

Welcome to our webinar

Changes to SMS requirements

The second session in our series of 3 webinars about the upcoming changes to safety management system requirements.

The session will commence soon





Australian Government
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Changes to SMS requirements



In the spirit of reconciliation the Australian Maritime Safety Authority acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

Elements of *Navigating Tides of Progress* artwork by proud Samsep woman, Alysha Menzel.



Acknowledgement of Country

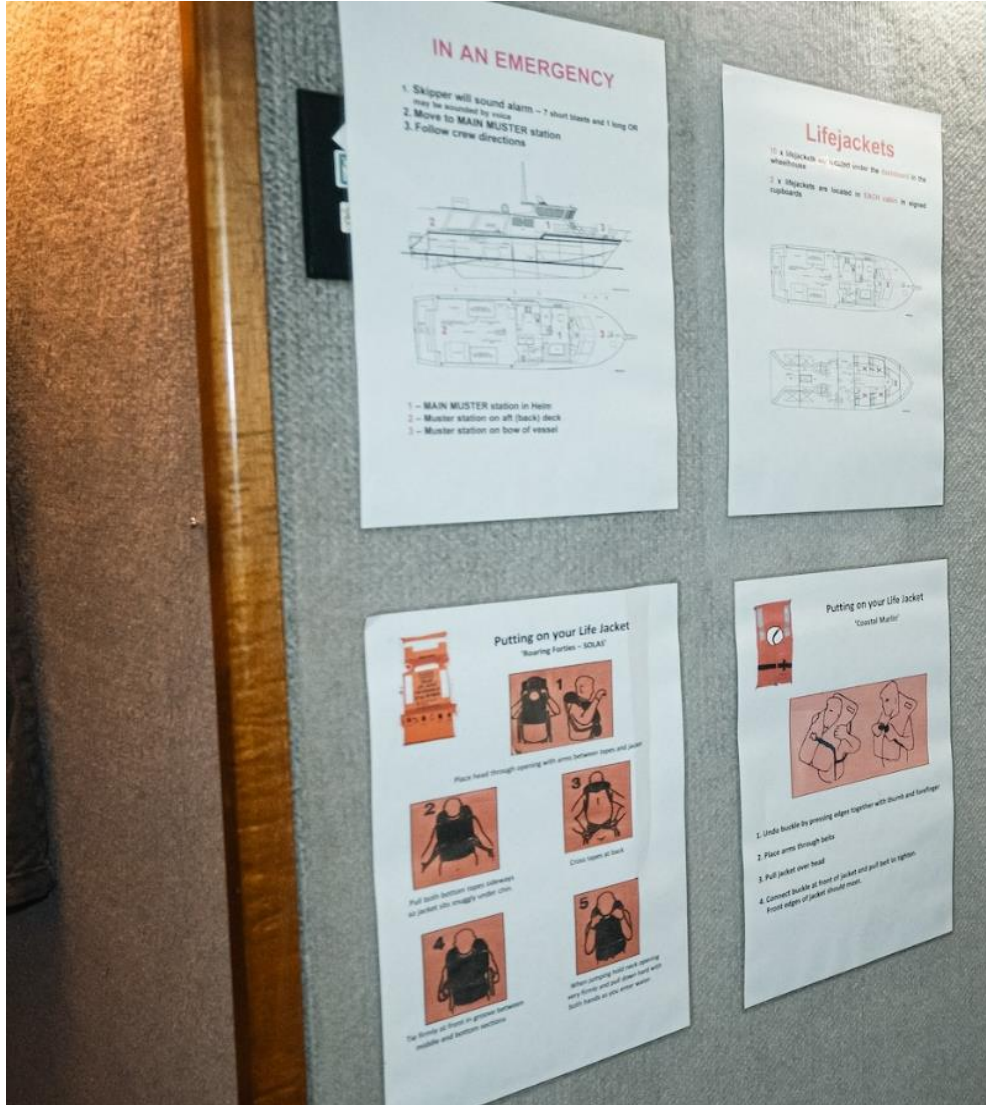
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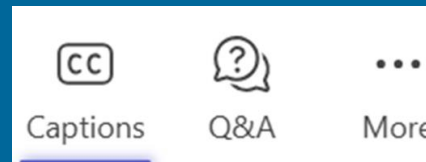
Navigating Tides of Progress.
Created for the Australian Maritime Safety Authority by Alysha Menzel,
proud descendant of the Samssep people from Erub Island, Torres Strait Islands






