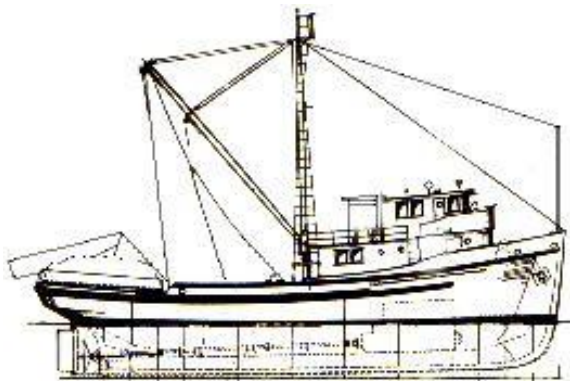


# **SAFE SHIPS Manual**

# **MFV TACOMA**

**National Standard for Commercial Vessels**  
**Part E Operations**



Under the NSCV requirements, it is an offence to operate this vessel if the SS Manual is not aboard, or if any of the crewmembers are not familiar with their obligations as detailed in the SS Manual.

**Prepared by: TACOMA PRESERVATION SOCIETY**

**Revision dates: AUGUST 2013**

**Preparation notes:**

**This SS management plan has been prepared under the following.**

**Tacoma is registered as an Historic Vessel ANMM**

**The Tacoma will be manned by volunteer crew**

**The potential recruitment age of the crew is 60 years and over**

**Tacoma will conduct, on average, 10 days per year as B3 & B2, and  
10 days as E1**

**This document is to be used in conjunction with the Tacoma crew training  
Task Book**

## Introduction

This manual outlines the safety obligations of the crew, and the procedures for operating the MFV TACOMA and its associated craft.

## Owner details

Name: TACOMA PRESERVATION SOCIETY  
Address: PO Box 342  
City/Town COFFIN BAY  
State/Postcode 5606  
Phone/Fax: 0428821125  
**Emergency contact number:** 0886821124  
Email: [ross.haldane@bigpond.com](mailto:ross.haldane@bigpond.com)

## Vessel details: TACOMA

Make HALDANE BROTHERS  
Measured Length 25.6 m  
Beam 6.58 m  
Draft 3.m  
Propulsion machinery Number: kw 366  
Type: Grenna  
Hull Material timber  
Superstructure timber

## Vessel operations

### Survey Class & Operational Limits

Class: EI B2 B3  
Limits: Operational limits are Smooth Waters E1 B2 B3 200 Miles

## Vessel Use & Functions

TUNA FISHING Passenger carrying, Boston Bay

## Crew Qualifications

Minimum Crew: 4  
Adequate Crew: 4

Note: GPs are to hold Elements of shipboard Safety and Workplace Level II First Aid certificates

## Crew & Passenger Numbers

Crew: 4  
Passengers: 49 E1  
Passangers: 12 B2 B3 200 nm

## Organisational chart

The master has the overriding authority whilst the vessel is at sea. He / she has the responsibility to make decisions with respect to safety and pollution prevention and to request the designated person's assistance as may be necessary.

The overriding authority of the master does not negate the right or responsibility of other crew members to query an action or decision made by the master if in their opinion the safety of the vessel, passengers or the environment is at risk.

## Job descriptions and crew records

The master will explain the responsibilities to crew and ensure that each crew member has undergone an initial safety induction. Each crew member will read their job description, fill-in the information requested and declare that they accept the responsibilities of the position by signing the job description.

The master maintains details for contacting the next of kin for all crew members.

Details of the capacity in which each crew member has been, and copies of relevant certificates and qualifications are maintained in this SS Manual.

Dates and service for each crew member are detailed in the vessels records.

- Organising maintenance to hull and equipment
- Planning practice emergency drills and making sure that crew members have taken part in practice emergency drills (see task book)
- **If acting as the master for the vessel**, ensure that the duties described in the master's job description are additionally performed.

## Master – Job description

Master's name:

### Responsibilities

The master is responsible for:

- Overall management of the vessel
  - Advising the crew of any medical condition that might affect his/her ability to perform duties,
  - Making sure that all risks to people and the environment on the vessel are being managed,
  - Making sure that all crew members are aware of their safety responsibilities,
  - Coordinating practice emergency drills and safety training with duty crew members,
  - Leading crew members in observing the Societys policies and procedures,
  - Keeping all relevant qualifications up-to-date,
  - Maintaining records as required, Making sure that the master and crew have knowledge of fishing grounds and safe anchorages
- **If acting as the engineer for the vessel**, ensure that the duties described in the engineers job description are additionally performed.

