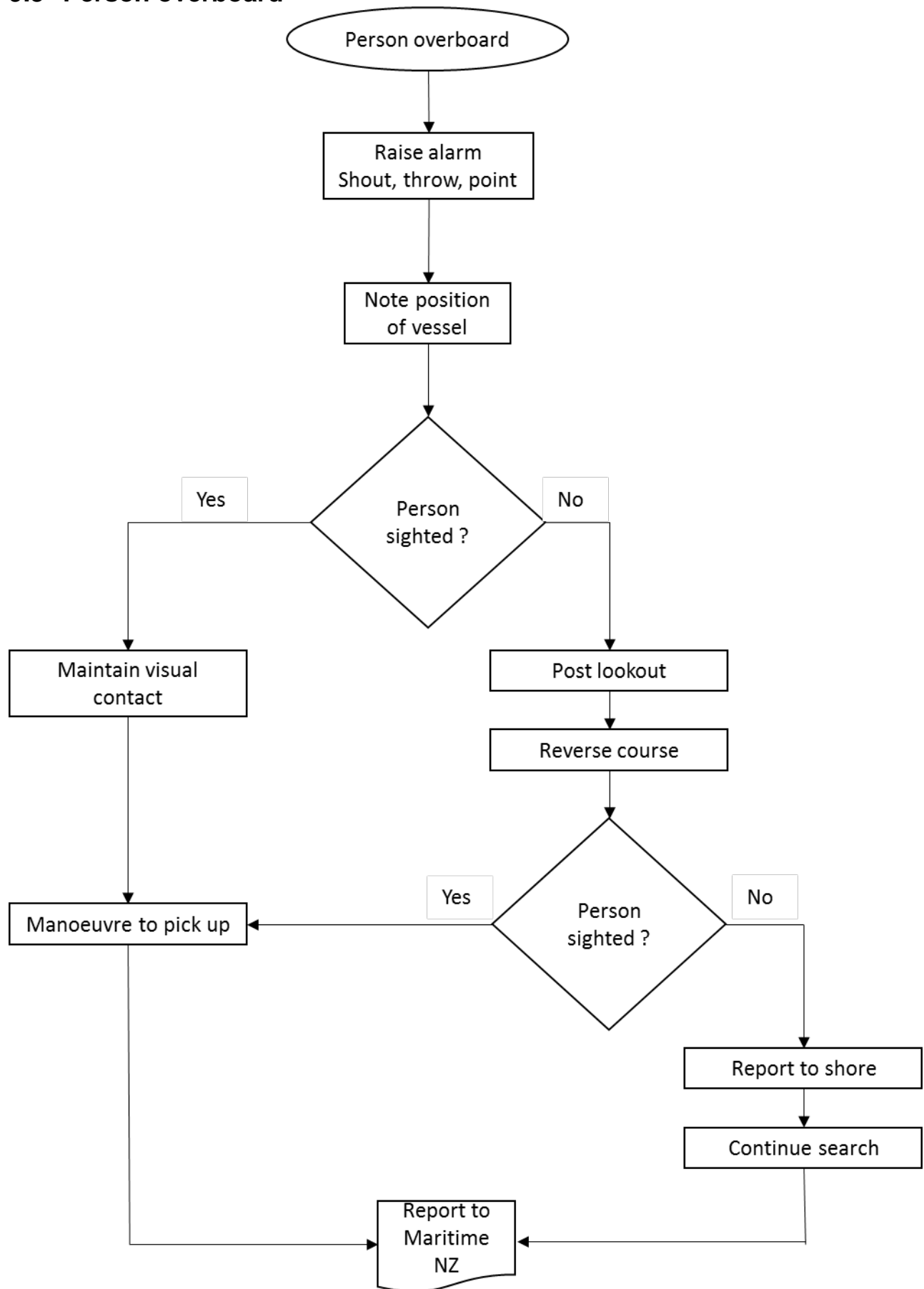
### 9.1 Pollution



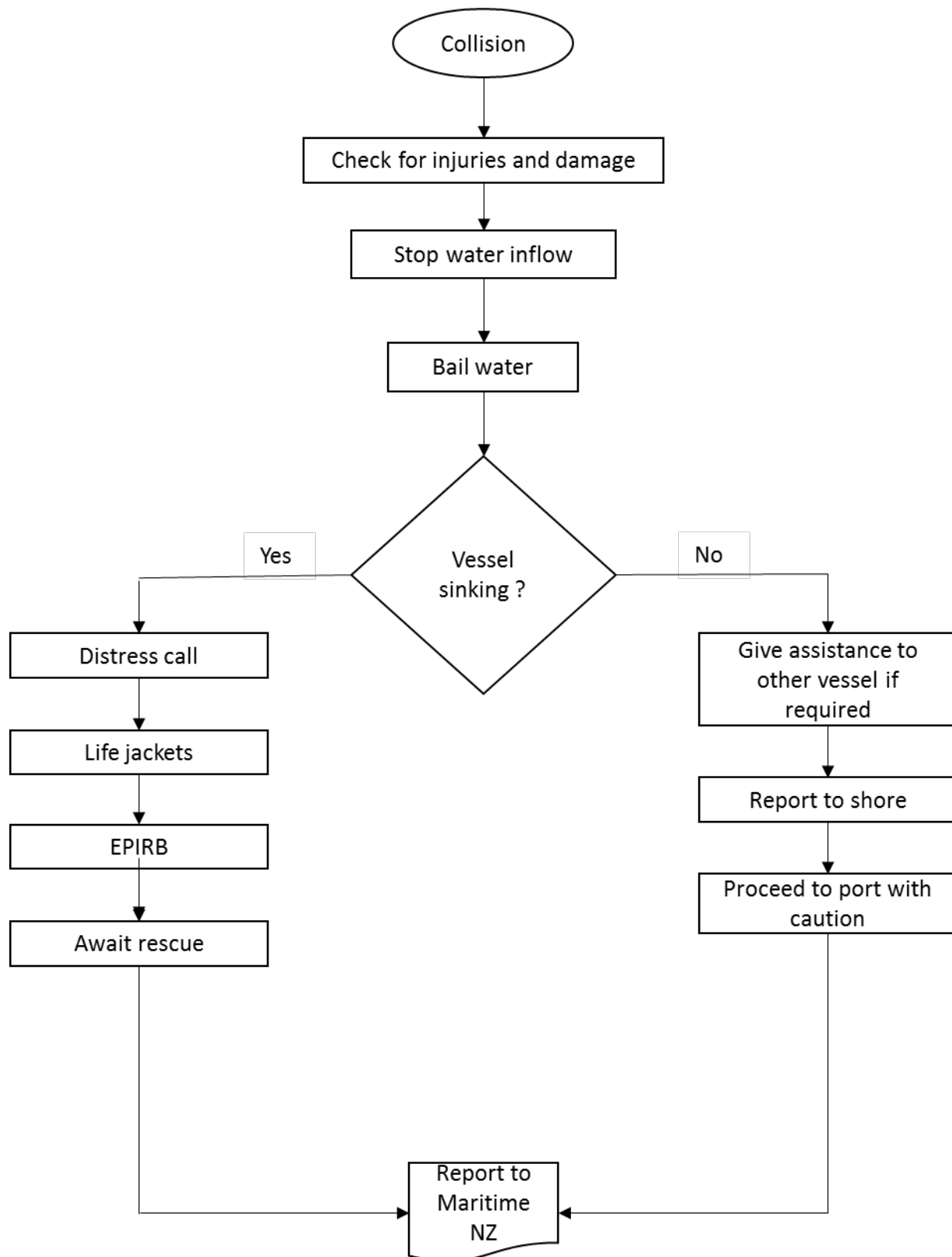
## 9.2 Fire



### 9.3 Person overboard

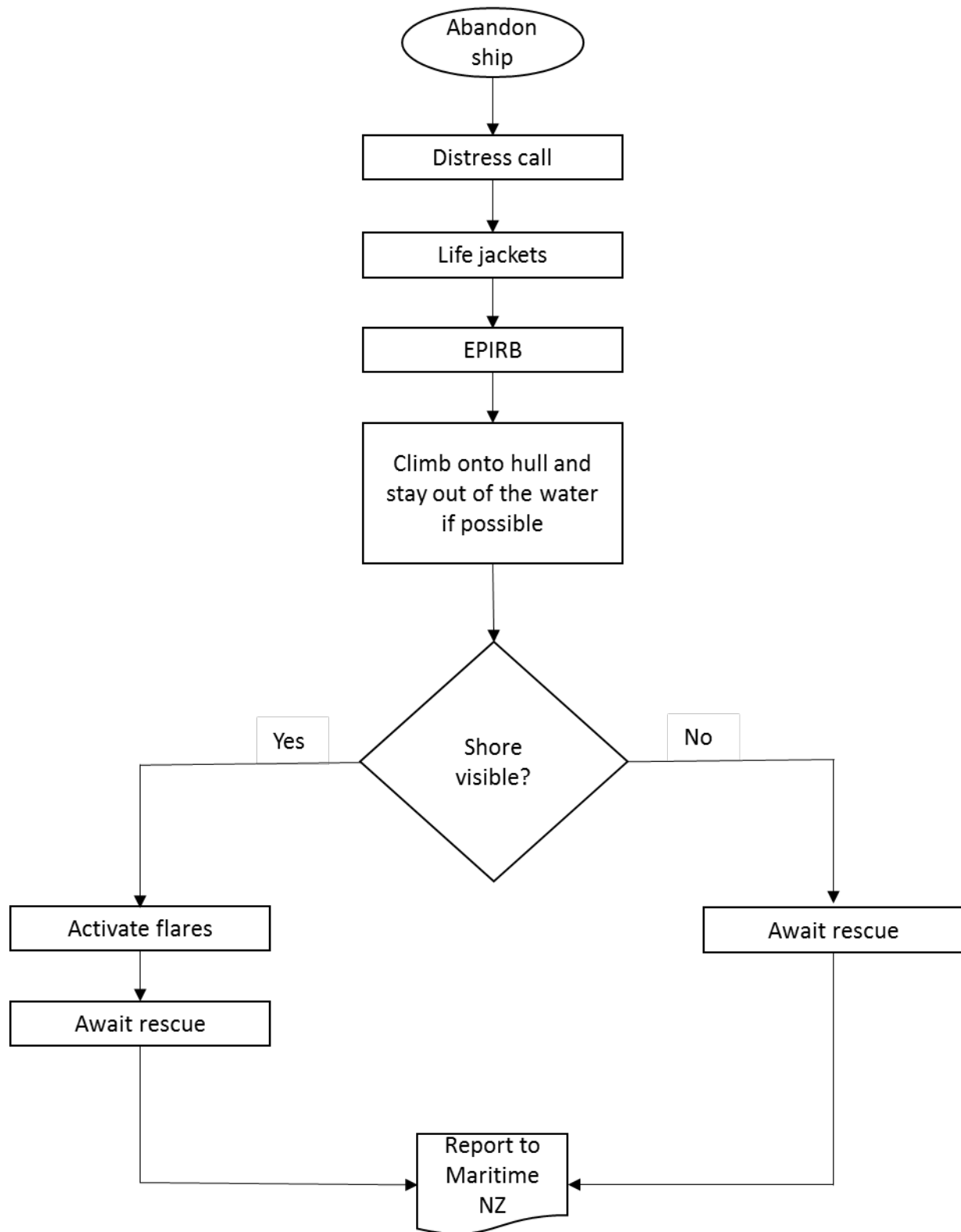