Housekeeping

- Today's webinar is being recorded.
- Be aware of the 30 second delay.
- Turn on live captioning - Click 'Captions' at the top of your Teams window.



- Post your questions in the Q&A chat.
- If your question isn't answered during the webinar, don't worry! We will make sure we respond to all questions after the webinar and provide a link to the recording.
- Give us a  if you see a question in the chat that you also want answered.

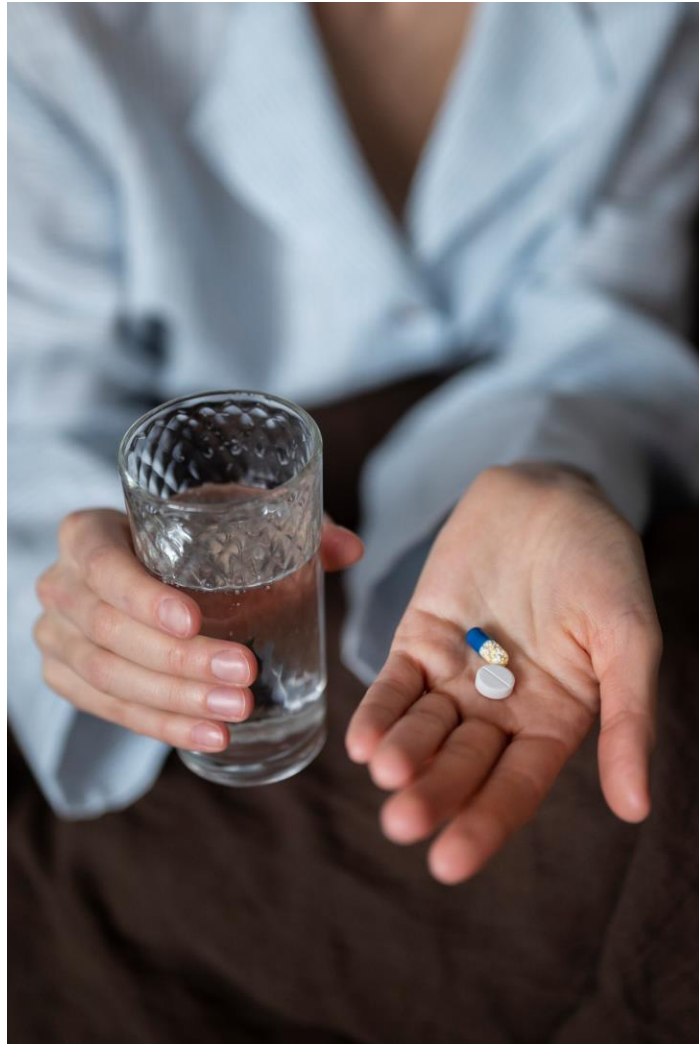


What we will cover:

1. Drug and alcohol policy
2. Master and designated person
3. Procedures for vessel operations
4. Procedures for emergencies
5. Assembly station requirements
6. Vessel stability
7. Additional resources



Drug and alcohol policy



- This amendment is non-prescriptive
- Assess specific risks to your operation
- Involve the master and crew



Drug and alcohol policy cont.

What should your plan include:

- Instruction on what is acceptable and unacceptable drug and alcohol use when working on a vessel
- Drug and alcohol disclosure
- drug and alcohol testing procedures, where applicable
- procedures for managing a situation where the master or a crew member is determined to be unfit for duty.