I accept these responsibilities:

Signature: Date:

## Minimum qualifications

MASTER 5 FISHING / TRADE Certificate of Competency, SKIPPER GRADE 2  
Elements of Shipboard Safety  
Senior First Aid  
Marine Radio Operators Certificate

## **Induction practical**

Before the Society endorses a master, the society requires the master to have at least three days berthing and departures procedures from the Lincoln Cove Marina and to demonstrate knowledge of local conditions, including knowledge of tuna, mussel and King fish farms locations and associated hazards.

On tuna trips the master must have knowledge of the appropriate anchorages for safe overnight shelter and of potential shallow breaking reefs.

## **Engineer – Job description**

**Engineer's name:**

### **Responsibilities**

The engineer reports to the master and is responsible for:

- The safe operation of the vessel's propulsion and auxiliary machinery, deck machinery, vents, valves and opening appliances, and fire fighting appliances,
- Ensuring that all risks to human and environmental health as a consequence of the vessel's machinery operations are appropriately managed, including managing refuelling operations according to the requirements of this SS Manual,
- Advising the master and crew of any medical condition that might affect his/her ability to perform duties,
- Complying with the SS Manual, and being aware of relevant safety responsibilities,
- Advising the master on required changes to the SS Manual,
- Assisting the master to ensure that all survey requirements are satisfied,
- Assisting the master in reporting incidents (collision, groundings, fuel spills etc) to authorities,
- Participating in maintenance to hull and equipment as required,
- Participating in practice emergency drills and safety training as required,
- Keeping all relevant qualifications up-to-date,
- Maintaining records as required,
- Supplying the manager with copies of qualifications.

I accept these responsibilities:

Signature: Date:

## **Minimum qualifications**

ENGINE DRIVER GRADE 3

Elements of Shipboard Safety

Workplace Level 2 First Aid

## **Deckhand – Job description**

**Deckhand's name:**

### **Responsibilities**

The deckhand reports to the master and is responsible for:

- Assisting the master in the management of the vessel,
- Assisting the master in ensuring that all risks to people and the environment on the vessel are being managed,
- Advising the master of any medical condition that might affect his/her ability to perform duties,
- Being familiar with the SS Manual and with relevant safety responsibilities eg. briefing passengers on safety hazards associated with the use of fishing equipment,
- Undertaking passenger safety induction as required,
- Advising the master on required changes to the SS Manual,
- Assisting the master in reporting incidents (collision, groundings, fuel spills etc) to authorities,

- Participating in maintenance to hull and equipment as required,
- Participating in safety training and practice emergency drills,
- Observing the company's policies and procedures,
- Keeping all relevant qualifications up-to-date, and
- Supplying the manager with copies of qualifications.

I accept these responsibilities:

Signature: Date:

## **Minimum qualifications**

Elements of Shipboard Safety

### **General policy and procedures**

The Master will make sure that all and other Acts and Regulations are complied with, that there are clear procedures for everyone to follow, and that everyone understands their safety obligations. (see task book)

### **Safety induction**

The master and crew will be instructed on the location and use of the vessel's safety gear, and on their safety obligations in the SS Manual before sailing on the vessel (see Safety Induction Checklist in the Safety Induction section).

### **Reporting and fixing hazards**

The master will encourage the crewmember and passengers to spot and report hazards to be fixed, and the manager will make sure that any problems are followed-up and fixed. Upon becoming aware of a hazard, warn passengers and the crew. If the hazard is easily fixed do so immediately. If the hazard is more complex repair it as soon as possible.

The master shall record hazards in the logbook.

If not immediately repairable and of an urgent nature this information details of such should be provided at handover at the end of the voyage. The master shall make sure that the problem is fixed promptly.

### **Alcohol and drugs**

Master and crew shall not be under the influence of alcohol or illicit drugs at any time. If a crew member requires medication the master must be notified. If the medication makes the crew member unfit to perform the job safely then a replacement must be found.

### **Smoking**

No smoking where it discomforts passengers or crew, during refuelling or around fuel. In any case smoking is only permitted outside of cabin and accommodation spaces

## **Operational procedures**

### **Passenger safety briefing**

Passengers will be briefed prior to departure or at the commencement of the voyage.