## 9.4 Collision

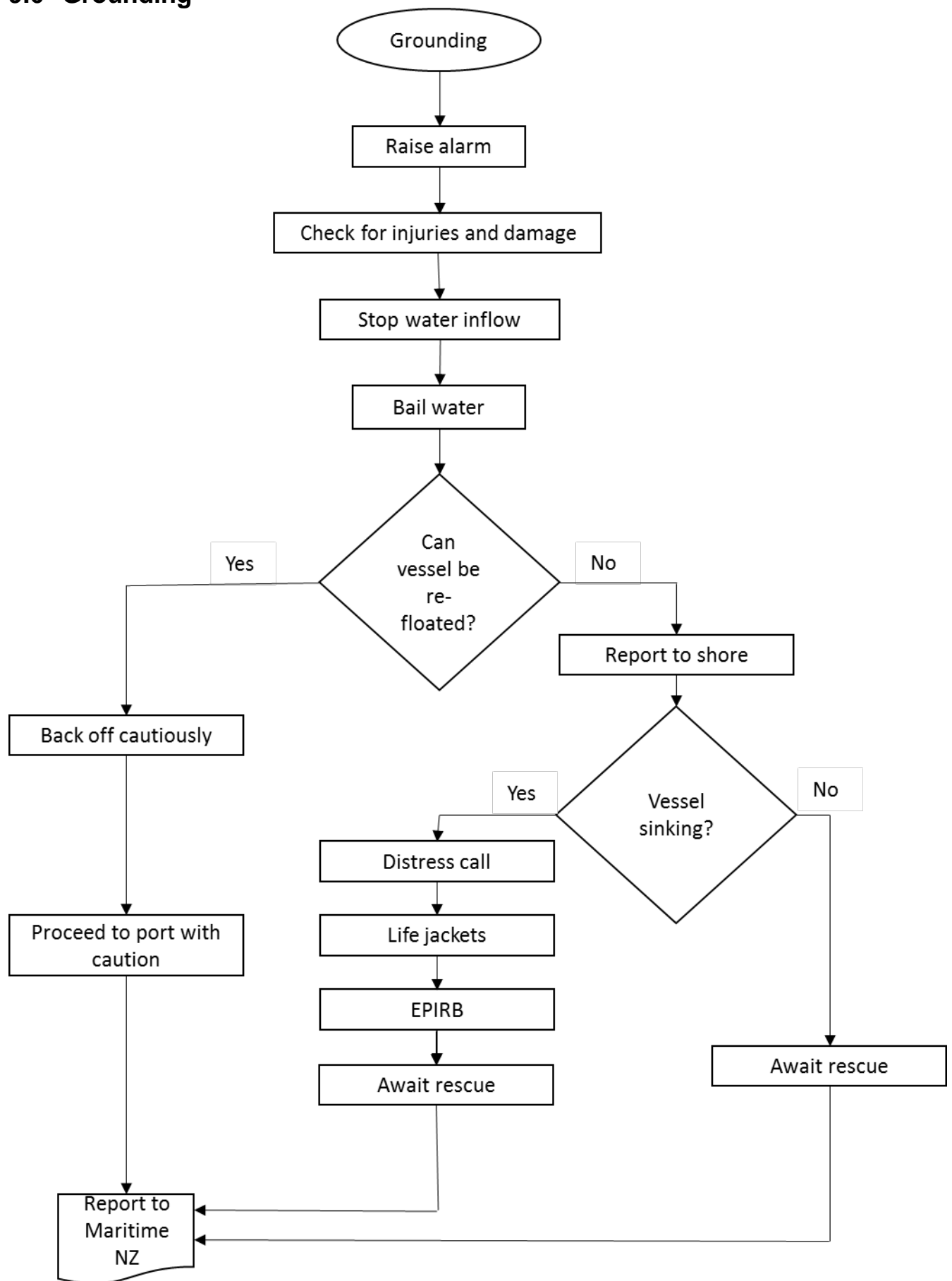


## 9.5 Abandon Ship

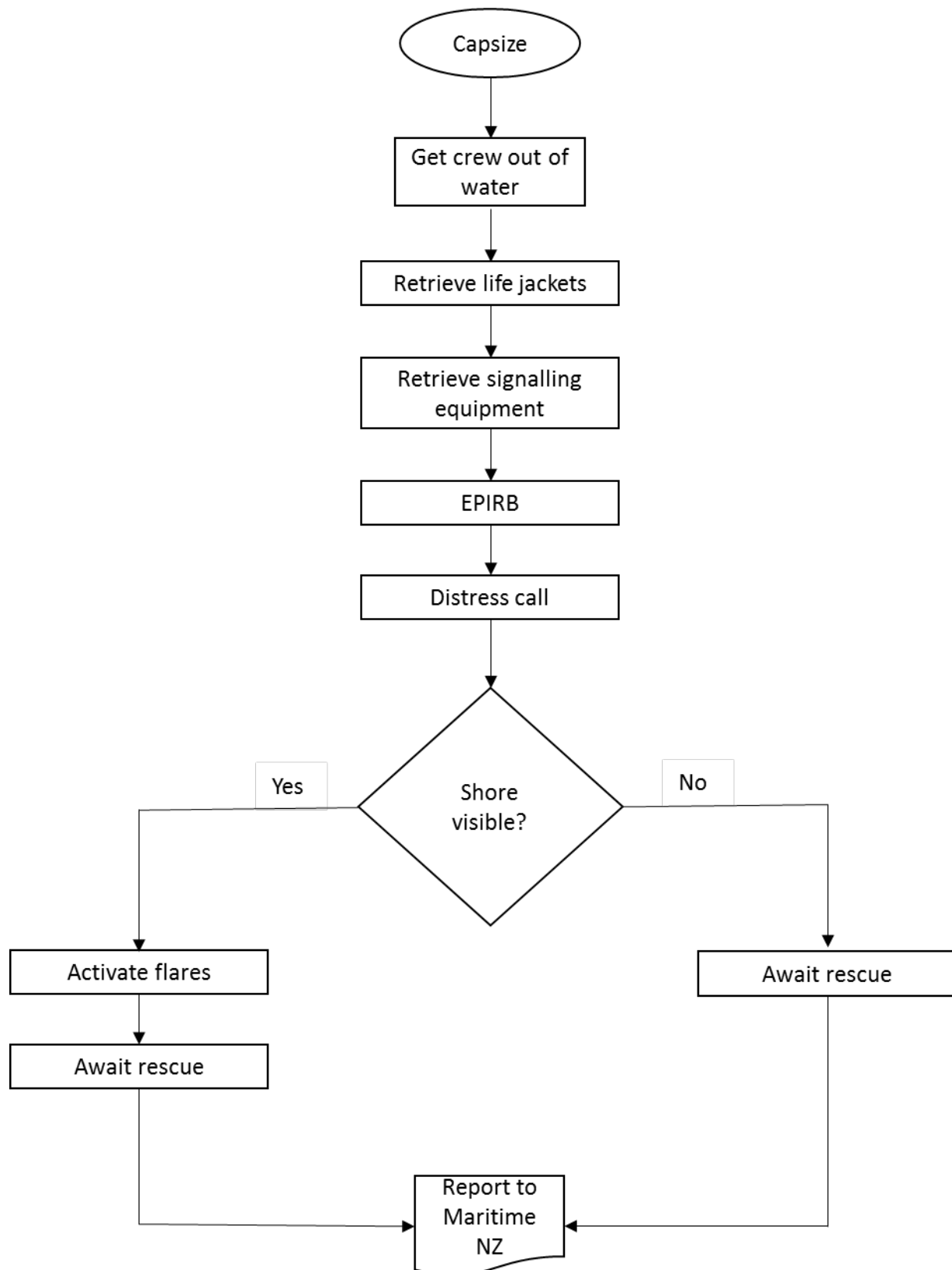




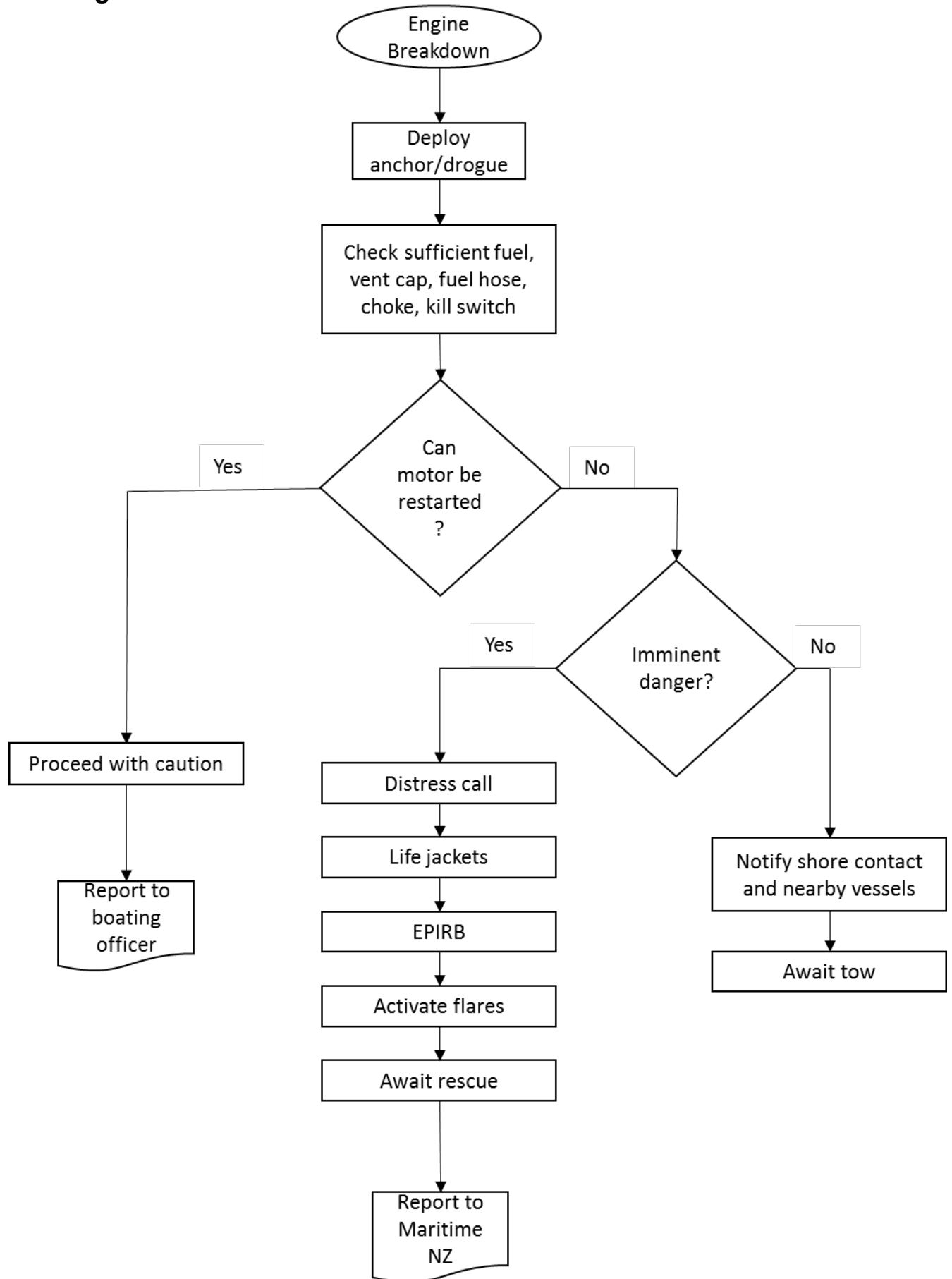
## 9.6 Grounding



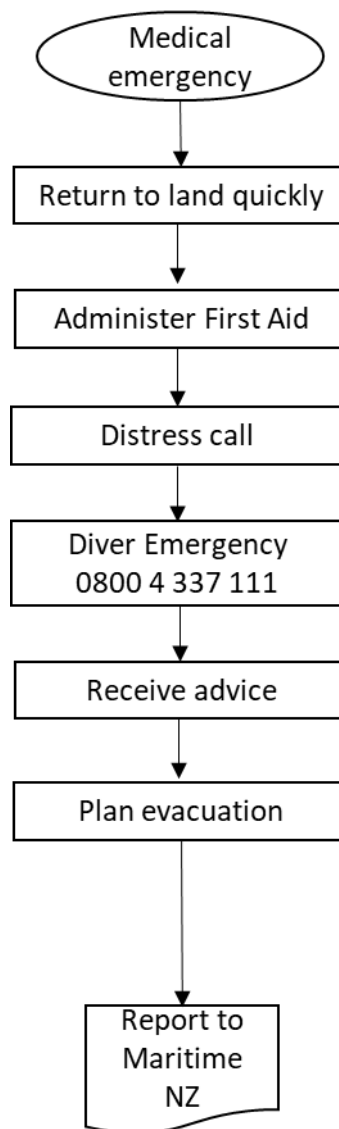
