

Maritime transport operator plan for Victoria University



Pipi **MNZ 131132**

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..... | 15 |
| 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 |

| | | |
|-------------|---------------------------------------------------------|----|
| 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..... | 33 |
| 9.6 | Grounding | 34 |
| 9.7 | Capsize | 35 |
| 9.8 | Engine Breakdown | 36 |
| 9.10 | Medical emergency..... | 37 |
| 9.9 | Diver surfaces in distress..... | 39 |
| 9.10 | Lost diver..... | 40 |
| 9.11 | Adverse weather..... | 41 |
| 10. | Survey plan..... | 42 |
| 1. | Ship details | 43 |
| 2. | Scope of Certification | 44 |
| 3. | Certificates and Exemptions..... | 45 |
| 4. | Survey or Inspection Checklist | 46 |
| 5. | History of Survey Plan Amendments | 46 |
| 6. | Survey Items Schedule | 47 |
| 7. | Survey Plan Approval..... | 49 |
| 11. | Maintenance plan..... | 50 |
| 11.1 | Maintenance policy..... | 50 |
| 11.2 | Monthly checks and routine maintenance..... | 51 |
| 11.3 | Annual checks and routine maintenance | 52 |
| 11.4 | Maintenance log | 53 |
| 12. | Spare parts list..... | 54 |
| Appendix 1 | Safety Briefing for new crew | 55 |
| Appendix 2 | Skipper Induction Checklist..... | 56 |
| Appendix 3 | Crew Induction Checklist | 57 |
| Appendix 4 | Skipper Induction Register | 58 |
| Appendix 5 | Crew Induction Register..... | 59 |
| Appendix 6 | Standing orders for skippers | 60 |
| Appendix 7 | Training exercises | 61 |
| Appendix 8 | Record of Operator Plan Reviews | 62 |
| Appendix 9 | Record of External audits, inspection and surveys | 63 |
| Appendix 10 | Record of Hazard Reviews | 64 |
| Appendix 11 | Incident and Accident Register | 65 |
| Appendix 12 | Part 35 Training Framework | 66 |
| 12.1 | Requirements for Certification..... | 66 |
| 12.2 | Remaining Current | 67 |

| | | |
|-------------|---------------------------------------|----|
| Appendix 13 | Current Vessel Certificates | 68 |
| 13.1 | Radio certificate..... | 68 |
| 13.2 | EPIRB certificate | 69 |
| 13.3 | Certificate of Survey | 70 |
| Appendix 14 | Exemption No. 407-EX-15 | 72 |
| Appendix 15 | Magnetic Compass Deviation Table..... | 73 |

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 |
|-------------------|-----------------|----------------------|
| John van der Sman | Boating Officer | 027 534 8377 |
| Kevin Burns | Head of School | 04 463 6873 |
| David Harper | Dean of Science | 04 463 5561 |

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 |
| David Harper | √ | | | |
| Kevin Burns | | √ | | |
| John van der Sman | | | √ | √ |

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.victoria.ac.nz/sbs/research-centres-institutes/vucel>

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 |
|-----------------------|-----------------------------------------|---------------|------------|-------------|
| John van der Sman | Skipper Restricted Limits | SRL-11804 | 22/6/2015 | 21/6/2020 |
| Don Nelson | Commercial Launch Master | 3647 | 10/12/1996 | |
| Becky Focht | Industry Specific Certificate | | 1/11/2016 | 31/12/2017 |
| Jeff Shima | Industry Specific Certificate | | 1/11/2016 | 31/12/2017 |
| Dan Crossett | Industry Specific Certificate | | 2/11/2016 | 31/12/2017 |
| Daniel McNaughtan | Industry Specific Certificate | | 31/10/2016 | 31/12/2017 |
| Jennifer Howe | Industry Specific Certificate | | 1/11/2016 | 31/12/2017 |
| Megan Shaffer | Industry Specific Certificate | | 1/11/2016 | 31/12/2017 |
| Neville Higgison | Industry Specific Certificate | | 8/11/2016 | 31/12/2017 |
| Phoebe Caie | Industry Specific Certificate | | 31/10/2016 | 31/12/2017 |
| Carl Meyer | Industry Specific Certificate | | 2/11/2016 | 31/12/2017 |
| Katie Hillyer | Industry Specific Certificate | | 31/10/2016 | 31/12/2017 |
| Pauline Mitterwallner | Industry Specific Certificate | | 28/1/2017 | 31/12/2017 |

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

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 Fieldteq 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.

Sewage will not be discharged:

- within 500 metres from land (mean high water spring)
- in water less than 5 metres deep
- within 500 metres from a marine farm or mataitai
- within 200 metres of a marine reserve.

Should it not be possible to discharge sewage at sea, arrangements will be made to have it removed and disposed of properly ashore.

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 | Pipi |
| MNZ number | 131132 |
| Construction | Aluminium |
| Manufacturer | Stabicraft Marine Ltd |
| Date of Manufacture | 2003 |
| 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 |

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. 407-EX-15

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 instrument panel.

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

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.

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

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

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: | NZ46, NZ463, 4631 | Storage compartment |
| Almanac | | Boat garage |

| Communications Safety Equipment | | | |
|---------------------------------|-----------------------------------------|------------------------------|-------------------------------|
| Item | Description | Location | Expiry/service date |
| EPIRB | Float Free 406MHz Manually activated | Deck storage bin | 2/27 |
| VHF radio | Hand held | Storage compartment bulkhead | Surveyed 4/14 |
| Flares | Hand held (x2) Smoke (x2) | Storage compartment | Hand held 5/16 Smoke 7//16 |
| Horn | Manual | Storage compartment | NA |
| Torch | Dolphin | Storage compartment | NA |
| Dive flag | | On boat hook | NA |

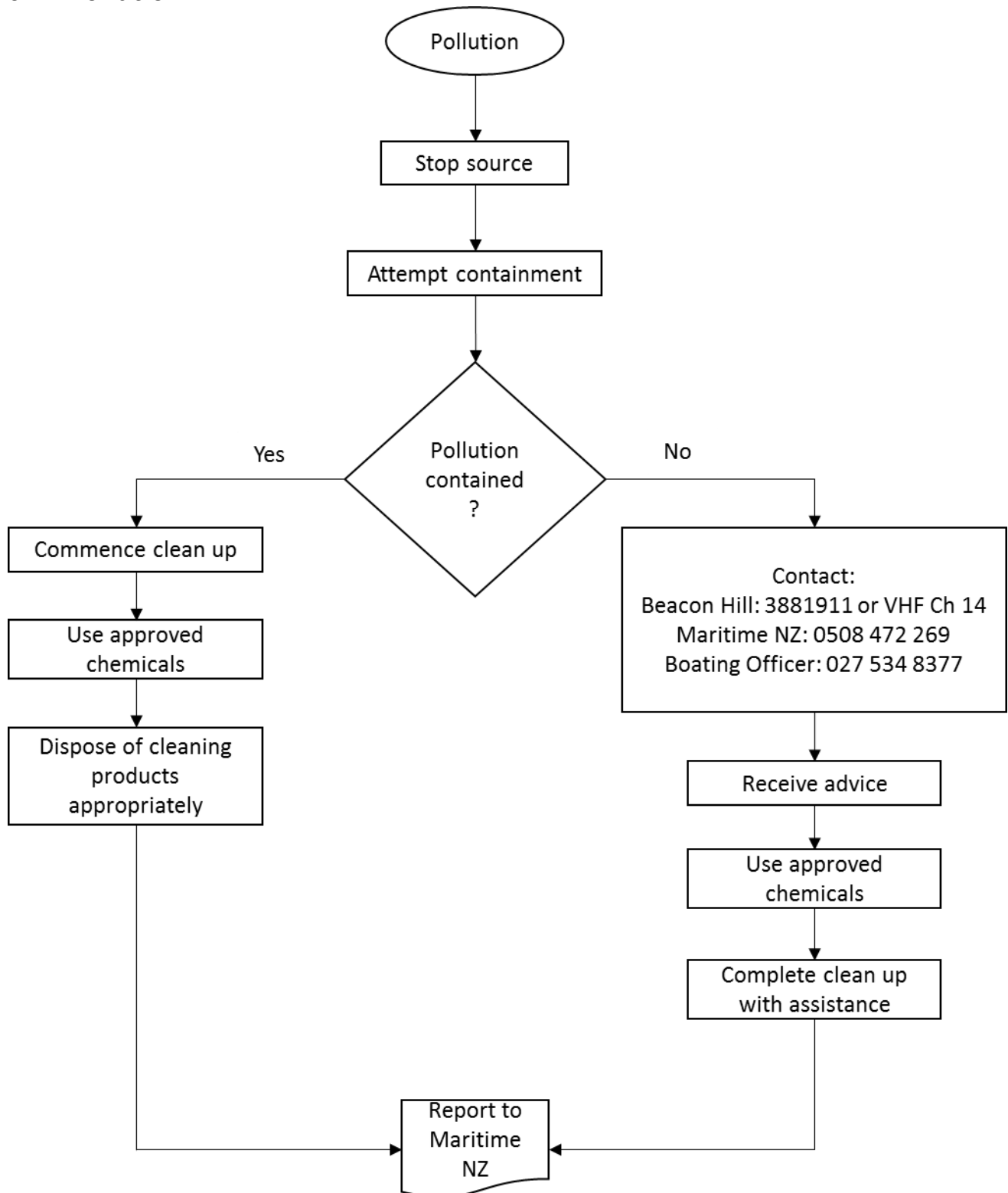
| Lifesaving Safety Equipment | | | |
|-----------------------------|---------------|---------------------|---------------------|
| Item | Description | Location | Expiry/service date |
| Throwing quoit | | Storage compartment | NA |
| Life jackets (x5) | 71N + Whistle | Storage compartment | NA |
|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

