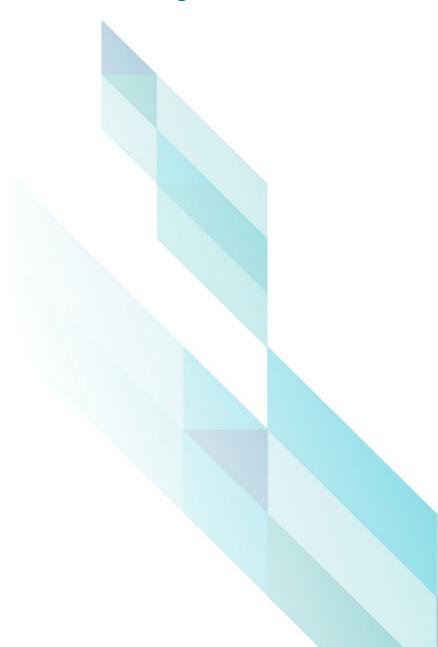


# Master and designated person Guidance: Marine Order 504 changes



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# Master and designated person

From 1 June 2025, operators are required to clarify operational responsibilities by:

- 1. Including a designated person's responsibility statement (all vessels)
- 2. Clarifying the master's responsibility and authority statement (Class 1, 2 and 3 vessels)

We introduced these requirements to help clarify and differentiate operational roles and responsibilities between:

- owner
- master
- designated person.

Learn more about the role of the designated person.

## Designated person's responsibility statement

\*Exclusions: A designated person responsibility statement will not be required if:

- the owner is also the designated person, and
- their vessel/s meet the eligibility criteria for a simplified SMS.

## How to write a designated person's responsibility statement

Include:

- who holds the function of designated person (this could be more than one person)
- their contact information
- their roles and responsibilities.

## Scenarios and examples

### Medium-sized company that operates 5 Class 2C work boats

The managing director of a medium-sized company operating Class 2C work boats has, in consultation with their senior management team, developed and approved a designated person responsibility statement for their vessel operations.

In determining the responsibilities and who can carry out this function, they have considered:

- the operations undertaken by vessels and crews, including the size and complexity of the operations
- the need for out of hours contact with masters and crew (not 24/7 as this is the responsibility of the emergency contact)
- the need for people with good knowledge of vessel operations and the safety management system
- the ability of the person to ensure appropriate resources and shore-based support to the vessel.

#### The designated person function is held by the following staff member:

Sam Lee (operations manager) P: xxxx xxx xxx E: samlee@companyname.com.au

The designated person responsibility statement is held on shared folder H:\vessel operations\designated person\responsibilities

#### Designated person responsibility statement

When undertaking the function of designated person, the rostered officer is responsible for the following:

- Monitoring the safe operation of the vessels, including that the SMS is implemented and working as intended
- Ensuring pollution prevention aspects of all vessel operations are implemented and working as intended
- Providing support and resources to vessels, including giving advice and guidance on policies and procedures to masters and crew
- Alerting the managing director to issues raised by masters and crew that cannot be satisfactorily resolved
- In consultation with master and crew, review relevant sections of the SMS following any incidents or concerns raised by masters, crew or shore-based personnel
- In consultation with master and crew, ensure inductions, training, and emergency
  procedures practice are carried out
- Providing briefings to the managing director as required
- Providing handover to oncoming designated person in the approved form

### Master's responsibility and authority statement

There is no policy change to the master's responsibility and authority statement. This amendment is only to clarify the existing requirements.

\*Exclusions: A master's responsibility and authority statement will not be required if:

- the owner is also the master, and
- their vessel/s meet the eligibility criteria for a simplified SMS.

## How to clarify the master's responsibility and authority

Review your master's responsibility and authority statement and clarify that the master:

- has authority to make decisions for the safety of the vessel, the environment and persons on or near the vessel
- may request the owner's assistance to ensure the safety of the vessel, the environment and persons on or near the vessel.

## Questions and answers

# Q. Do the requirements for the master's responsibility and authority statement apply to vessel operating under simplified SMS?

A: Yes. However, if the owner is also the master there is no requirement to include a responsibility and authority statement in the SMS.

# Q: Do the requirements for the designated person responsibility statement apply to vessel operating under simplified SMS?

A: Yes. However, if the owner is also the designated person there is no requirement to include a responsibility and authority statement in the SMS

## Contact

Got a question about this requirement? Please contact us.