Example – Drug and alcohol policy

Class 1, 2 or 3 vessel

Drug and alcohol policy



Acceptable and unacceptable drug and alcohol use

We have a zero-tolerance policy for the use of alcohol, prohibited drugs and non-prescribed medication on this vessel.

Drug and alcohol disclosure

Any crew member taking prescription medication must inform the owner and provide evidence of the prescription and details of known side effects. The owner and master will then determine if there are any tasks that the crew member will be unable to perform during the planned voyage.

Drug and alcohol testing

Drug and alcohol testing will be conducted prior to crew boarding the vessel as part of pre-departure checks, or at any time when at sea. This will ensure no crew member is under the influence.

Unfit for duty

Crew members who are unfit for duty will not be able to undertake any roles or tasks until deemed fit by the master and they will not be permitted to board the vessel.

Drug and alcohol policy



We maintain a zero-tolerance approach to the use of alcohol, prohibited drugs and non-prescribed medication on this vessel.

Acceptable and unacceptable drug and alcohol use

Due to the nature of the work, and as our vessels only operate during daylight hours, alcohol, prohibited drugs and non-prescription medication are prohibited on board at all times.

All crew members must report for duty free from the effects of alcohol and drugs.

Drug and alcohol disclosure

Crew members who take prescribed medications must inform the owner and provide evidence of the prescription and details of known side effects. Based on known side effects, the owner will assess what duties they can undertake.

Unfit for duty procedure

Any crew member found to be under the influence will be denied boarding.

EXAMPLE ONLY



Example – Drug and alcohol policy

Class 4 vessel

Extract from drug and alcohol policy



We do not hire our vessels to any person deemed to be under the influence of alcohol or non-prescription medications.

Drug and alcohol disclosure

Prospective hirers and participants must complete a questionnaire detailing any alcohol or drug consumption within the past 24 hours.

Under the influence

If you (the hirer or participant) acknowledge recent alcohol or drug use, or we determine that you appear to be under the influence, we will evaluate your ability to safely operate the PWC considering factors such as:

- time since consumption
- potential side effects of any medications
- demeanour (slurred speech, unsteady on feet, flushed face etc).

If we're satisfied that you can safely operate the PWC, we'll conduct an induction to assess your competence before finalising the hire agreement. If we are not satisfied, we will decline the hire.

Extract from drug and alcohol policy



We allow the hirer and participants to consume alcohol on board the vessel, however the person driving the houseboat cannot have a blood alcohol limit above mandated state limit of 0.05 BAC.

Prescription medication is permitted subject to known-side effects being managed.

Acceptable and unacceptable drug and alcohol use

Any hirer or participant cannot operate the vessel when above the mandated state limit of 0.05 BAC.

No use of non-prescribed medication will be tolerated.

Hirers are responsible for remaining capable of responding to emergencies at all times, including while anchored at night.



Drug and alcohol policy cont.

- Trial your plan
- Address any risks
- Ask:
 - How well is the policy working?
 - Is anything missing or does anything need amending?



Drug and alcohol policy cont.



Once the initial policy has been implemented and trialled and you're sure it's fit for purpose, review it:

- following any incident where drug or alcohol use may be a contributing factor
- if the master or crew have raised any concerns
- as a minimum, during your annual SMS review.



POLL QUESTION

How many of you already
have a drug and alcohol
policy?

Yes, I have (thumbs up 👍)



Master and designated person

Designated person's responsibility statement (all vessels)

Clarifying the master's responsibility and authority statement (Class 1, 2 and 3 vessels)



Designated person



The designated person is responsible for:

- monitoring and supporting the safe operation of the vessel
- pollution prevention aspects of the vessel operation
- providing a link between those onboard and management of the organisation (larger operations)

A designated person responsibility statement is not required for a vessel that meets the eligibility criteria for a simplified SMS and the owner is the designated person



Designated person cont.

What to include in designated person responsibility statement:

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



Designated person responsibility statement



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

- monitoring 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
- ensuring inductions, training and emergency procedures practice are carried out
- alerting the managing director to issues raised by masters and crew that cannot be satisfactorily resolved
- reviewing sections of the SMS following any incidents or concerns raised by masters, crew or shore-based personnel (in consultation with masters and crew)
- providing briefings to the managing director as required
- providing handover to oncoming designated person in the approved form.