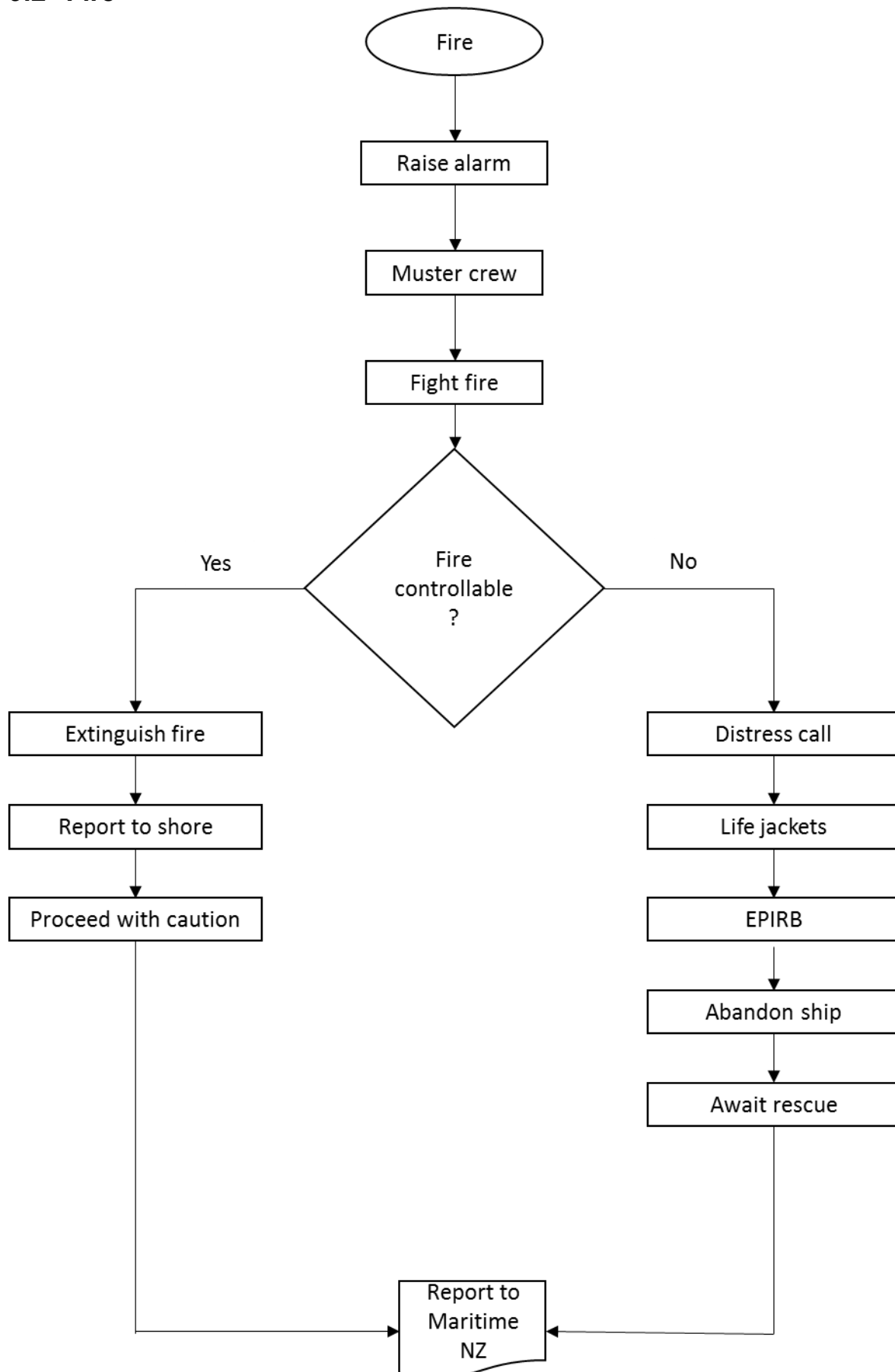
| Fire Fighting Appliances Safety Equipment | | | |
|-------------------------------------------|-------------|---------------------|-----------------------|
| Item | Description | Location | Expiry / service date |
| Fire Extinguisher | Foam 2.5kg | Deck storage bin | Serviced 5/15 |
| First Aid Kit | | Storage compartment | Serviced 5/15 |