The brief will include:

- an introduction of the crew,
- voyage plan and estimated time of return,
- demonstration of the location and use of lifejackets,
- point out safety features of the vessel,

- what to do in an emergency
- slip and trip hazards on the vessel,
- hook and knife hazards associated with fishing,
- location of rubbish bin – no rubbish to be thrown overboard,
- control of children (if onboard),
- toilet location and operation,
- exposure warning (sun, cold, heat and fluid replenishment)
- and any other safety warnings (eg. weather conditions, etc), including HISTORIC VESSEL HEIGHT OF BULWALKS AND SAFETY LINES
- thanking every one for coming and wishing them an enjoyable trip.

### **Berthing & mooring, working with lines**

Addressed in crew training see task book

### **Boarding and disembarking passengers**

Addressed in crew training days

### **Radio & Listening Watch Procedure**

Addressed in crew training see task book

### **Record keeping – log book entries**

Logbook entries should be in ink, dated, accurate, legible and made as soon after the occurrence as possible. Entries should be signed by the person making the entry. The following information should be entered:

- Names and position of crew
- Number of passengers onboard
- Activities of the vessel
- Position of the vessel
- Navigational track
- Illness or injury to persons onboard
- Initial safety brief
- Emergency preparedness training and any other safety training
- Any incident or accident involving the vessel or its equipment
- Any assistance rendered to another vessel
- Details of any unusual occurrence or incident
- Details of any emergency communications
- Fuel and liquid levels in tanks
- Operating hours of machinery
- Maintenance and services carried out and usage of replacement parts

### **Voyage report**

The voyage report

- Names and positions of crew
- Number of passengers
- Time of departure
- Voyage plan
- Destination and expected time of arrival

- For an overnight voyage, details of reporting arrangements

### **Incident reporting**

Any incident or accident shall be recorded in the logbook and an incident report form completed. If necessary the incident shall also be reported to Marine and Safety

### **Start-up checks**

- Review weather forecast
- Review specific sea or tidal conditions
- Vessel secured and passenger access clear
- Decks clean and clear
- Safety gear in place and operable
- Switchboard live
- Navigation lights, deck lights, cabin lights operable
- M/E cooling and fuel online
- Fire pump online
  - • Check fuel and oil levels
- Check cooling water levels
- Check bilge and sullage levels
- Start engine and allow to warm-up
- Navigational gear, steering equipment and engine controls checked and operable
- VHF call to Radio station/shore contact with sailing plan and passenger numbers
- Hatch secured in closed position
  - Stability and trim check

### **Shut-down checks**

- Logbook filled-in
- Isolate switchboard
- Isolate cooling system and fuel valves
- Check bilges
- Stow deck gear / remove gear for cleaning
- Ensure vessel securely moored
- VHF call to Coastal Patrol/shore contact on completion
- Secure and lock hatches

### **Refuelling**

- Vessel moored securely
- Isolate electrical systems
- No smoking during refuelling
- Regular readings of fuel level taken
- Fill to 95% only

### **Vessel Handling and Operating Parameters**

• The safety and comfort of passengers must always be foremost in the Master's mind and the vessel must be operated accordingly.

### **Operating in restricted visibility**

- Reduce speed and navigate with extreme caution, if necessary stop vessel or anchor

### **Operating in deteriorating weather conditions**

- Secure the vessel to prevent water ingress and the movement of articles
- Warn passengers of deteriorating weather conditions
- If the voyage plan is modified advise Coastal Patrol and the shore contact.

### **Management of children**

- Ensure sufficient life jackets of correct size are aboard

### **Management of sea sickness**

- Reassure passenger
- Organise assistance for passenger as necessary

### **Exposure to sun and cold**

- . Crew should monitor passenger conditions for exposure.
- Passengers will be advised prior to the trip to bring sun glasses, hat, sunburn cream and warm clothing.
- Additional protective items and sun burn cream is available aboard.

### **Passenger alcohol or drug consumption**

The Master can refuse entry to anyone suspected of being under the influence of alcohol or drugs. Alcohol consumption on board is at the discretion of the master. If a passenger appears to be under the influence of alcohol and is not fit to take responsibility for their own safety the master take appropriate action.

