

Guidance Note No: 115/10

Revision No: 1

This Guidance Notice only applies to vessels that were operating commercially on 30 June 2013

Part E – Operational practices of national standard for commercial vessels

The NT Marine Safety Regulations call up Section 15 of the USL Code which applies to all vessels.

From 1/10/2009 Section 15 of the USL Code has been replaced by Part E (Operational Practices) of the NSCV [National Standard for Commercial Vessels] which applies to all vessels both existing and those subjected to Initial Surveys.

All vessels must comply with the requirements shown in the table below

Class of vessel	Basic safety management plan [Basic SMP]	Safety management plan [SMP]	Laminated emergency plan for use by passengers	Safety management system [SMS]
CLASS 1	Not allowed	1E, 1D,1C,1B	Vessels with crew of 1	Recommended for all vessels
CLASS 2	All 2E, 2D & 2C vessels, less than 12m in length	All 2E, 2D & 2C vessels, 12m and greater in length All 2B vessels	Vessels with crew of 1	Recommended for vessels greater than 500 GRT
CLASS 3	All 3E & 3D vessels All 3C vessels, less than 12m in length	All 3C vessels, 12m and greater in length All 3B vessels	Not applicable	Recommended for vessels greater than 500 GRT

Brief requirements

- The new standard Part E specifies minimum operational requirements, emergency procedures and the essential elements of a safety management system. It aims to reduce the likelihood of accidents occurring and minimise their consequences when they do occur by promoting the development of an onboard safety culture. Part E is available on <http://www.nmsc.gov.au/index.php?MID=16&CID=97> .
- All vessels must have either a safety management plan or safety management system in place. Assistance of a marine consultant may be sought if required. For details see GN108. While they are not required to be approved, they are subject to random audits by Shipping Inspectors which include all NT Police officers and surveyors.
- All vessels with crew of only 1 person must also have on board a laminated emergency plan for use of passengers displayed in a visible location.
- All accidents and other occurrences must be reported to the Marine Safety Branch on the form available at <http://www.marinesafety.nt.gov.au/>.

Elements of Basic SMP

As a minimum, you must have procedures to deal with:

- Emergency contact details
- Crew familiarisation
- Passenger safety briefings
- Embark/disembark passengers
- Prepare to abandon ship
- Person overboard/search and rescue
- Collision/flooding/fire
- Environmental protection/Spill
- Serious injury
- Steering gear failures
- Use of communication equipment
- Reporting and analyses of non conformities , accidents and hazards

Elements of an SMP

1. **General:** This Section is about
 - Company/management details (name, address and contact)
 - Vessel details (No. and type of vessel, area of operation)
 - Designated Person's/Contact's details
2. **Safety & Environment Policies:** This Section is about
 - How you work safely
 - How you look after the environment
 - You have a Drug and Alcohol Policy (with details)
 - You know what legislation you must comply with
 - How you train your staff/crew
3. **Operational Procedures:** This section is about
 - Normal operations of your company and vessel(s). It provides information on:
 - What you do and how you do it, e.g. embark/disembark passengers, loading/unloading of cargo
 - As a minimum, you must have procedures to deal with:**
 - Crew briefings and safety training
 - Passenger briefings
 - Refuelling
 - Disposal of sewage, garbage, oily bilge water/waste oil
4. **Emergency Procedures:** This Section is about
 - What you would do if there is an emergency on your vessel. It provides information on:
 - Who is responsible for doing particular things in an emergency [e.g. muster list]?
 - How and where you record emergency drills, and
 - As a minimum, you must have procedures to deal with:**
 - Fire/Fire in the Engine Room
 - Prepare to Abandon Ship/Abandon Ship
 - Person Overboard/Search and Rescue
 - Collision/Flooding
 - Environmental Protection /Spill
 - Serious Injury
 - Emergency Steering
5. **Reporting & analysis of non-conformities, accidents & hazards:** This Section is about
 - Incidents / Accidents / Hazards are
 - Reported / Identified
 - Analysed / Corrected
 - Communicated and documented
 - Training of crew in hazards and risk
6. **Maintenance:** This Section is about
 - Vessel's systems and equipment including machinery and emergency equipment
 - You follow manufacturer's recommendations
 - You record maintenance, for example, engine room log, vessel's log, scheduled maintenance of machinery
7. **Documentation:** This Section is about
 - Who maintains your documents including where documents are kept, e.g. vessel logbook, passenger manifest, crew list, incident log, drill recording, copy of crew qualifications

Safety Management System (SMS)

The SMS must be based on Part E. Assistance of a Marine Consultant may be sought if required.

Further information

If you have any more queries, please contact marinesafety@nt.gov.au

Signed by: Sri Srinivas

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