9. Emergency procedures

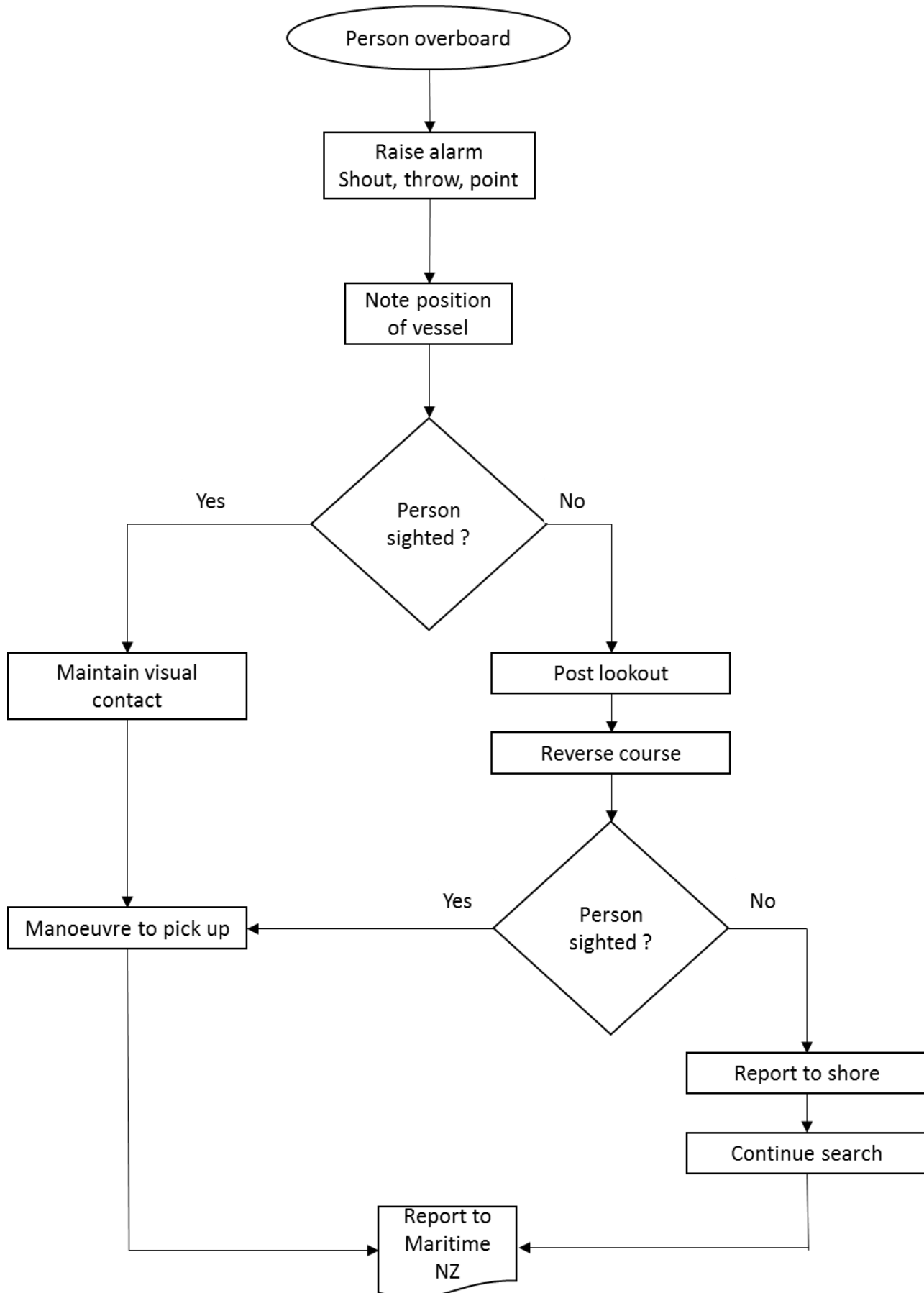
9.1 Pollution



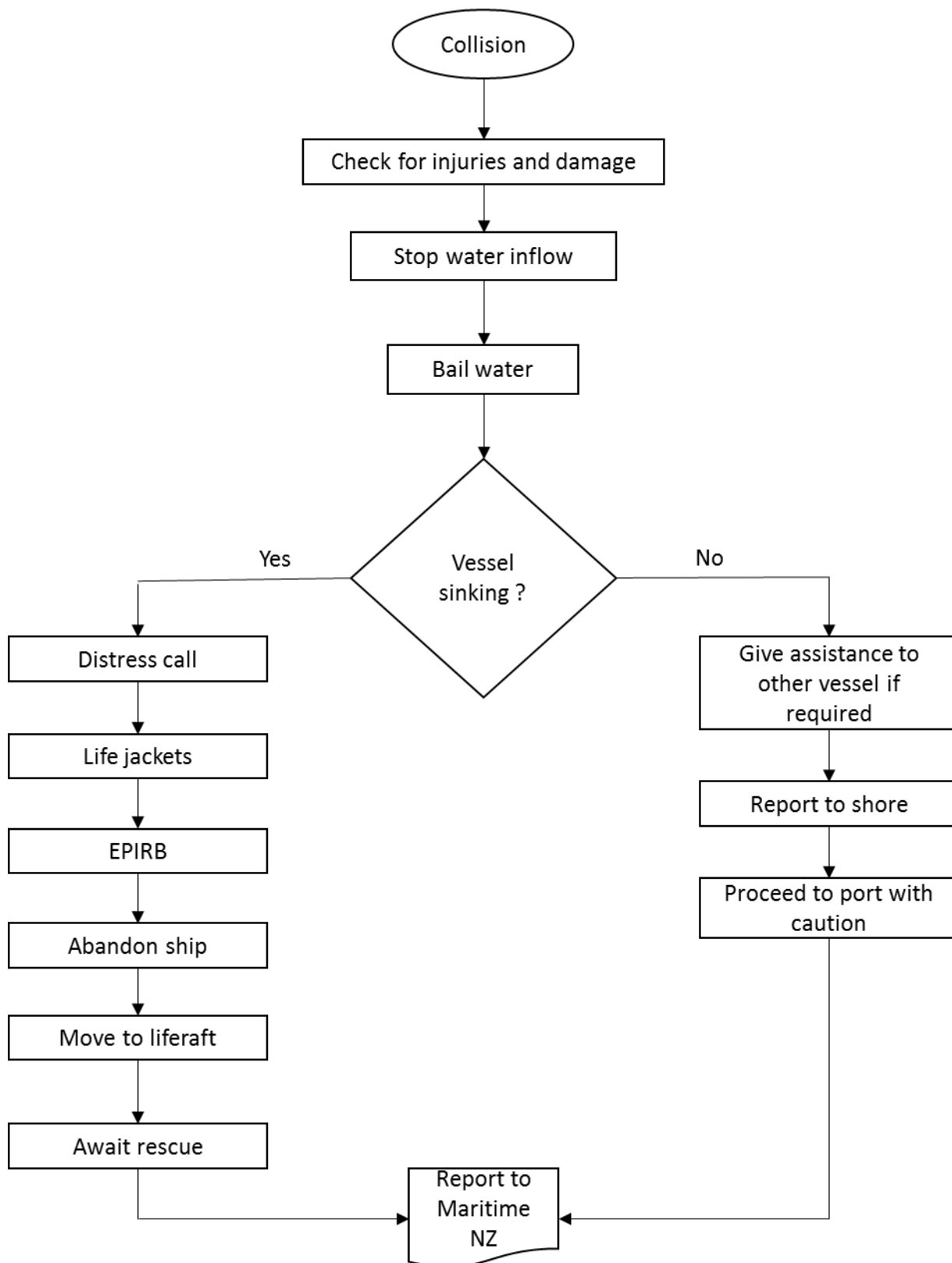
9.2 Fire



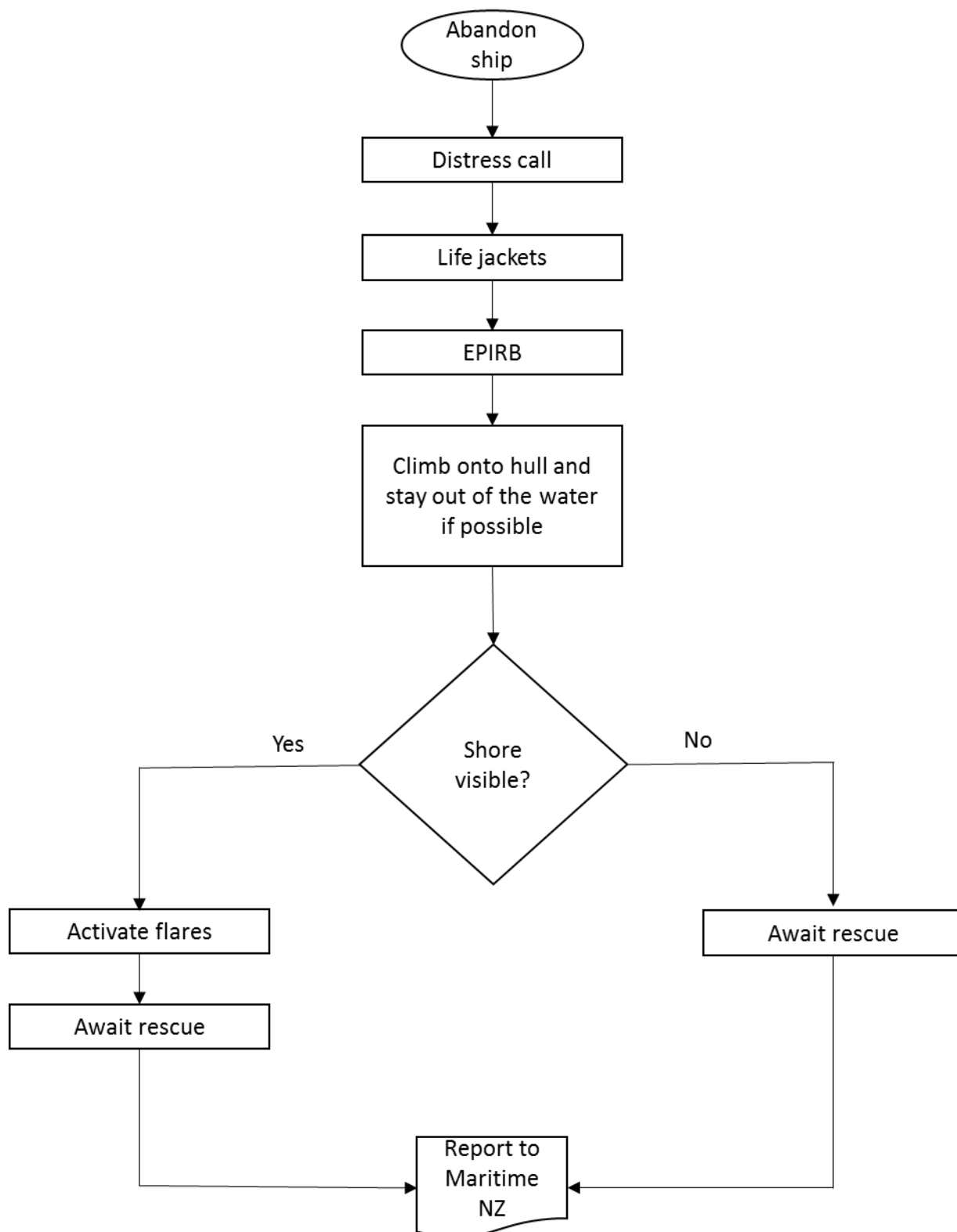
9.3 Person overboard



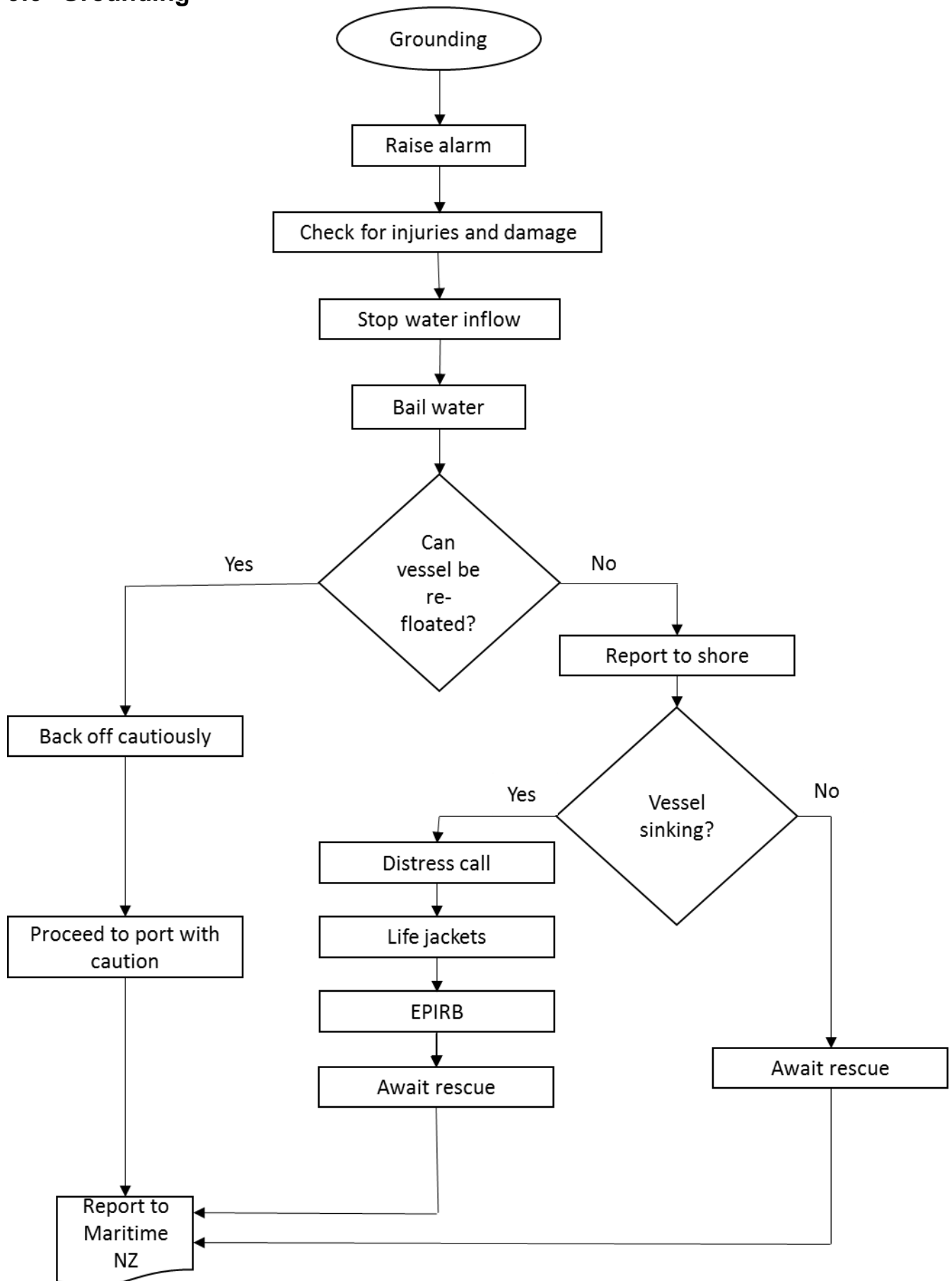
9.4 Collision



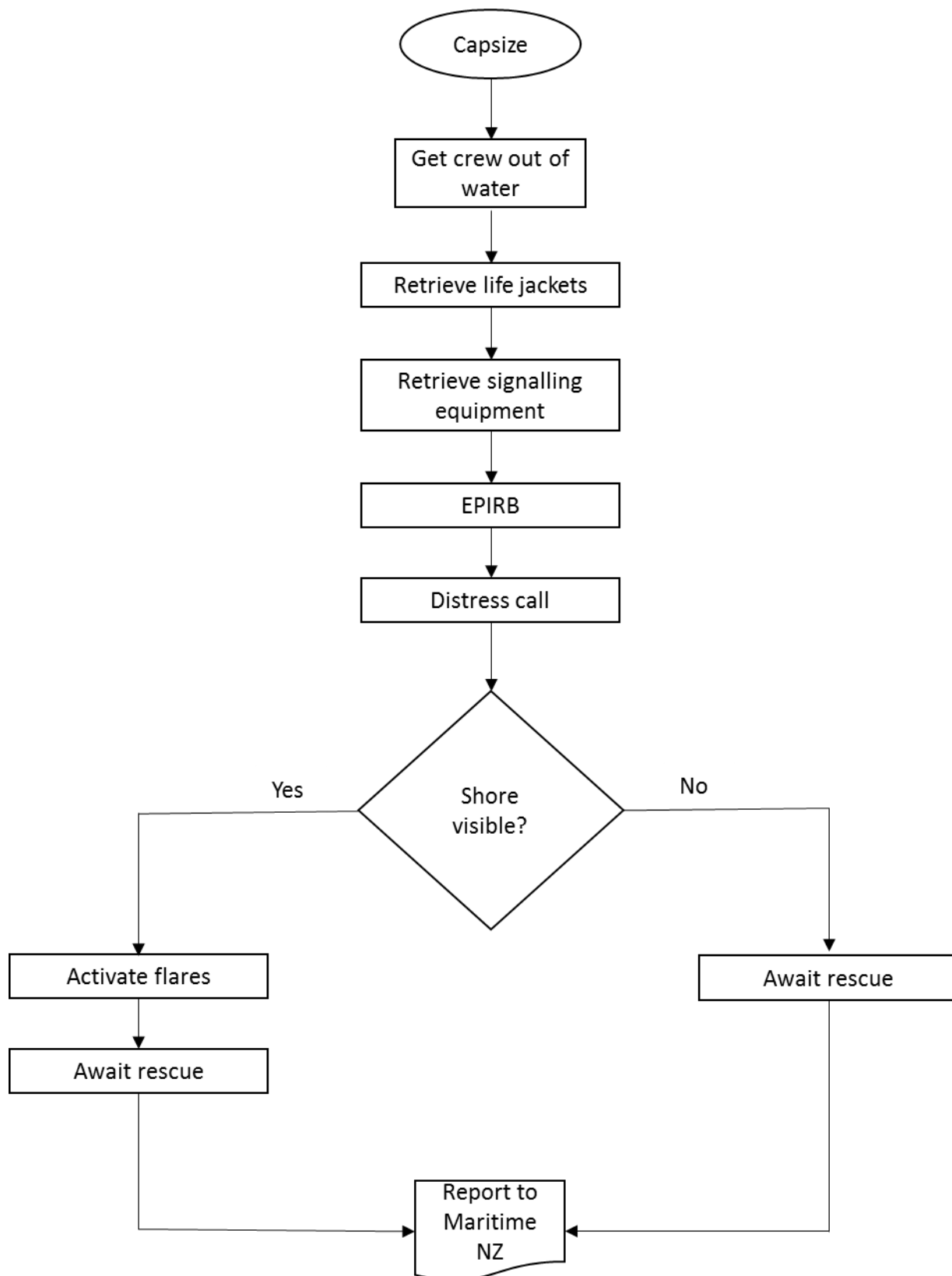
9.5 Abandon Ship



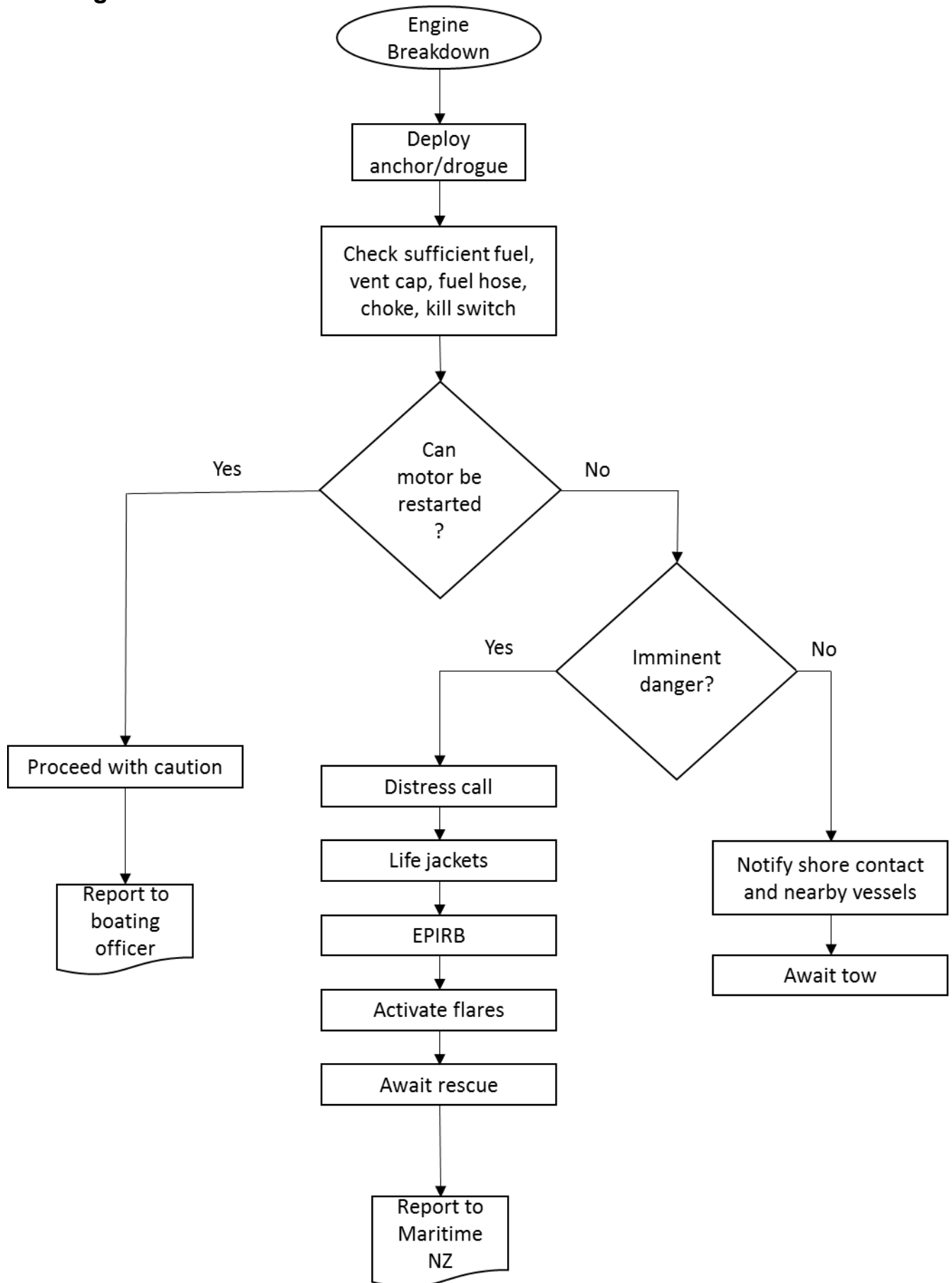
9.6 Grounding



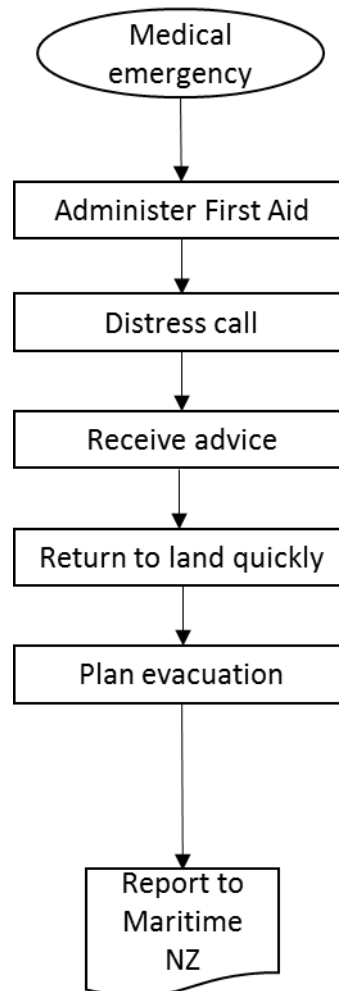
9.7 Capsize



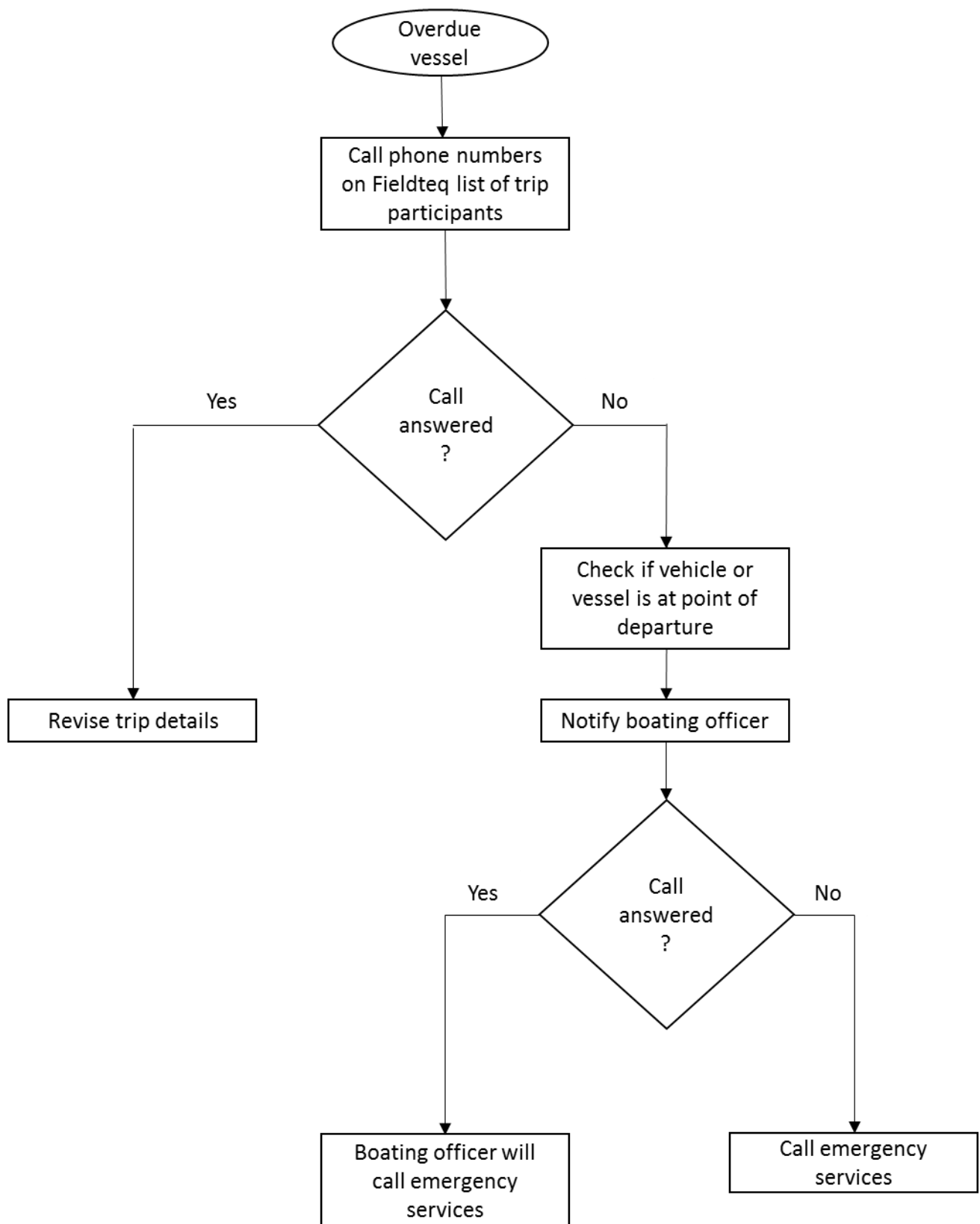
9.8 Engine Breakdown



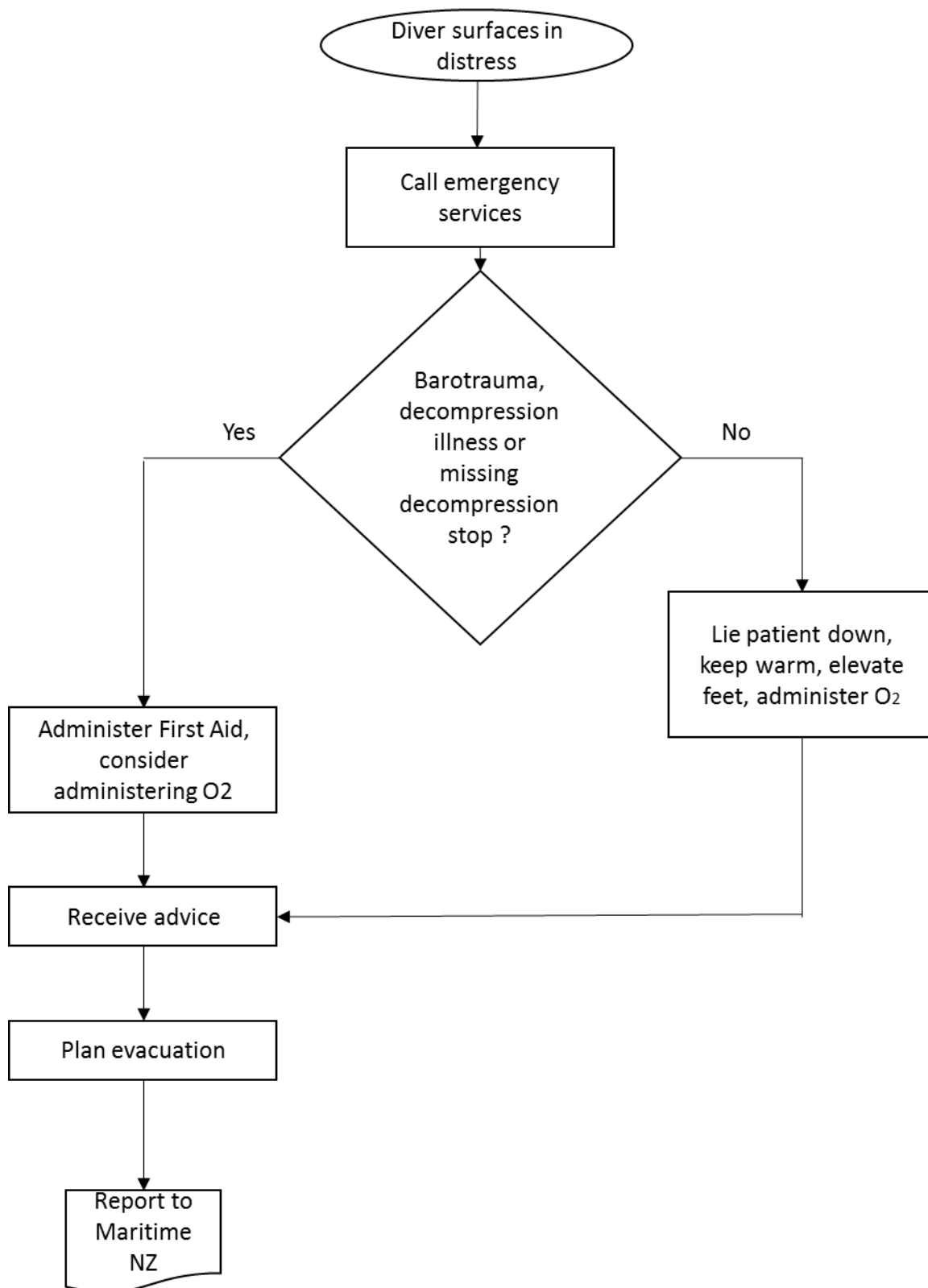
9.10 Medical emergency



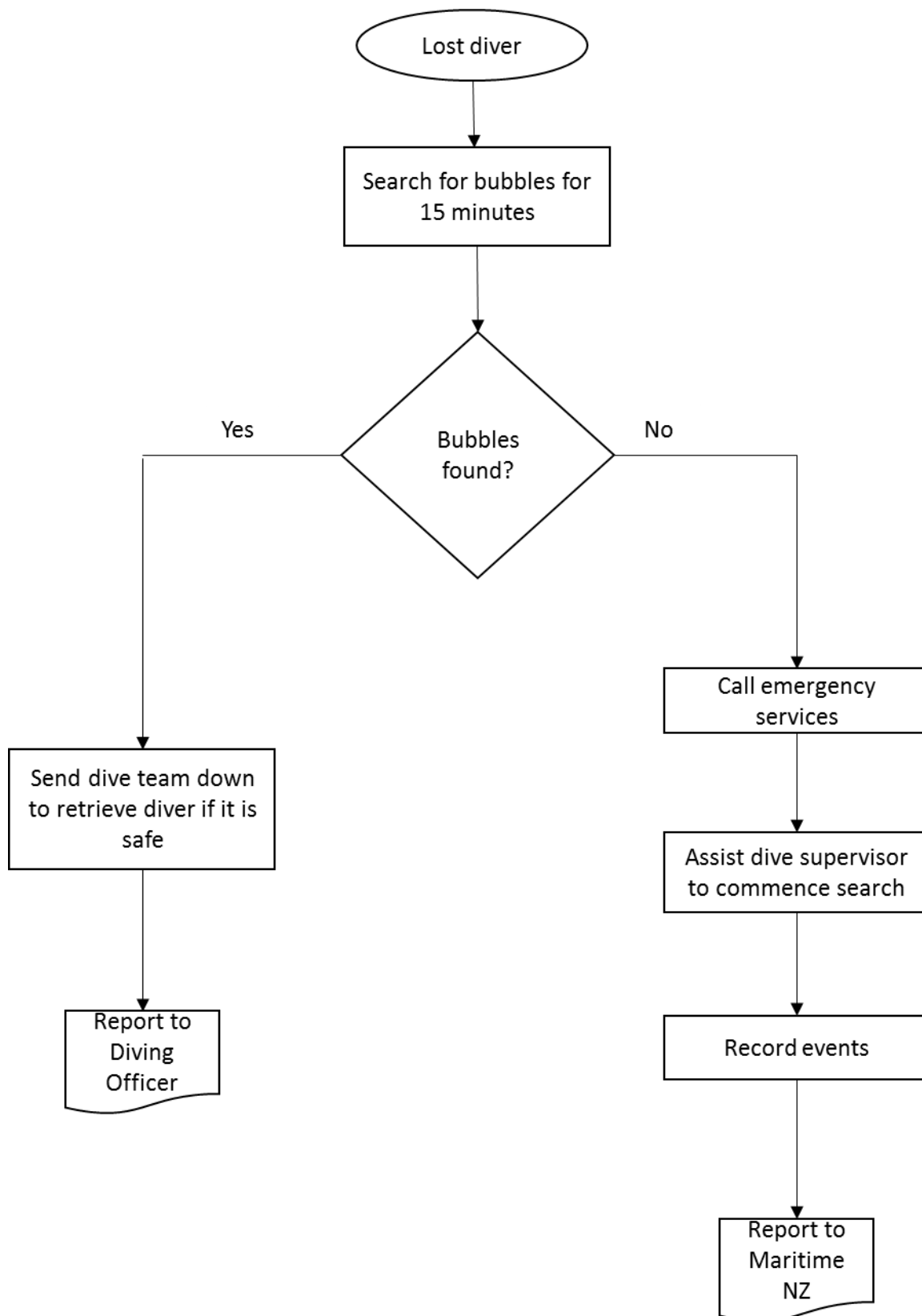
9.8 Overdue vessel



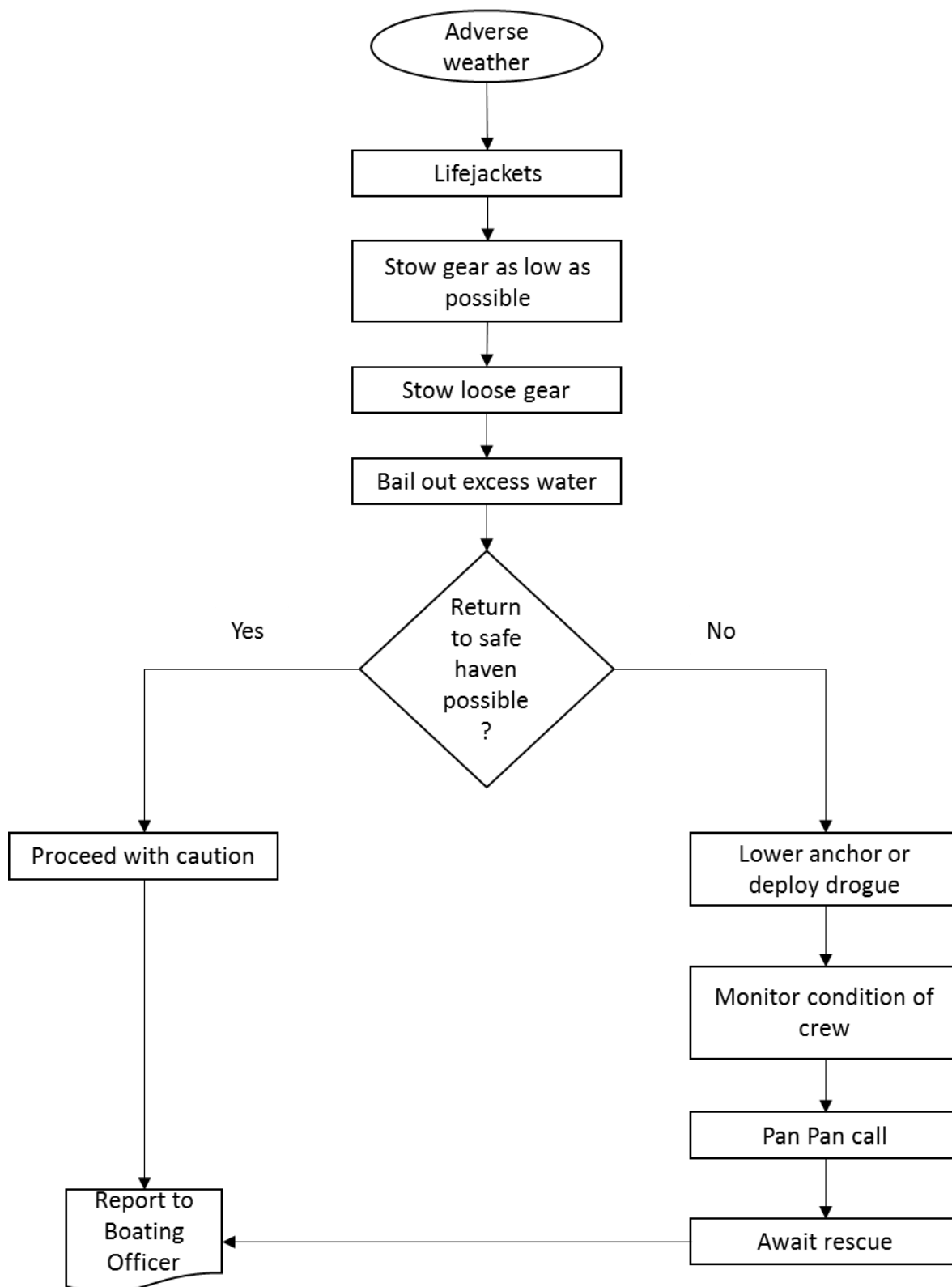
9.9 Diver surfaces in distress



9.10 Lost diver



9.11 Adverse weather



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

1. Ship details

| | |
|-------------------------------------------------|--------------------------------------------------------------------------|
| Full name of ship | Pipi |
| Name of operation | Victoria University of Wellington |
| MNZ number | 131132 |
| Call sign | ZMQ7408 |
| Primary harbour | Wellington |
| Hull construction | Aluminium |
| Total engine power (in kW, as applicable) | 30 |
| Drive type | One outboard |
| Length overall (LOA) | 4.25 |