## 9.7 Capsize



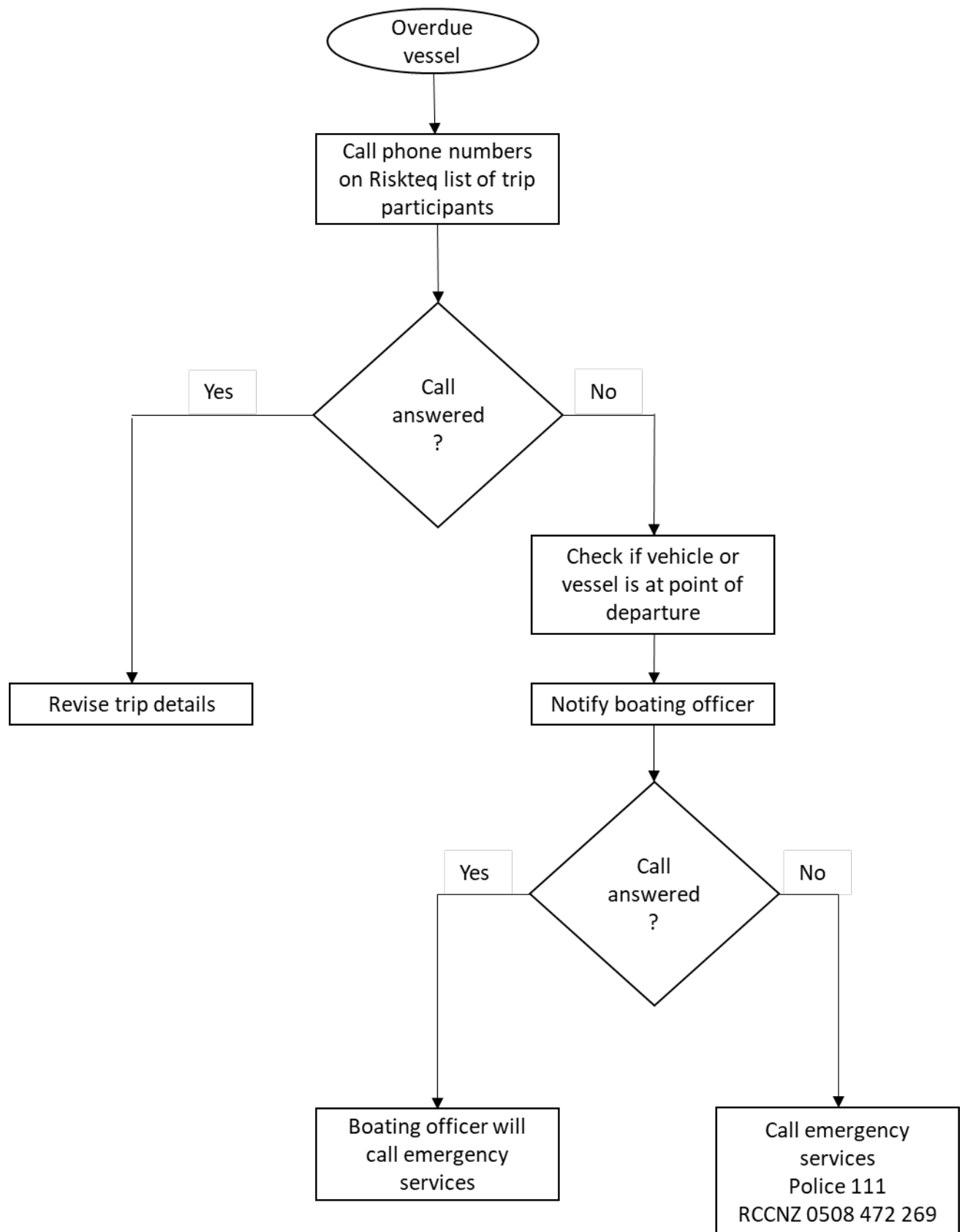
## 9.8 Engine Breakdown



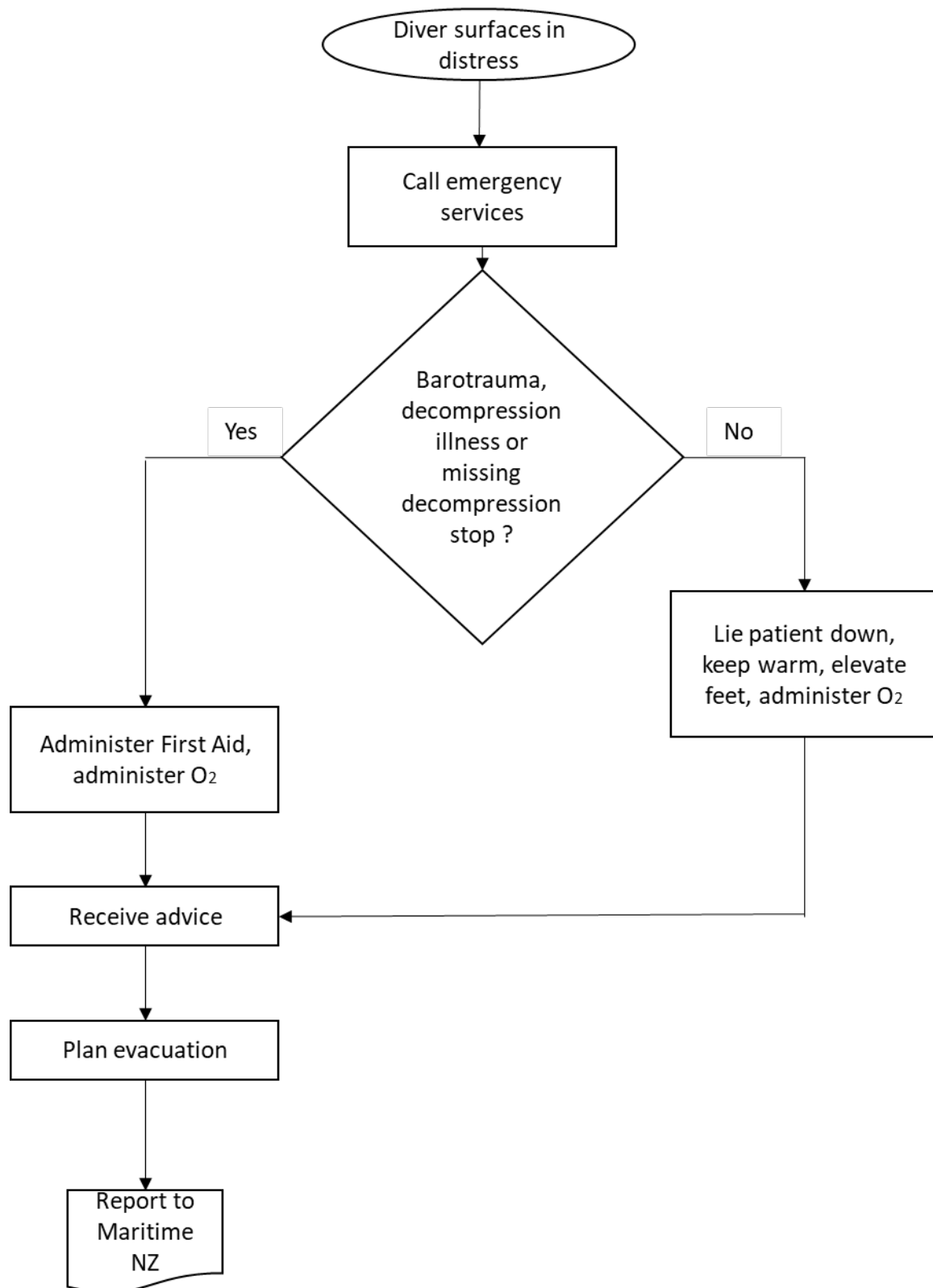
## 9.10 Medical emergency



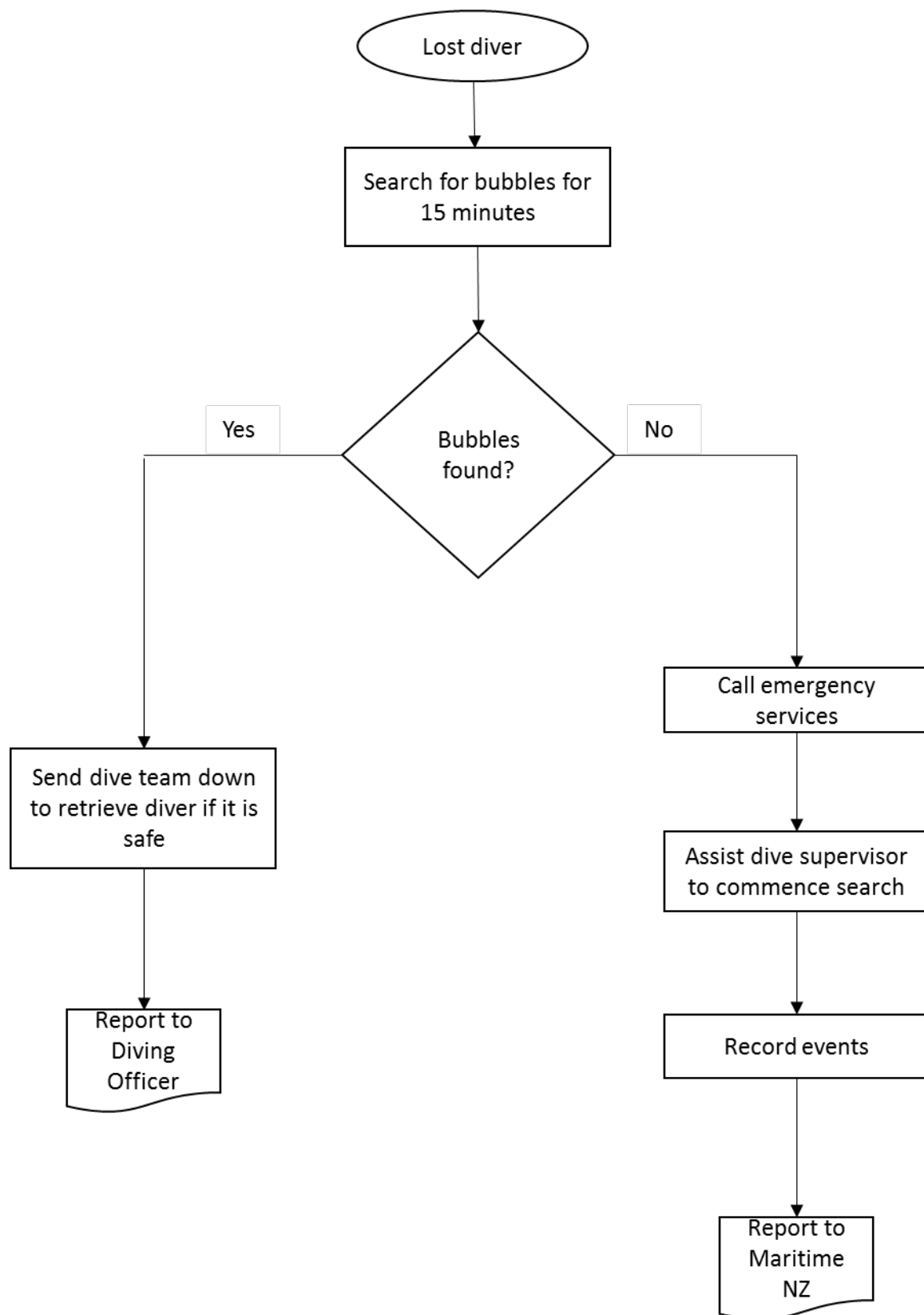