Designated person cont.

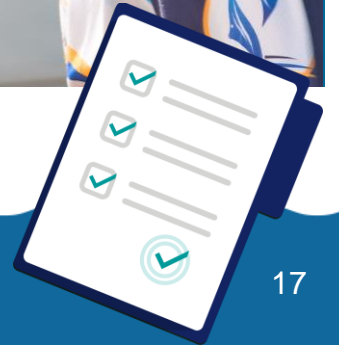
In determining the responsibilities and who can carry out this function, it is important to consider:

- 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.



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

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.



Master cont.



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.





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Q&A Session: Your Questions Answered



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Elements of *Navigating Tides of Progress* artwork by proud Samsep woman, Alysha Menzel.

Procedures for vessel operations

Procedures for vessel operations

Full SMS

- Vessel start up and shutdown
- Vessel mooring and berthing
- Vessel bunkering and refuelling
- Vessel access (embarking/disembarking)
- Preparation and use of passage plan(s)
- For a vessel with a confined space – confined space entry
- For a vessel that carries cargo – cargo operations including the carriage of dangerous goods as cargo

Eligible for simplified SMS

- Vessel access (embarking/disembarking)



Procedures – risk assessment



- Identify the procedures that are relevant to your operation
- Identify risks involved and ways to control the risks.
- Record these in your risk assessment, in your SMS.



Procedures – Record the controls

Risks	Controls	Responsible person	Changes
<p>Passage planning – danger of grounding / collision / damage or loss of vessel / environmental damage/ crew injury / loss of life</p>	<ul style="list-style-type: none"> • Charts and nautical publications necessary for intended voyage are up-to-date • Master and deck watchkeeper appropriately qualified and trained • Master and deck watchkeeper to plan and cross-check route to be taken • Planned route clearly displayed on appropriate charts and continuously available to person in charge of the watch • Any deviations/amendments to planned route to be planned and cross-checked prior to deviating from original route 		



EXAMPLE ONLY

Procedures – Identify who is responsible

- Who is best placed to be responsible for implementing the controls?
- Do they have sufficient knowledge/training to undertake the role?
- Do they have the capacity to undertake the role?



Procedures – Who is responsible?

Risks	Controls	Responsible person	Changes
<p>Passage planning – danger of grounding / collision / damage or loss of vessel / environmental damage/ crew injury / loss of life</p>	<ul style="list-style-type: none"> • Charts and nautical publications necessary for intended voyage are up-to-date • Master and deck watchkeeper appropriately qualified and trained • Master and deck watchkeeper to plan and cross-check route to be taken • Planned route clearly displayed on appropriate charts and continuously available to person in charge of the watch • Any deviations/amendments to planned route to be planned and cross-checked prior to deviating from original route 	<ul style="list-style-type: none"> • Owner – recruitment and training of appropriately qualified master and deck watchkeeper • Master – responsible for ensuring charts and nautical publications are kept up-to-date • Master – responsible for undertaking passage planning by the safest possible route in accordance with procedure • Mate and OOW's if carried – responsible for assisting master with passage planning and following procedure for following and/or changing approved passage plan 	

EXAMPLE ONLY



Example – Passage planning procedure

Passage plan procedure



Intent

This procedure outlines the requirements for development and use of passage plans when operating the vessel ABCDEI|I for all operations within the Australian EEZ

Charts and nautical publications

All charts and nautical publications used for the purposes of passage planning must contain accurate, complete and up to date information regarding those navigational limitations and hazards which are of a permanent or predictable nature.

Responsibility – The master is responsible for ensure charts and nautical publications comply with the National Standard for Commercial Vessels, including that they are the most up to date versions and contain all corrections.

Planning prior to each voyage

The intended voyage is to be planned, taking into consideration all relevant information, including appropriate crew required, qualifications of crew, expected weather conditions, location of safe havens etc. Voyage plans are to be cross-checked before any voyage commences.