| Beam | 1.82 |
| Draft | 0.35 |
| 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"/> 2003 DD / MM / YYYY |

2. Scope of Certification

| | | |
|-----------------------------------|--------------------------------------------------------------------|--------------------------------------------------------|
| Vessel categories | <input type="checkbox"/> Passenger ship | <input checked="" type="checkbox"/> Non-passenger ship |
| | <input type="checkbox"/> Fishing ship | <input type="checkbox"/> Sailing ship |
| Minimum crew | One | |
| Maximum passengers | NA | |
| Maximum persons | 5 | |
| Maximum cargo load | NA | |
| Activities engaged in | Research | |
| Operating limits | RI – restricted to an area within 5NM of a safe point of launching | |
| Special conditions or limitations | Nil | |

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) | | |
| <input checked="" type="checkbox"/> | Radio Certificate | | 2018 |

| Add other certificates and exemptions held or required for this ship | | Certificate number | Expiry date (DD/MM/YYYY) |
|----------------------------------------------------------------------|--|--------------------|-----------------------------|
| NA | | | |
| | | | |

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 checked="" type="checkbox"/> Radio survey | At initial survey, then 4 year |

5. History of Survey Plan Amendments

[illegible]

6. Survey Items Schedule

| Survey item groupings | Items to be surveyed | Timing of survey or inspection | | | | | |
|----------------------------------|----------------------|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| | | Calendar year | 2015 | 2018 | 2020 | | |
| | | Age of vessel (years) | 12 | 15 | 17 | | |
| Hull exterior | Inspect | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hull interior | Inspect | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input 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"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Survey item groupings | Items to be surveyed | Calendar year | Timing of survey or inspection | | | | |
|------------------------------------------------------------|-----------------------------------------|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| | | | 2015 | 2018 | 2020 | | |
| | | Age of vessel (years) | 12 | 15 | 17 | | |
| Propulsion and steering mechanisms | Check outboards | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Safety (including navigation and communications) equipment | Check EPIRB, flares, fire extinguishers | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Radio | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Survey Plan Approval