## 9.11 Overdue vessel



## 9.12 Diver surfaces in distress

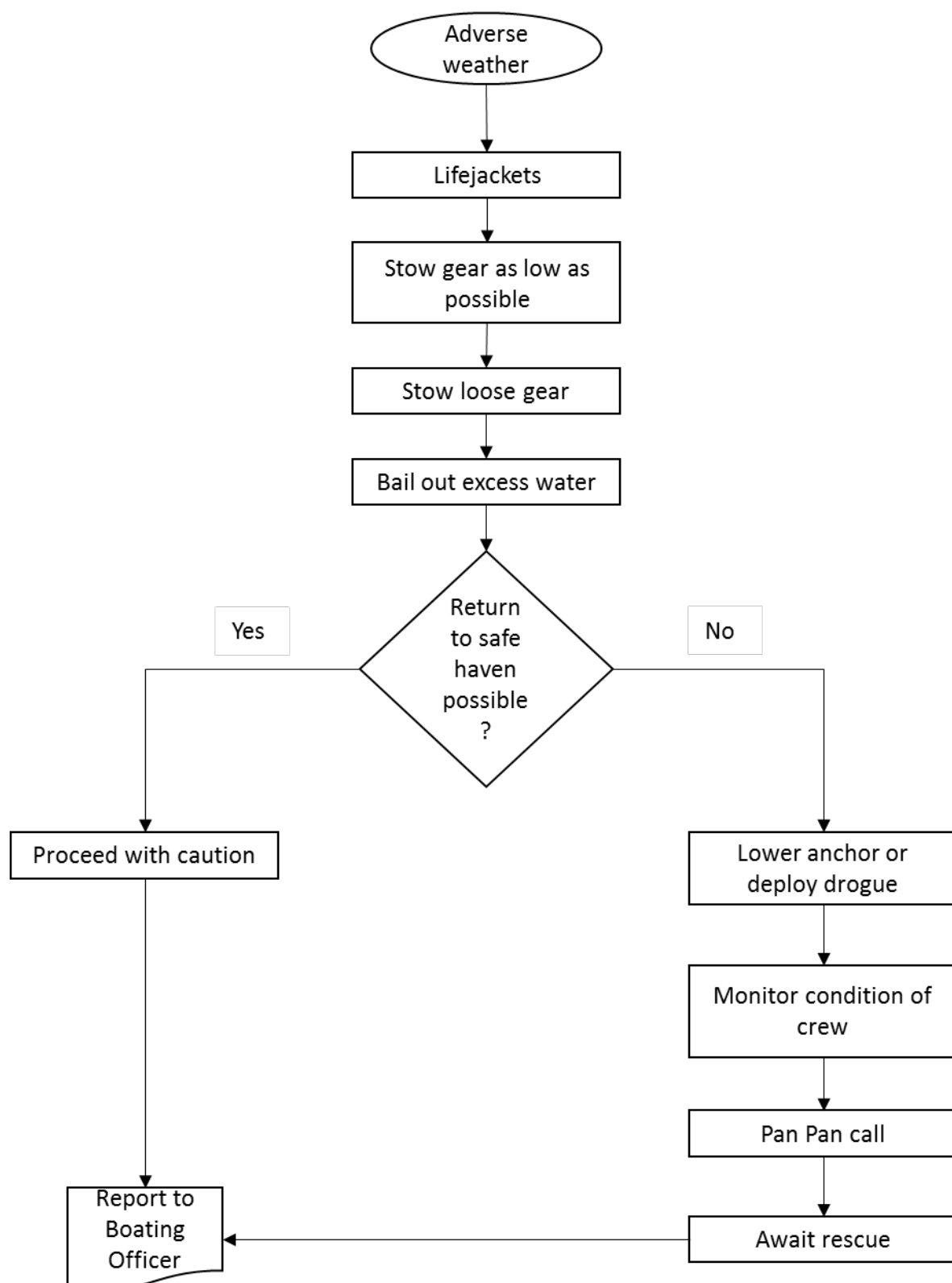


### 9.13 Lost diver

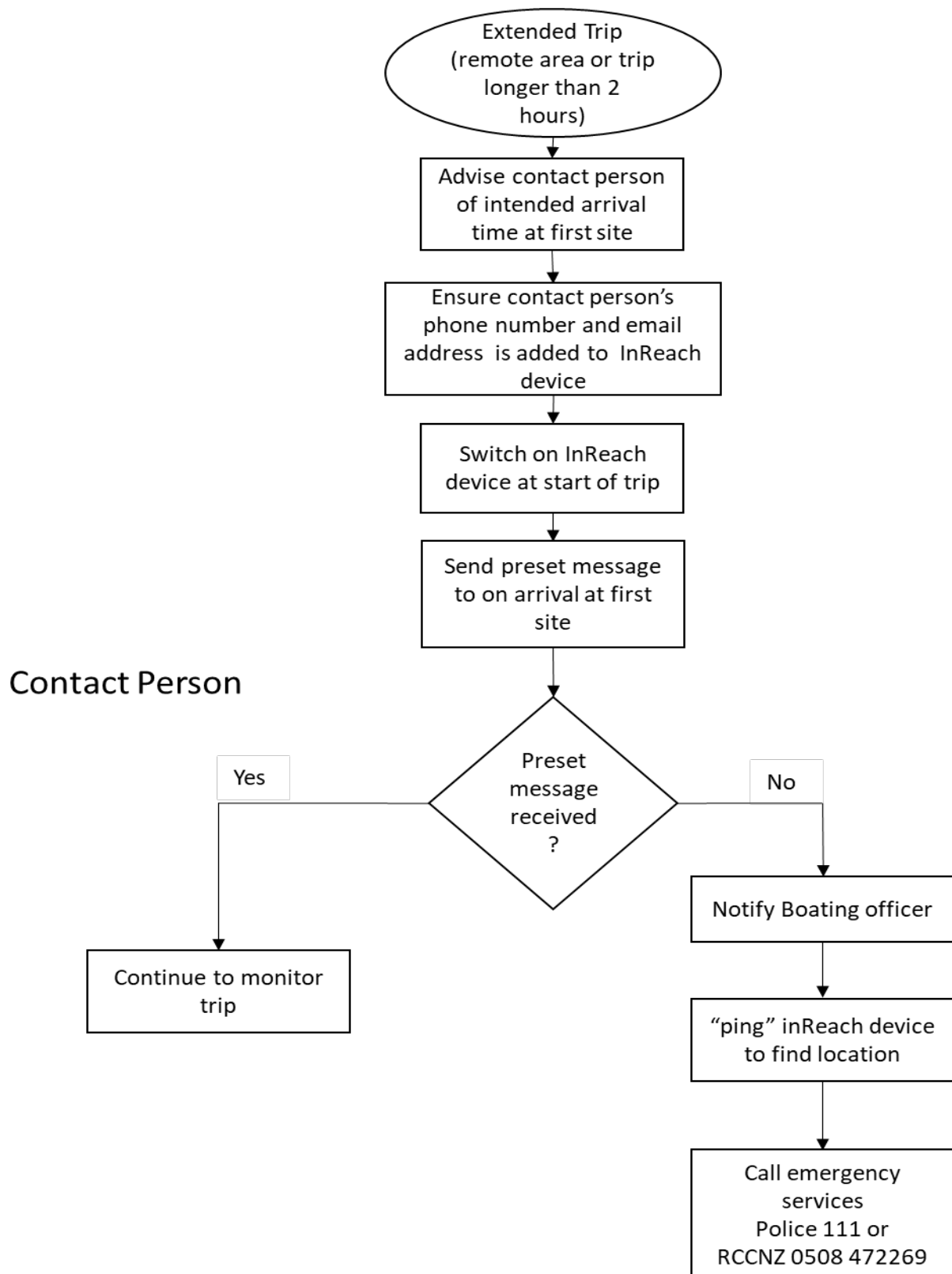




## 9.14 Adverse weather



## 9.15 Operating in remote areas or on extended trips



## **10. Survey plan**

This section contains the vessel's survey plan, based on the MNZ Survey plan template and covers the following:

1. Ship details
2. Scope of certification
3. Certificates and exemptions
4. Survey or inspection checklist
5. History of survey plan amendments
6. Survey items schedule
7. Survey plan approval

## 10.1 Ship details

Full name of ship	Tipa
Name of operation	Victoria University of Wellington
MNZ number	134586
Port of registry (if applicable)	NA
Official registry number (if applicable)	NA
Call sign	ZMW4768
Fishing number (if applicable)	NA
Primary harbour (or main location you operate from)	Wellington
Hull construction	Aluminium
Total engine power (in kW, as applicable)	30
Drive type (number and type)	One outboard
Number of shafts	NA
Length overall (LOA)	4.25
Load line length (if applicable)	NA

---

Registered length (if applicable)	NA
Tonnage length (if applicable)	NA
Beam	1.82
Draft	0.35
Gross tonnage	NA
Net tonnage (if applicable)	NA
Capacity of lifting equipment (if applicable)	NA
Carries dangerous goods (tick which applies)	<input type="checkbox"/> <input checked="" type="checkbox"/> yes / no
Design approval number	Series production
Date of build	<input type="text"/> <input type="text"/> 2012 DD / MM / YYYY

## 10.2 Scope of certification

Vessel categories  
(tick as many as apply)

☐

Passenger ship

☒

Non-passenger ship

☐

Fishing ship

☐

Sailing ship

Minimum crew  
(number)

One

Maximum passengers  
(number)

NA

Maximum persons  
(number)

5

Maximum cargo load  
(tonnes)

NA

Activities engaged in  
(refer to your operator plan)

Research – FISHING + DIVING

Operating limits

EW - NP  
ALL NORTH AND SOUTH ISLAND & NORTH AND SOUTH LAKES

I – NP  
KAPITI

RI – NP  
NELSON/MALBOROUGH WITHIN 3 MILES OF THE COASTLINE.  
KAIKOURA WITHIN 3 MILES OF THE COASTLINE.  
WELLINGTON WITHIN 3 MILES OF THE COASTLINE.  
INSIDE A STRAIGHT LINE COMMENCING AT TURAKIRAE HEAD, FROM THERE 205° FOR 3 MILES, FROM THERE TO FOLLOW THE COAST WITHIN A DISTANCE OF 3 MILES TO A POINT 3 MILES FROM CAPE PALLISHER AND THEN 0° TO CAPE PALLISHER.

RI – NP  
AN AREA FROM NEW PLYMOUTH HARBOUR ENTRANCE HEADING 330° FOR A DISTANCE OF 3 MILES FROM THAT POINT FOLLOWING THE COAST IN A NORTHERLY DIRECTION TO A POINT 3 MILES FROM THE MOKAU RIVER MOUTH + FROM THAT POINT TO THE RIVER MOUTH.

Special conditions or  
limitations

(imposed by a surveyor or  
Maritime New Zealand)

MAXIMUM OF THREE TANK DIVERS TO BE  
CARRIED.

## 10.3 Certificates and exemptions

Certificates and exemptions held or required for this ship		Certificate number	Expiry date (DD/MM/YYYY)
<input checked="" type="checkbox"/>	Certificate of Survey (or Fit for Purpose Certificate and SSM Certificate)	033 – 23	15/09/2025
<input checked="" type="checkbox"/>	Radio Certificate		04/2026

---

Add other certificates and exemptions held or required for this ship		Certificate number	Expiry date (DD/MM/YYYY)
Shelter		CEX-513	14/09/2027

---



## 10.4 Survey or inspection checklist

Survey or inspection type (tick which applies)		Expected frequency
<input checked="" type="checkbox"/>	Out of water hull inspection	At initial survey, then at intervals prescribed in the survey performance requirements
<input checked="" type="checkbox"/>	Steering and propulsion survey	At initial survey, then at intervals prescribed in the survey performance requirements
<input type="checkbox"/>	Sea trial of steering and propulsion	At initial survey, then once every 2 to 3 years
<input type="checkbox"/>	Radio inspection	At initial survey, then not less than once every 4 years
<input checked="" type="checkbox"/>	Radio survey	At initial survey, then 4 year

## 10.5 History of survey plan amendments

Record all survey plan changes requested or approved by a recognised surveyor. The amendment date is the date the surveyor records the amendment.

Amendment date (DD/MM/YYYY)	Amendment description	Name of approving surveyor	Operator's signature
26/5/2017	ALTERED LIMITS	A COLEMAN	
21/09/2023	ANNEX VI DOES NOT APPLY AS ENGINE POWER IS UNDER 130 KW	A COLEMAN	

## 10.6 Survey items schedule

Survey item groupings (from survey performance requirements)	Items to be surveyed	Timing of survey or inspection				
		Calendar year	2023	2025		
		Age of vessel (years)	8	10		
Hull exterior	Inspect		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hull interior	Inspect		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Through-hull fittings and valves	NA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Propulsion and steering mechanisms	Check outboards		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety (including navigation and communications)	Check EPIRB, flares, fire extinguishers		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.7 Survey plan approval

Name of recognised surveyor

A COLEMAN

Signature of surveyor



Date plan approved

21

09

2023

DD / MM / YYYY

## **11. Maintenance plan**

### **11.1 Maintenance policy**

Victoria University will ensure that all of its vessels are fit for purpose and hold a current Certificate of Survey at all times during any operations.

Maintenance checks will be carried out at least every two months but more often in times of high use.

Maintenance details are kept in the technician's office.

## 11.2 Maintenance checks

Equipment or item details	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Initials and date												
<b>Engine checks</b>												
Grease engine pivot points												
Check fuel lines												
Check fuel water trap												
Start engine and run for five minutes												
Check cooling water from tell tale												
<b>Boat checks</b>												
Check bung												
Check tools and spares against check sheet												
Shake fire extinguisher												
Check oxygen resuscitation equipment												
Test EPIRB battery												
Test VHF operation												
Check trailer lights												
Check tire pressures (30 psi)												
Check wheel bearings												
Grease jockey wheel, shackles, wheel bearings												
<b>Date checks</b>												
EPIRB battery expiry: Flare expiry : hand held: smoke: Trailer WoF expiry: Trailer registration expiry:						Fire extinguisher service: First aid kit service: O2 kit service:						

### 11.3 Annual checks and routine maintenance

Equipment or item details	2021	2022	2023	2024	2025	2026	2027
Initials and date							
Service engine							
Update charts with corrections							
Check life jackets and replace as necessary							

## 11.4 Maintenance log

[illegible]

## 12. Spare parts list

<b>Spare parts needed</b>	<b>Location on board</b>
Pull cord for engine	Tool box in storage compartment
Stop cord for engine	Tool box in storage compartment
Spark plugs (3)	Tool box in storage compartment
Torch battery	Tool box in storage compartment
Bung	Tool box in storage compartment
Electrical tape	Tool box in storage compartment
Shackle	Tool box in storage compartment
Duck bill	Tool box in storage compartment



## Appendix 1      Safety Briefing for new crew

No equipment is to be operated without the knowledge of the Skipper and no one is to leave the vessel to enter the water without the knowledge of the skipper. In the case of an Emergency follow the directions of the Skipper.

