

Specified limits plan template

Last updated: April 2014, version 1.0.

A specified limits plan describes the operation and identifies the area of operation close to the shoreline or close to a structure that is close to the shoreline. The plan also outlines safety requirements and responsibilities of the people involved in the operation.

This template will help you to develop a specified limits plan in a form that is acceptable to the Director of Maritime New Zealand (MNZ).

You will need to sign and date your plan before submitting it to MNZ along with your *specified limits permit application form*.

For help with this plan, refer to the *Developing a specified limits plan* guidelines on the MNZ website:

maritimenz.govt.nz/moss

In this template

1. Contact people details	3
2. Operational details	5
3. Responsibilities	7
4. Operating safely	11
5. Signature	16
6. Where to send your application	17

Plan introduction (continued)

You must complete this plan correctly for your application to be processed.

To complete your plan you will need to:

- sign and date your plan before submitting it to MNZ
- submit copies of your emergency procedures
- submit a copy of the relevant section of your hazard register
- submit a copy of the relevant section of your accident register
- submit a copy of the chart with the specified limit drawn on it (if applicable)
- submit photos of the vessels in your operation (if applicable)
- complete a *specified limits permit application form* and submit with this plan.

Note: Print and complete any extra pages that are required. Remember to include these extra pages when you send your plan to MNZ.

Specified limits plan for:

Full name of permit holder
(person or legal entity applying for the
specified limits permit)

Eg Tim Jones, Royal Port Nicholson Yacht Club, Crag's Construction Company

1. Contact people details

Give the details of the contact people within your operation for this application.

Main contact person

Surname	<input type="text"/>		
Given name(s)	<input type="text"/>		
Phone Day time	<input type="text"/> Eg +64 1 234-5678	Phone After hours	<input type="text"/> Eg +64 1 234-5678
Mobile phone	<input type="text"/> Eg +64 21 123-4567	Fax	<input type="text"/> Eg +64 21 123-4567
Email address	<input type="text"/>		
Postal address	<input type="text"/>		
	<input type="text"/>		
City	<input type="text"/>		
Postcode	<input type="text"/>		
Is this person responsible for the safety requirements of this operation?	<input type="checkbox"/> yes	<input type="checkbox"/> no	

1. Contact people details (continued)

Person responsible for managing the operation (if different from above)

Surname	<input type="text"/>		
Given name(s)	<input type="text"/>		
Phone Day time	<input type="text"/> Eg +64 1 234-5678	Phone After hours	<input type="text"/> Eg +64 1 234-5678
Mobile phone	<input type="text"/> Eg +64 21 123-4567	Fax	<input type="text"/> Eg +64 21 123-4567
Email address	<input type="text"/>		
Postal address	<input type="text"/>		
	<input type="text"/>		
City	<input type="text"/>		
Postcode	<input type="text"/>		
Is this person responsible for the safety requirements of this operation?	<input type="checkbox"/> yes	<input type="checkbox"/> no	

Person responsible for safety requirements

If neither person listed above are directly responsible for the safety requirements of this operation, provide their name below (this may be the health and safety manager in your organisation).

Surname	<input type="text"/>
Given name(s)	<input type="text"/>

2. Operational details

Term of specified limit for your operation

The specified limit is ongoing

The specified limit is short term

If you have ticked this box, fill out the details below

Start date	<input type="text"/>	End date	<input type="text"/>
	DD / MM / YYYY		DD / MM / YYYY

2.1 Purpose of your operation

Describe the purpose of the operation and work to be undertaken. Include details about night time operation if applicable.