Name of recognised
surveyor

A Coleman

Signature of surveyor

A. Coleman.

Date plan approved

29

Oct

2015

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 details are kept in the technician's office.

11.2 Monthly checks and routine maintenance

| Equipment or item details | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----|
| Initials and date | | | | | | | | | | | | |
| Engine checks | | | | | | | | | | | | |
| Grease engine pivot points | | | | | | | | | | | | |
| Check fuel lines | | | | | | | | | | | | |
| Check fuel water trap | | | | | | | | | | | | |
| Start engine and run for five minutes | | | | | | | | | | | | |
| Check cooling water from tell tale | | | | | | | | | | | | |
| Boat checks | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | |
| Date checks | | | | | | | | | | | | |
| EPIRB battery expiry: Flare expiry : hand held: smoke: Trailer WoF expiry: Trailer registration expiry: | | | | | | Fire extinguisher service: First aid kit service: O ₂ kit service: | | | | | | |

11.3 Annual checks and routine maintenance

| Equipment or item details | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|---------------------------------------------|------|------|------|------|------|------|------|
| 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

| Spare parts needed | Location on board |
|----------------------|---------------------------------|
| 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 Fieldteq 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 |
|--------------|-------------|------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Appendix 5 Crew Induction Register

| Crew name | Inducted by | Date | Signature |
|-----------|-------------|------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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 | 2015 | 2016 | 2017 | 2018 |
|-------------------|------|------|------|------|
| Person Overboard | | | | |
| Fire | | | | |
| Abandon Ship | | | | |
| Pollution | | | | |
| Collision | | | | |
| Grounding | | | | |
| Capsize | | | | |
| Medical Emergency | | | | |

Appendix 8 Record of Operator Plan Reviews

[illegible]

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 John van der Sman), 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 (see Appendix 8)
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 a 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