- Life jackets are stowed in the storage compartment. There are sufficient life jackets for everyone on board. Life jackets have a whistle. Demonstrate how to put one on.
- Flares. There are two smoke and two handheld flares in the storage compartment. Instructions are written on the flares. Only deploy if someone can see you.
- VHF Radio.
  - Press the switch on the side of the radio to transmit.
  - Use channel 16
  - Instructions for MAYDAY call on front of storage compartment
- If a person falls overboard, **shout, throw and point**.
- Engine cutout
- Fire extinguisher in storage box
- EPRIB (Emergency Position Radio Indicator Beacon) located in storage box. Manual and hydrostatic activation. Demonstrate manual activation.
- First Aid and Oxygen kits in the storage compartment.
- Throwing quoit in the storage compartment
- Stay seated when underway
- Fingers and body inside vessel
- Follow the instructions of the skipper at all times

**Emergency contact details for crew not registered in Riskteq must be recorded in the Day Plan**

## Appendix 2 Skipper Induction Checklist

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 and am familiar with the following sections:		_____
• Maritime transport operator details	Yes/No	
• Roles of responsible persons	Yes/No	
• Control of information and documents	Yes/No	
• Health and safety	Yes/No	
• Crew familiarisation and training	Yes/No	
• Environmental policy	Yes/No	
• Vessel details	Yes/No	
• Safe operating procedures	Yes/No	
• Emergency procedures	Yes/No	
• Hazards of the operation	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 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 responsible for leading and instructing the crew.	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 and the Health and Safety in Employment Act.

Name of new Skipper \_\_\_\_\_

New Skipper's signature \_\_\_\_\_

Date \_\_\_\_\_

Senior Skipper's name \_\_\_\_\_

Senior Skipper's signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 3 Crew Induction Checklist

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 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 and the Health and Safety in Employment Act.

Name of crew \_\_\_\_\_

Crew's signature \_\_\_\_\_ Date \_\_\_\_\_

Skipper's name \_\_\_\_\_

Skipper's signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 4      Skipper Induction Register

Skipper Name	Inducted by	Date	Signature
Details kept in office			

## Appendix 5      Crew Induction Register

Crew name	Inducted by	Date	Signature
Details kept in office			

## Appendix 6      Standing orders for skippers

I,..... agree:

1. To keep a proper lookout at all times.
2. To maintain overall responsibility for the safety of the vessel and crew at all times.
3. To monitor the welfare of the crew at all times.
4. To ensure that the vessel is ready for the next user and any deficiencies are reported to the VUCEL Boating Officer immediately. Deficiencies must also be recorded in the log book and, if necessary, the vessel must be rendered inoperable.
5. To remain aboard at all times unless tied to a jetty, permanent structure or certified mooring system.
6. To ensure the conditions and operation suit the ability of the crew.
7. To obtain up to date weather forecasts before and during the voyage to ensure that conditions are suitable for the vessel and crew.
8. To ensure that all operating practices are in accordance with maritime law and regional bylaws and that good seamanship practises are observed at all times.
9. To follow the operating procedures outlined in the Marine Transport Operator Plan on board the vessel.
10. To act in a way that represents Victoria University's ecological values.
11. To use the vessel for purposes sanctioned by Victoria University only.
12. To ensure that the log book is filled out accurately.
13. To ensure that active crew only are permitted on board the vessel (no passengers allowed).

Skipper's Signature.....Date.....

## Appendix 7      **Training exercises**

Insert date of exercise and initials of participants

Exercise	2022	2023	2024	2025
Person Overboard	Details kept in office			
Fire				
Abandon Ship				
Pollution				
Collision				
Grounding				
Capsize				
Medical Emergency				

## Appendix 8 Record of Operator Plan Reviews

Review number	Review date	Record of changes	Reviewer
1	19/2/2015	Plan review with Andy Cox (Maritime NZ) <ul style="list-style-type: none"> <li>Section 1.2: change of wording to include names of all VUW vessels and non-commercial use</li> <li>Section 9.1: Contact phone numbers for Regional Council, Maritime NZ and Boating Officer</li> <li>Added compass deviation table (appendix 15)</li> </ul>	JV
2	3/2/2017	<ul style="list-style-type: none"> <li>Section 6.5 Safe Transportation of Dangerous Goods: change to calculation for estimating loading for divers</li> <li>Section 8 Safety Equipment: EPIRB details updated</li> <li>Appendix 13.2: new EPIRB registration certificate</li> <li>Section 7 Hazard and Risk Register: new hazards identified (emergency starter rope entanglement, fatigue)</li> <li>Section 2.5 Crew qualifications and records: Operator list updated</li> <li>Appendix 1: Safety briefing for new crew: <ul style="list-style-type: none"> <li>engine cut out added to list</li> <li>procedure for crew not registered in Riskteq added</li> </ul> </li> </ul>	JV
3	9/11/17	New Certificate of survey to include North Taranaki area	JV
4	9/10/18	<ul style="list-style-type: none"> <li>Updated survey plan</li> <li>New certificate of survey</li> <li>New radio certificate</li> <li>New exemption certificate (14-EX-18)</li> </ul>	JV
5	23/9/2019	No change	JV
6	21/9/2020	<ul style="list-style-type: none"> <li>New compass certificate</li> <li>New certificate of survey</li> <li>Updated survey plan</li> </ul>	JV
7	5/10/21	<ul style="list-style-type: none"> <li>New procedure and flow chart for operating in remote areas</li> <li>Responsible person change</li> <li>Change to frequency of maintenance checks</li> </ul>	JV
8	9/9/22	<ul style="list-style-type: none"> <li>New radio certificate</li> <li>New exemption certificate (CEX-513)</li> </ul>	JV
9	3/10/23	<ul style="list-style-type: none"> <li>New certificate of survey</li> <li>Updated survey plan</li> </ul>	JV
10	6/12/23	<ul style="list-style-type: none"> <li>Updated contact details and nominated responsible person details for Training and Operational Decisions</li> </ul>	JV
11	17/04/24	<ul style="list-style-type: none"> <li>New EPIRB certificate</li> <li>Update of pollution emergency procedure – BO phone number</li> </ul>	SM
12	10/05/24	<ul style="list-style-type: none"> <li>Update of responsible persons for MTO and Resourcing</li> <li>New EPIRB certificate</li> </ul>	SM



## Appendix 9 Record of External audits, inspection and surveys

[illegible]

## Appendix 10    Record of Hazard Reviews

[illegible]

## Appendix 11 Incident and Accident Register

[illegible]

## **Appendix 12    Part 35 Training Framework**

To facilitate the operation of boats of less than six metres in a commercial environment, Maritime New Zealand has allowed the University to run its own in-house training programme and to allow selected persons employed by the university (currently Simon Maddalena), to issue Industry Specific Certificates. This enables successfully trained candidates to operate the identical vessels Pipi, Tuatua and Tipa in daylight hours. This programme is managed by the boating officer under the supervision of the Diving and Boating Safety Committee and is available to Victoria University staff and students.

An internal audit of the Part 35 training framework is carried out on a 2-yearly basis. The Part 35 training framework may be audited by Maritime NZ at any time.

Maritime New Zealand can withdraw the authority to issue Industry Specific Certificates or individually revoke Industry Specific Certificates to operate, at any time it determines that there has been inappropriate behaviour that would contravene safe boating practices. The university and its representatives also reserve the right to withdraw Industry Specific Certificates.

### **12.1 Requirements for Certification**

1. New Zealand drivers licence (eye sight test) issued by the NZ Transport Agency
2. Boatmaster certificate issued by Coastguard Boating Education
3. Marine VHF operators certificate issued by Coastguard Boating Education
4. Outboard engine maintenance course issued by Coastguard Boating Education
5. 20-50 hrs logged driving time on any of the three identical vessels Pipi, Tuatua or Tipa in the area of operation
6. Successful performance in a practical test that includes all aspects of boat operation
7. Medical declaration and current first aid certificate

Where a practical test has not been performed satisfactorily, the candidate will be asked to undergo further practical training and to provide evidence of extra hours of supervised driving time before an Industry Specific Certificate is issued. The training and number of extra hours required is at the discretion of the Boating Officer. Candidates have the right to make an appeal to this decision to the Marine Safety Committee.

## 12.2 Remaining Current

1. Approved boat operators must log a minimum of 20 hours of skippering per year to remain current. Should operators fail to complete the required hours, a reassessment at the discretion of the Boating Officer will be conducted to demonstrate competency.
2. A personal boating log is to be maintained by each individual operator and must be presented to the Boating Officer upon request e.g. annually to assess current competency. Personal logs must record dates and hours of boating time and training.
3. Training is assumed to be ongoing, in the form of regular operation of the vessels and the practicing of skills in the field. Training exercises must be recorded in the vessel's log book. Examples of skills to be practiced:
  - Man overboard
  - Unconscious divers
  - Call for assistance
  - Fire
  - Breakdowns
  - Accident reports
  - Diving related emergencies
4. Participation in at least two formal training courses is strongly recommended.