2. Operational details (continued)

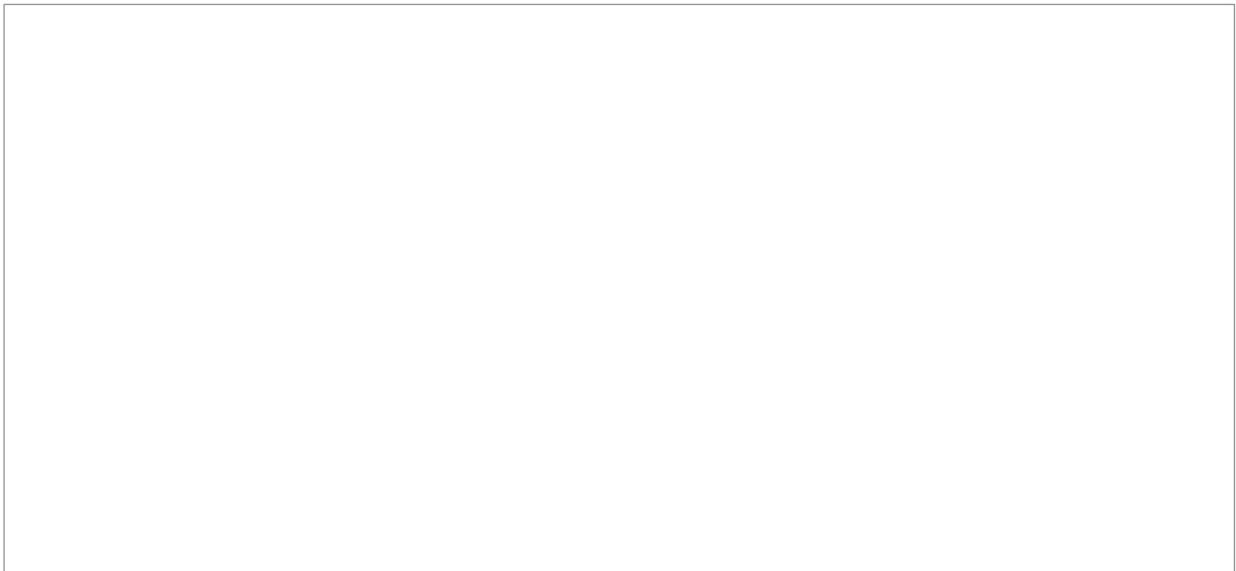
2.2 Proposed specified limit

Give a detailed description of the proposed specified limit including the locality, boundaries and area of the specified limit, and location with reference to the shore, including distance from the shore or a structure close to the shore. You may attach a chart with the limit drawn on it.



2.3 Vessel(s) details

Provide the details below for the vessel(s) in your operation that this plan is for. As a minimum, include the vessel name, the type of vessel it is (eg work boat, RIB), its overall length, the type of engine used and its power (eg HP or kW), and the number of people the vessel will carry during the operation. You may attach photos of the vessel(s) to support the description.



3. Responsibilities

3.1 Person responsible for managing the operation

As the person responsible for managing the operation you have a number of responsibilities.

How do you ensure the vessel and its systems are fit for purpose at all times?

How do you ensure that the procedures detailed in the vessel's specified limits plan are followed?

How do you ensure that the vessel is crewed correctly?

3. Responsibilities (continued)

How do you identify suitably trained and qualified people to use the vessel?

How do you ensure that the vessel is not used for any other purpose or outside the approved specified limit?

Describe the checks of the vessel and its equipment the vessel operator makes each time the vessel is used.

Describe the safety checks the vessel operator makes before operating the vessel (eg weather, conditions, crew, vessel and equipment).

3. Responsibilities (continued)

Describe how you maintain your equipment.