Radio Installation Inspection Report

Roger Kempthorne

| | | | | |
|------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------|
| Ships Name <i>Pipi - Tuxton - Tipa</i> | | Call sign | Date <i>28/3/14</i> | Location <i>Sedvieu</i> |
| MSA No. | | Ships limits | | Applicable Rules <i>40 A C D</i> |
| Operators name and qualification Complies Yes/No | | | | |
| RRTOC GRTOC GOC GOC with GMDSS | | | | |
| <i>Victoria University</i> | | <i>ZMW 4768</i> | | <i>Tipa</i> |
| <i>396 The Esplanade</i> | | <i>ZMQ 7403</i> | | <i>Pipi</i> |
| <i>Island Bay Wellington.</i> | | <i>ZMS 4770</i> | | <i>tuxton</i> |
| Radio station check list Complies Yes/No | | | | |
| Call sign and ships name displayed - by radio installation | <input checked="" type="checkbox"/> | Distress notice displayed - visible from radio station | | Clock - visible from radio station |
| Equipment securely mounted and protected | <input checked="" type="checkbox"/> | Wiring and cable inspected where sighted | | Emergency lighting (torch under 24m) at radio station |
| Voltmeters provided showing level of charge / discharge on radio Battery (state & rate) | | Battery secure / protected and terminals and leads inspected Of adequate capability | | MF/HF Radio Station Licence current |
| Alarm Generating device (MF&HF) tested (ASGD) | | MSA Radio Handbook for Coastal Vessels on board | | |
| VHF Radiotelephone Installation Equipment Make, Model and serial numbers Complies Yes/No | | | | |
| <i>Uniden</i> | | | | |
| Aerial type & height | Aerial plan | Aerial load check - load adequate | SWR check | |
| VHF Transmission test Circle transmission test channel, tested at hrs Acceptable Yes/No | | | | |
| Ch 01 Ch 6 Ch 16 Ch 67 Ch 68 Ch 71 | | | | |
| Frequency check Ch 6 (156.3) Ch 16 (156.8) +/- (1%) 10hz Acceptable Yes/No | | | | |
| Supply of Electrical energy <i>Rechargeable</i> Complies Yes/No | | | | |
| Main source (Main eng/alternator) | | Location | Capacity Amps | |
| Reserve source (12 / 24 volt) | | Location | Capacity AHC | |
| Visual inspection | | High discharge test | Voltage | |
| EPIRB inspection Complies Yes/No | | | | |
| Make / Model / Serial number | Battery expiry date | Location, Equipment mounting and protection | Visual and battery test | |
| | HRU (406) expiry date | | | |

Remarks / Non-Conformances

3 x handheld Unidens VHF

Non-Conformances completed

on signed (fax/post to office)

I declare that on the radio equipment has been inspected and complied in all respects with the requirements of Maritime Rule Part 40A, C or D and Part 43 where applicable.

Inspected by *R Kempthorne* Radio Inspector Surveyor

Signature *R Kempthorne*

13.2 EPIRB certificate

TEL + 64 4 577 8034 FAX + 64 4 577 8041 www.beacons.org.nz www.maritimenz.govt.nz
Avalon Business Centre, Percy Cameron Street, PO Box 30050, Lower Hutt 5040, New Zealand



In all correspondence please quote your beacon reference Nr: **77186**

Beacon Hex Id / UIN: **400C7B9C90FFBFF**

Owner Name: **Victoria University of Wellington**

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

Type: EPIRB Make: GME Model: MT600G Serial Nr: 1602450684

Battery Expiry: February 2027

None

Comments:

| Ship/Vessel | | Name PIPI; Radio Callsign ZMQ7408; MMSI ; MSA Number MNZ 131132; Dwt 0.7; Length 4.59; Home Port Wellington; Type Stabcraft; Nr of Crew ; Nr of Passengers 5; Types of radio ; Number of Lifeboats 0; Number of Masts 0; Official Registration Number | |
|----------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Administrative | Home telephone | Victoria University of Wellington | (04) 568 2729 |
| Administrative | Work telephone | Victoria University of Wellington | (04) 4709250 |
| Administrative | Mobile | Victoria University of Wellington | 027 534 8377 |
| Administrative | Email | Victoria University of Wellington | john.vandersman@vuw.ac.nz |
| Distress | Home telephone | John van der Sman | (04) 568 2729 |
| Distress | Work telephone | John van der Sman | (04) 470 9250 |
| Distress | Mobile | John van der Sman | 027 534 8377 |
| Distress | Home telephone | Daniel McNaughtan | (04) 971 5311 |
| Distress | Work telephone | Daniel McNaughtan | (04) 470 9257 |
| Distress | Mobile | Daniel McNaughtan | 021 684 704 |
| Distress | Home telephone | Jeff Shima | (04) 475 7311 |
| Distress | Work telephone | Jeff Shima | (04) 470 9251 |
| Distress | Mobile | Jeff Shima | 027 563 5475 |
| Distress | VHF | Pipi | ZMQ7408 |

Printed 10:24:05a.m. 11/07/2016

13.3 Certificate of Survey



Surveys - Plan Approval - Stability - Loadline - Tonnage

ABLE SHIPS LTD SURVEYORS and NAVAL ARCHITECTS - Recognized by MNZ

New Zealand Certificate of Survey

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

Ship details

| | | | |
|--------------------------|------------|----------------------|--------|
| Name of ship | PIPI | MNZ number | 131132 |
| Primary port | WELLINGTON | Port of registry | NA |
| Total engine power (kW) | 30 | No of drives | ONE |
| Length overall (m) | 4.25 | Length (m) MR 47, 48 | NA |
| Beam | 1.82 | Gross tonnage | NA |
| Ship registration number | NA | | |

Scope of certification

| | |
|------------|---------------------------|
| Categories | NON PASSENGER |
| Activities | RESEARCH FISHING & DIVING |

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 EW,s & NORTH AND SOUTH ISLAND LAKES. | | 5 | 5 |
| I | NP | KAPITI, | | 5 | 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 PALLISER. | | 5 | 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 has NIL (number) conditions.

Version 17 July
2014

ADMIN OFFICE: Able Ships Ltd, PO Box 8, Upper Moutere, 7144 Ph 03 543 2024 admin@ableships.co.nz
AKAROA OFFICE: Harry Stronach, PO Box 81, Akaroa 7542 Ph 03 304 8780 harry@ableships.co.nz



Surveys - Plan Approval - Stability - Loadline - Tonnage

ABLE SHIPS LTD SURVEYORS and NAVAL ARCHITECTS - Recognized by MNZ

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

| | | | |
|---------------------------|-------------------|----------------|-----------------|
| Survey Certificate Number | 879-15 | Date of issue | 3 NOVEMBER 2015 |
| Date of survey | 17 SEPTEMBER 2015 | Date of expiry | 3 NOVEMBER 2020 |

Signature of surveyor *A. Coleman*

Name of surveyor ALISTAIR COLEMAN

Marine Surveyor number SRV 010 ____

New Zealand Certificate of Survey Conditions and Limitations

Expiry dates of other certificates required for this Certificate of Survey

Radio survey 28 MARCH 2018

Issued Subject to Maritime Rule MR44.41 / MR44.42

| | | | |
|---------------------------|--|----------------|--|
| Name of ship | | MNZ number | |
| Survey certificate number | | Date of survey | |

This certificate of survey is issued subject to the following conditions and limitations. A completion date is required for each entry.

Version 17 July
2014

ADMIN OFFICE: Able Ships Ltd, PO Box 8, Upper Moutere, 7144 Ph 03 543 2024 admin@ableships.co.nz
AKAROA OFFICE: Harry Stronach, PO Box 81, Akaroa 7542 Ph 03 304 8780 harry@ableships.co.nz

Appendix 14 Exemption No. 407-EX-15



EXEMPTION No. 407-EX-15

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

PURSUANT TO Section 47 of the Maritime Transport Act 1994,

I, **SHARYN FORSYTH**, General Manager Maritime Standards, acting under delegated authority, being satisfied that –

- (a) the granting of the exemption will not breach New Zealand's obligations under any convention; and
- (b) the action taken or provision made in respect of the matter to which the requirement relates is as effective or more effective than actual compliance with the requirement; and
- (ba) the risk of harm to the marine environment will not be significantly increased by the granting of the exemption; and
- (c) the risk to safety will not be significantly increased by the granting of 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 TO:

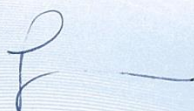
**PIPI; MNZ No. 131132
TUATUA; MNZ No. 131949
TIPA; MNZ No. 134586**

PROVIDED THAT:

- a) The vessels remain in the ownership of Victoria University of Wellington; and
- b) The vessels comply with all conditions laid down in their Certificate of Survey; and
- c) Victoria University of Wellington are in possession of a valid (deemed) MTOC for the duration of this certificate; and
- d) All persons on board the vessels wear either a drysuit or a wetsuit of 7mm minimum thickness.

This exemption shall be valid until 23rd March 2018, unless withdrawn earlier in writing by the Director.

SIGNED at Wellington on this 27th day of October 2015.



**Sharyn Forsyth,
General Manager Maritime Standards,
Maritime New Zealand,
Acting Under Delegated Authority**

407-EX-15

Page 1 of 1

Appendix 15 Magnetic Compass Deviation Table

Vessel Name: *Pipi* MNZ number: *131132*
 Date: *18 Feb 2016* Locality: *Wellington*
 Compass Make: *Plastimo* Compass Type: *Hand held*
 Check by: *John van der Swan*
 Signature: *[Signature]*

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