## Appendix 13 Current Vessel Certificates

### 13.1 Radio certificate



#### NOTIFICATION OF A RADIOTELEPHONE INSPECTION

(NOTIFICATION TO SHIP SURVEYORS OF COMPLETION OF A RADIO INSPECTION)

NAME OF SHIP	DISTINCTIVE NUMBER OR LETTERS	HOME PORT
TIPA	ZMW4768	WELLINGTON

RULE	VESSEL DESCRIPTION	OPERATING LIMIT
40A	PASSENGER	ENCLOSED WATERS
40C	NON PASSENGER	ENCLOSED WATERS

#### To the Surveyor of Ships:

That on: 28/04/2022 at:

I completed a radio inspection on above vessel.

#### Comments:

Preceding inspection reports associated with this notification

Visit Date	Radio Inspector

I declare that the radio equipment complied in all respects with the requirements of the MaritimeNZ Radio Rules and other requirements as appropriate.

Signature:   
Name: C GLGOGOSKI

Date: 28/04/2022

## 13.2 EPIRB certificate

TEL 0800 406 111 or + 64 4 577 8042 [www.beacons.org.nz](http://www.beacons.org.nz) [www.maritimenz.govt.nz](http://www.maritimenz.govt.nz)  
Avalon Studios, 41 Percy Cameron Street, Lower Hutt 5011, PO Box 30050, Lower Hutt 5040, New Zealand



In all correspondence please quote your beacon reference Nr: **101396**

Beacon Hex Id / UIN: **400C8F6540FFBFF**

Owner Name: **Victoria University of Wellington**

Address: 396 The Esplanade, Island  
Bay  
Wellington  
6023  
New Zealand

Type: EPIRB

Make: GME

Model: MT600G

Serial:1710492326

Battery Expires: October 2028

Comments:

Ship	Name TIPA; Radio Callsign ZMW4768; Satellite Phone ; MMSI ; MSA Number 134586; Dwt ; Length 4.59; Home Port Wellington; Type Stabicraft runabout; Nr of Crew ; Nr of Passengers ; Types of Radio ; Number of Lifeboats ; Number of Masts ; Official Registration Number
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Contact Name	Mobile	Homephone	Workphone
Victoria University of Wellington - Simon Maddalena	021 029 79419		
Simon Maddalena	021 029 79419		
Daniel McNaughtan	021 684 704		
Alice Rogers	0224177949		
James Bell	021676020		

### Craft Contacts

Craft	Type	Name	Mode	Detail
TIPA	Distress	Tipa	VHF	ZMW4768

## 13.3 Certificate of Survey

Issued under the provisions of Maritime Rule MR44.41 and MR44.42

### Ship details

Name of ship	TIPA	MNZ number	134586
Primary port	WELLINGTON	Port of registry	NA
Total engine power (kW)	30	No of drives	1
Length overall (m)	4.25	Beam	1.82

### Scope of certification

Categories	NON PASSENGER
Activities	RESEARCH FISHING + DIVING

**Exemptions -** CEX – 513 for shelter

### Operational limits

This ship must not proceed beyond the following operating limits:

Operating Limit	Category	Operating area / Descriptor	Max Pass	Min Crew	Max Persons
EW	NP	ALL NORTH AND SOUTH ISLAND & NORTH AND SOUTH LAKES + NAVIGABLE WATERWAYS.	NIL	1	5
I	NP	KAPITI	NIL	1	5
RI	NP	NELSON/MALBOROUGH WITHIN 3 MILES OF THE COASTLINE. KAIKOURA WITHIN 3 MILES OF THE COASTLINE. WELLINGTON WITHIN 3 MILES OF THE COASTLINE. INSIDE A STRAIGHT LINE COMMENCING AT TURAKIRAE HEAD, FROM THERE 205° FOR 3 MILES, FROM THERE TO FOLLOW THE COAST WITHIN A DISTANCE OF 3 MILES TO A POINT 3 MILES FROM CAPE PALLISHER AND THEN 0° TO CAPE PALLISHER.	NIL	1	5
RI	NP	AN AREA FROM NEW PLYMOUTH HARBOUR ENTRANCE HEADING 330° FOR A DISTANCE OF 3 MILES FROM THAT POINT FOLLOWING THE COAST IN A NORTHERLY DIRECTION TO A POINT 3 MILES FROM THE MOKAU RIVER MOUTH + FROM THAT POINT TO THE RIVER MOUTH.	NIL	1	5




THIS IS TO CERTIFY that the vessel meets the requirements of MR44.41 in all respect for the issuance of a Certificate of Survey and meets all applicable Maritime and Marine Protection Rules. The Ship and its equipment remain sound and serviceable and fit for their intended use but subject to any conditions or restrictions listed on the reverse of this certificate.

This certificate includes an Annex VI Endorsement (overleaf).

This certificate has 1 condition. NUMBER OF DIVERS + THEIR GEAR LIMITED TO 3.

This certificate is only valid if the conditions of MR19.64 are met.

Survey Certificate Number	033 - 23	Date of issue	21 SEPTEMBER 2023
Date of survey	12 SEPTEMBER 2023	Date of expiry	15 SEPTEMBER 2025

Signature of surveyor 

Name of surveyor A. G. Coleman

Marine Surveyor number SRV 010

## New Zealand Certificate of Survey

### Expiry dates of other certificates required for this Certificate of Survey

Radio survey 04/2026


### Annex VI Endorsement

THIS IS TO CERTIFY:

1. That the ship has been surveyed in accordance with New Zealand's requirements under  
☒ rule 199.342 (domestic voyages)  
of the Marine Protection Rules Part 199 - Prevention of Air Pollution from Ships (Part 199).
2. That the survey shows that the equipment, systems, fittings, arrangements and materials fully comply with the applicable requirements of Annex VI of the International Convention for the Prevention of Pollution from Ships 1973, as modified from time to time (MARPOL).

This Endorsement is not required as the engine power is under 130Kw.

Completion date of the survey on which this Endorsement is made: 21 day of September 2023.

Signature of surveyor 

Name of surveyor A. G. Coleman

Marine Surveyor number SRV 010

## Appendix 14 Exemption CEX-513



EXEMPTION CERT No. CEX-513

### EXEMPTION FROM THE REQUIREMENTS IN MARITIME RULE 40C.16(1)

PURSUANT TO Section 40AA(1)(a) of the Maritime Transport Act 1994,

I, **KAYLA DOHERTY**, Senior Advisor Exemptions, acting under delegated authority, being satisfied that –

- (a) granting the exemption will not breach New Zealand's obligations under any convention; and
- (b)(ii) the manner in which the requirement has been fulfilled is as effective as actual compliance with the requirement; and
- (c) the risk of harm to the marine environment will not be significantly increased by granting the exemption; and
- (d) the risk to safety will not be significantly increased by granting the exemption.

HEREBY EXEMPT:

**THE OWNER; VICTORIA UNIVERSITY OF WELLINGTON**

FROM:

The requirements in Maritime Rule 40C.16(1)

#### **40C.16 Shelter and passenger accommodation**

- (1) *The owner of a ship must ensure that, where the ship proceeds beyond enclosed water limits, the ship has spaces that provide shelter from the weather for the total number of persons that may be carried. Such sheltered spaces may be open at the after end in ships that do not proceed beyond inshore limits.*

ONLY IN RESPECT OF THE VESSELS:

**PIPI; MNZ No. 131132**  
**TUATUA; MNZ No. 131949**  
**TIPA; MNZ No. 134586**

PROVIDED THAT:


- (a) All persons on board the vessels wear either a drysuit or a wetsuit of 7mm minimum thickness; and
- (b) The vessels remain in the ownership of Victoria University of Wellington; and
- (c) Victoria University of Wellington are in possession of a valid Maritime Transport Operator Certificate for the duration of this exemption; and
- (d) Operations of the vessels remain the same i.e. fair weather conditions only and excursions typically less than 15 minutes motoring.

This exemption shall be valid from **08 February 2023 until 14 September 2027**, unless withdrawn earlier in writing by the Director.

SIGNED at Auckland on this 15<sup>th</sup> day of September 2022

**Kayla Doherty**  
**Senior Advisor Exemptions**  
**Maritime New Zealand**  
**Acting under Delegated Authority**

## Appendix 15 Magnetic Compass Deviation Table

Vessel Name: *Tipa* MNZ number: *134586*  
 Date: *3 Aug 2020* Locality: *Wellington*  
 Compass Make: *Plastimo* Compass Type: *Hand held*  
 Check by: *John van der Sman*  
 Signature: 

Ship Head	Deviation								
	- West				0	+ East			
	4	3	2	1		1	2	3	4
000					<i>0</i>				
045					<i>0</i>				
090					<i>0</i>				
135					<i>0</i>				
180					<i>0</i>				
225					<i>0</i>				
270					<i>0</i>				
315					<i>0</i>				
360					<i>0</i>				