### **Passenger fishing safety**

Passengers will have variable levels of fishing experience. All passengers participating in fishing activities need to be briefed on vessel procedures for fishing.

The briefing should include:

- Rod and reel – instructions for use
- Hazards associated with hooks, knives and gaffs
- Hazards associated with bites, spikes and thrashing fish
- Procedures for lifting of large fish
- Procedures for despatching sharks on the marlin board

### **Automatic pilot**

The use of the auto pilot does not diminish the need to maintain an effective look out at all times.

### **Shore trips**

- Shore first aid kit
- Means of communication
- Safety equipment kit for tender

### **Emergency procedures**

An emergency plan must include procedures for responding to each of the following situations:

- (a) fire;
- (b) a person overboard;
- (c) a personal injury or other medical emergency;
- (d) vessel collision;



- (e) vessel grounding;
- (f) vessel flooding;
- (g) adverse weather or water conditions;
- (h) any other circumstance identified by the risk assessment that may require an emergency response.

### **Medical emergency/injury**

- Monitor health and safety of persons onboard
- Administer first aid
- Urgency call to Coast Radio for medical advice by HF or VHF radio or telephone 000.
- Arrange evacuation by best appropriate means
- Notify next of kin
- Log incident and follow procedures for incident reporting
- Replenish first aid kit as necessary.

### **Person overboard**

- Raise alarm & appoint lookout
- Launch lifebuoy
- Mark position with GPS.
- Recover person by the most efficient manoeuvre
  - send out relevant message VHF channel 16
- Crewmember standby to execute recovery
- Recover equipment
- Note incident in logbook and follow procedures for incident reporting

### **Fire**

- Identify existence and location
- Raise the alarm
- Stop ventilation to fire if below decks
- Muster passengers away from fire and smoke and account for all persons
- Deploy fire extinguisher and or fire hose to extinguish fire if possible
- Isolate fuel, electrical
- Manoeuvre vessel to minimise spread of fire and smoke inhalation
- Assess further action – abandon vessel or evacuate passengers to nearby vessel
- Advise Coast Radio to warn other vessels in the area of potential hazard to navigation
- Note incident in logbook and follow procedures for incident reporting.

### **Collision/Flooding/Damage control**

- Raise the alarm
- Muster passengers and crew and account for all persons
- Assess damage thoroughly
- Minimise flooding with pumps, cushions, stops etc.
- Removal of water
- Assess further action - proximity of suitable location (beach, shoal etc) for running the vessel ashore, disembarking passengers, abandoning vessel, alert Coast Radio etc.
- If possible render assistance to other vessel in the event of a collision
- Note incident in logbook and forward incident report

## **Abandon ship**

- The master is responsible for the order to abandon ship
- Raise the alarm
- Muster passengers account for all persons
- MAYDAY' to alert search and rescue authorities via HF or VHF radio or telephone 000
- All persons in life jackets
- Propeller stopped
- Launch liferaft and board passengers
- Collect flares, EPIRB and mobile phone from cabin
- Take measures to counter the effects of exposure and shock and manage survival
- Facilitate rescue by all means available

## **Loss of Steering**

As per task book

## **Slipping**

The master must demonstrate knowledge of the slipping of the vessel and brief all crew regarding the safety issues related to the vessel while being slipped and during time on the slipway. (see task book)

## **Crew training**

**Vessel Name:** TACOMA

*It is important that crew are familiar with each of the following items that are specific to the operation of this vessel. Please initial alongside applicable items to indicate you have been instructed and understand its use or procedure.*

Task book training

### **1. The location and use of safety equipment and fire equipment:**

Life raft or internal buoyancy Portable fire equipment  
Life jackets & lights & whistles Fixed fire equipment & detection  
Lifebuoy and light Deck / fire pump & hose/s  
Pyrotechnics Metal buckets with lanyards  
EPIRB Vent closures / fuel shut offs  
First aid equipment

### **2. The routine operation, procedure or general knowledge of:**

Windlass / anchoring Watch keeping responsibilities  
Deck gear main winch pullies ropes dingy retrieval  
Berthing / mooring lines Fishing equipment & safety  
Helm / engine controls & pilot Communication equipment  
Electrical & emergency electrical Refuelling  
Bilge & tank pumping Garbage / oil / sewage disposal  
Hatches and closures Record keeping  
Navigational equipment