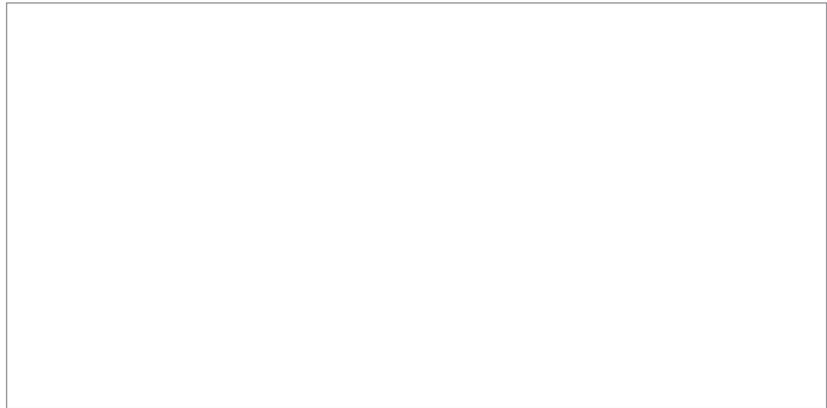
Describe how the vessel operator records any maintenance issues and how these are actioned.

How do you ensure that the vessel operator knows the approved specified limit in which he or she can operate the vessel?

How do you ensure that the vessel remains compliant with all aspects of the Maritime Transport Act 1994 and all applicable maritime rules and marine protection rules?

3. Responsibilities (continued)

How do you ensure that the vessel operator knows and understands the requirements of the Maritime Transport Act, Maritime Rules, Navigation Safety Bylaws, and Maritime Pollution Regulations that apply to the operation of the vessel?



4. Operating safely

4.1 Emergencies

You will need to ensure skippers, crew and shore-based personnel know what to do in case of emergencies.

Describe how you will communicate with the shore-based contact person if a vessel gets into difficulty.

Describe what action will be taken by the shore-based contact person if notified that a vessel is in difficulty.

Describe what action will be taken by the shore-based contact person if they have concerns regarding a vessel's safety.

4. Operating safety (continued)

4.2 Emergency procedures

Attach copies of the following emergency procedures to your specified limits plan.

- Man overboard; recovery of persons from the water
- Communications procedure, use of radio, use of flares
- Assisting other vessels in distress
- Fire fighting
- First aid
- Capsize
- Abandon ship

4.3 Hazard management and accident reporting

Hazard management is an intrinsic part of your safety plan. Hazards on board vessels must be identified and a hazard register kept. Under the Maritime Transport Act you have an obligation to notify Maritime New Zealand of all accidents and incidents (s31).

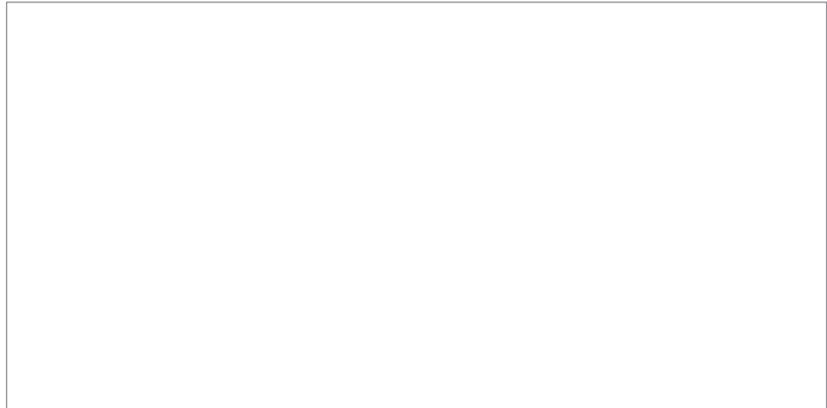
Describe how you identify hazards in the operation and what you do to control them.

Attach a copy the relevant pages of your hazard register to your specified limits plan.

4. Operating safety (continued)

Describe how you record and report any accidents or incidents that occur.

Attach a copy of the relevant section of your accident register.