### **3. The response in the event of an emergency:**

General alarm signal Medical / injury  
Fire on board / E/R alarms Escape routes  
Person overboard Abandon vessel / remain with vessel  
Flooding / grounding / bilge alarm Steering failure

*Acknowledgement of instruction provided by the master and received by the crew for those items initialled above*

**Name of Crew Signature  
& Date**

**Name of Owner/Master  
Signature  
& Date**

**Name of Emergency Contact for crew  
Phone**

## **CREW INDUCTION RECORD CERTIFICATES AND OTHER DOCUMENTS**

Place copies of certificates and other documents here

### **RECORD OF EMERGENCY PREPAREDNESS TRAINING**

**Date Participant Type of training Signature**

### **Incident reporting**

The master is responsible for completing incident reports and notifying the appropriate authority/s.

### **When and what do I report? – notes for the master**

The following notes are included as guidelines for the master in deciding when reports should be made, and the authority to which reports should be forwarded:

#### **Incident reporting –**

The Marine report an incident as an event that has resulted in any of the following:

- (i) the death of, or injury to, any person on board a vessel, or caused by a vessel;
- (ii) the loss of a person from a vessel;
- (iii) the loss or presumed loss of a vessel;
- (iv) the collision of a vessel with another vessel or with any object;
- (v) the grounding, sinking, flooding or capsizing of a vessel;
- (vi) a vessel being disabled requiring assistance;
- (vii) a vessel where a fire occurs onboard;
- (viii) damage caused to a vessel or by a vessel;
- (ix) loss of stability affecting the safety of a vessel; or
- (x) structural failure of a vessel;

as a result of which

- (i) serious damage to a vessel or structure might reasonably have occurred; or
- (ii) serious damage to the environment might reasonably have occurred; or
- (iii) it is reasonably suspected that the safety of a person was imperilled by the operations of a vessel. if an owner or master fails to notify the authority in the event of an incident to a vessel or persons on the vessel, or in the event of a vessel being lost.

#### **accident notification – Standards**

THE Society is responsible for reporting incidents in the event of an accident, illness or injury, or in the event of an incident that may have resulted in a death, serious bodily injury or illness.

In the event of an accident occurring must be provided with details including the name of the person injured, nature of the injuries, location of the accident scene, time of the accident, and whether the patient has been conveyed to hospital and is likely to be admitted.

In addition to these initial reporting requirements, the society should keep an accident record which contains the following information:

- (a) the name of the volunteer;
- (b) the business address of the society;
- (c) the name, age and sex of the injured person;
- (d) the residential address of the injured person;
- (e) the occupation or duties of the injured person;
- (f) the location of the workplace where the injury occurred;
- (g) the date and time of the occurrence of the injury;
- (h) the work the injured person was doing at the time of the occurrence of the injury;
- (i) a brief description of the circumstances surrounding the occurrence of injury;
- (j) the nature, extent and bodily location of the injury;
- (k) the estimated period of incapacity;
- (l) the names and addresses of any eye witnesses to the injury; and
- (m) if death has occurred, the cause, date, time and place of death.

## **Pollution Report notification – DPIWE guidelines**

Reports made in writing.

Pollution reports should include the date and time of the incident and the report, the location of the incident, the nature of the incident, the point of discharge from the source, the location and identity of other vessels in the area (if source unknown) the cause of discharge, the extent of the spill, the movement of the spill, and the wind and sea conditions.

## **Company reports**

Incidents of a lesser nature than those detailed above should still be documented so that future recurrence can be minimised and to assist if an involved part takes action at a later date. If in doubt, write it down on the **Company Incident Report** form.

## **Reviewing incidents**

As the company is responsible in law for monitoring and rectifying the cause of hazards, any incident will be reviewed by a meeting of all relevant staff with a view to:

- ☒ assessing the cause,
- ☒ finding a solution.

Any such meetings shall focus on identifying a fault in the work process, not in identifying a fault in an individual.

## **Incident Report Form**

### **OPERATIONAL CHECKLIST**

#### **Instructions for using the Operational Checklist:**

Owner to confirm that the operation of the vessel complies with each item in the following table by signing in the appropriate right hand column at the end of month 3, 6, 9 and 12 after the annual survey.

This checklist is a guide and can be modified as required to reflect an owner's requirements.

The Operational Checklist and supporting documentation shall be provided to the Authority or auditor upon request.