4.4 Vessel safety equipment

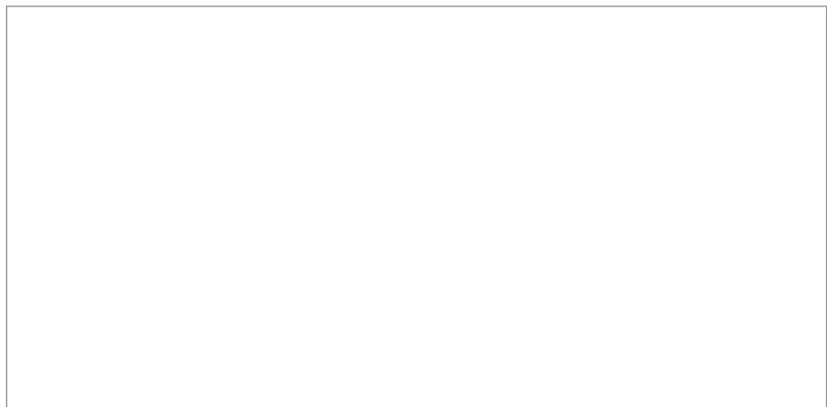
You will need to carry safety equipment on your vessel to deal with emergencies.

Describe the equipment you carry for each of the following:

Removal of water from the vessel

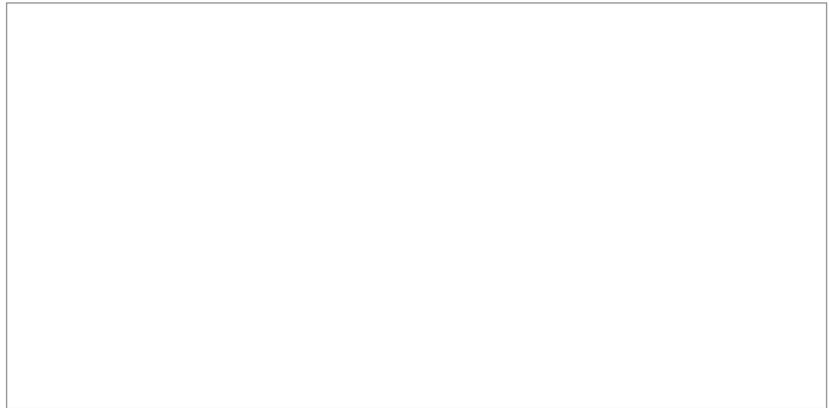


Fire fighting

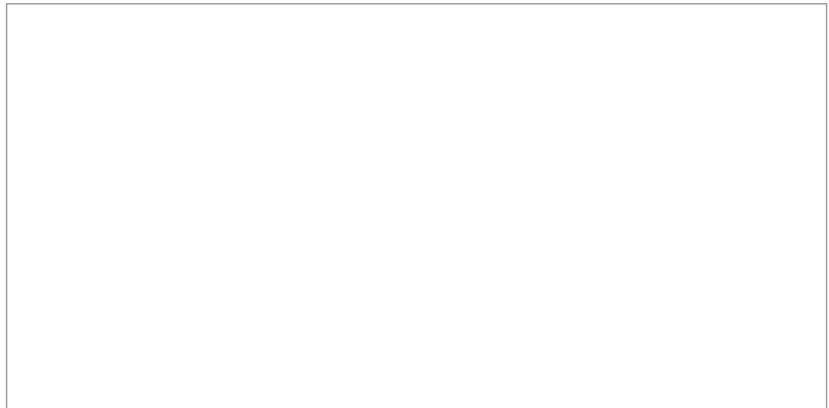


4. Operating safety (continued)

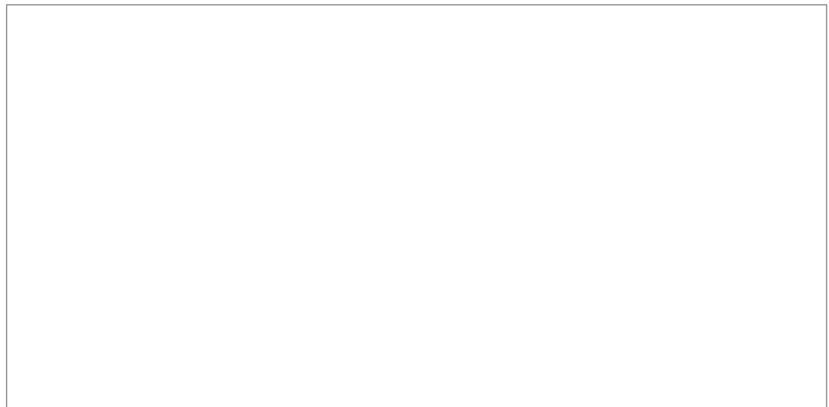
Life saving



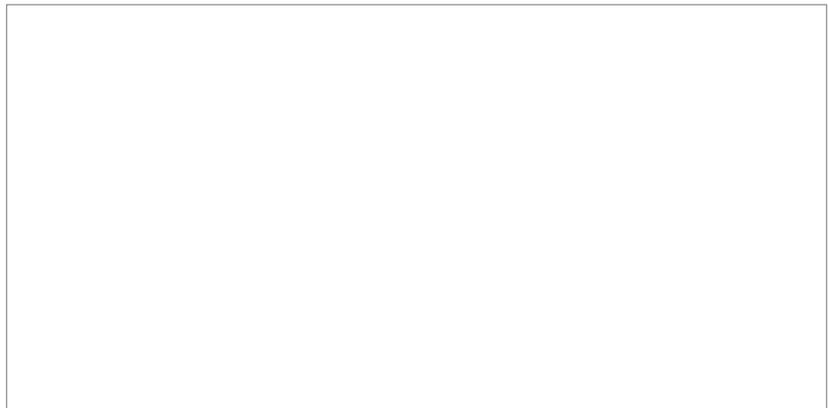
First aid



Communications



Navigation (eg compass, charts and tide-tables)



4. Operating safety (continued)

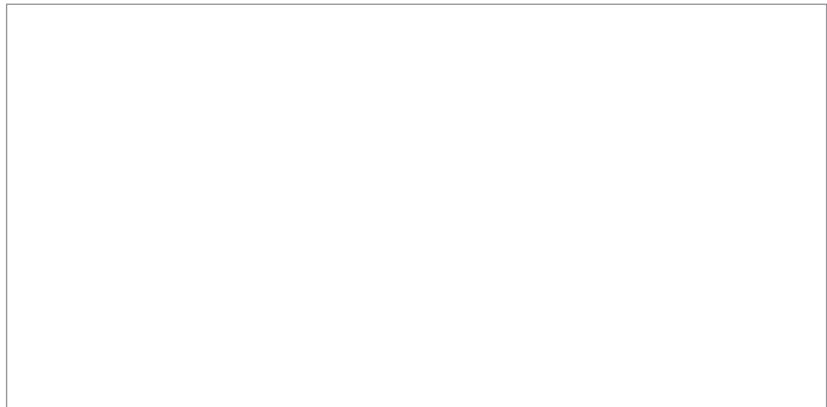
4.5 Maintenance

You will need to maintain your vessel.

How will you maintain your vessel(s) and record any maintenance carried out?



How will you ensure regular checks of safety equipment are carried out?



5. Signature

Name of person responsible for
managing the operation

Signature of person
responsible for managing the
operation

Date plan submitted to MNZ

DD / MM / YYYY

6. Where to send your plan

Send your completed plan, permit application form and the other documents required, such as your procedures, registers, charts and photos to MNZ by email, courier or post.

Sending your plan and application form by email is preferred. Remember to sign both before scanning and attaching to the email along with any other documents. Make sure the scanned copies of your documents are legible and of a good quality.

Email your application to:

operators@maritimenz.govt.nz

Or

Courier your application to:

Operator Certification
Maritime New Zealand
1 Grey Street
Wellington 6011
NEW ZEALAND

Or

Post your application to:

Operator Certification
Maritime New Zealand
PO Box 25620
Wellington 6146
NEW ZEALAND