Responsibility – The master is to ensure that prior to each voyage the intended route from point of departure to the intended destination is planned to take into consideration all relevant information and is cross-checked.

Responsibility – The mate is to ensure that prior to each voyage that the voyage plan and cross-checked taking into consideration all relevant information.

Passage plan procedure cont.



Verification and display of planned route

The planned route must be clearly displayed on appropriate charts and be continuously available to the person in charge of the watch, who will verify each course to be followed during the voyage.

Responsibility – The master is responsible for ensuring charts displaying the approved voyage plan are clearly displayed and continuously available to the person in charge of the watch.

Responsibility – The mate, when in charge of the watch, is responsible for verifying each course to ensure that the voyage plan is followed to ensure safe and effective navigation of the vessel.

Deviation from planned route

Where it is determined during a voyage, to change the planned route, then an amended route must be planned prior to deviating substantially from the originally planned route.

Changes to route may be made when in the master's opinion there are concerns for the safety of the vessel, the environment and persons on or near the vessel. Additionally, changes may be required due to operational needs that may occur from time to time.

Responsibility – The master is to ensure that prior to any deviation in the planned route they are to take into consideration all relevant information and the amended route is cross-checked.

Responsibility – The mate is to ensure that any deviation is cross-checked taking into consideration all relevant information.



Passage planning procedure cont.



- Trial your plan
- Address any risks
- Ask:
 - How well is the procedure working?
 - Is anything missing or does anything need amending?



Additional procedures for emergencies

Procedures for emergencies

- Loss of propulsion
- Oil or fuel spill



Emergencies – risk assessment



Identify the emergencies that are relevant to your operation

Identify risks involved and ways to control the risks.

Record these in your risk assessment, in your SMS.



Emergencies – Record the controls

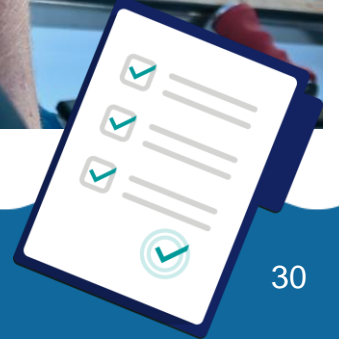
Risks	Controls	Responsible person	Changes
<p>Loss of propulsion</p>	<ul style="list-style-type: none"> • Outboard motor to be serviced in accordance with manufacturer’s instructions • Coxswain appropriately qualified and trained • Emergency procedure implemented and crew trained • Provision of oars for emergency use 		



EXAMPLE ONLY

Emergencies – Identify who is responsible

- Who is best placed to be responsible for implementing the controls?
- Do they have sufficient knowledge/training to undertake the role?
- Do they have the capacity to undertake the role?



Plan – Who is responsible?

Risks	Controls	Responsible person	Changes
Loss of propulsion	<ul style="list-style-type: none"> • Outboard motor to be serviced in accordance with manufacturer’s instructions • Coxswain appropriately qualified and trained • Emergency procedure implemented and crew trained • Provision of oars for emergency use 	<ul style="list-style-type: none"> • Owner – recruitment and training of appropriately qualified coxswain • Owner – development of maintenance schedule and organising servicing • Master – regular maintenance checks and recording results in maintenance schedule • Master – following emergency procedures and training/supervision of crew 	

EXAMPLE ONLY



Example – Loss of propulsion procedure

Emergency procedure - loss of propulsion



- Should outboard break down:
 - Assess situation to see if any faults can be identified
 - If vessel is drifting deploy the anchor
 - Crew member to maintain lookout
 - Master to repair if possible
 - If repair not possible and close to shore or jetty, use oars to move to safety
 - If not possible to move to safety, use radio or mobile phone to alert emergency contact or other vessels in area that you need assistance



Loss of propulsion procedure cont.



- Trial your plan
- Address any risks
- Ask:
 - How well is the procedure working?
 - Is anything missing or does anything need amending?





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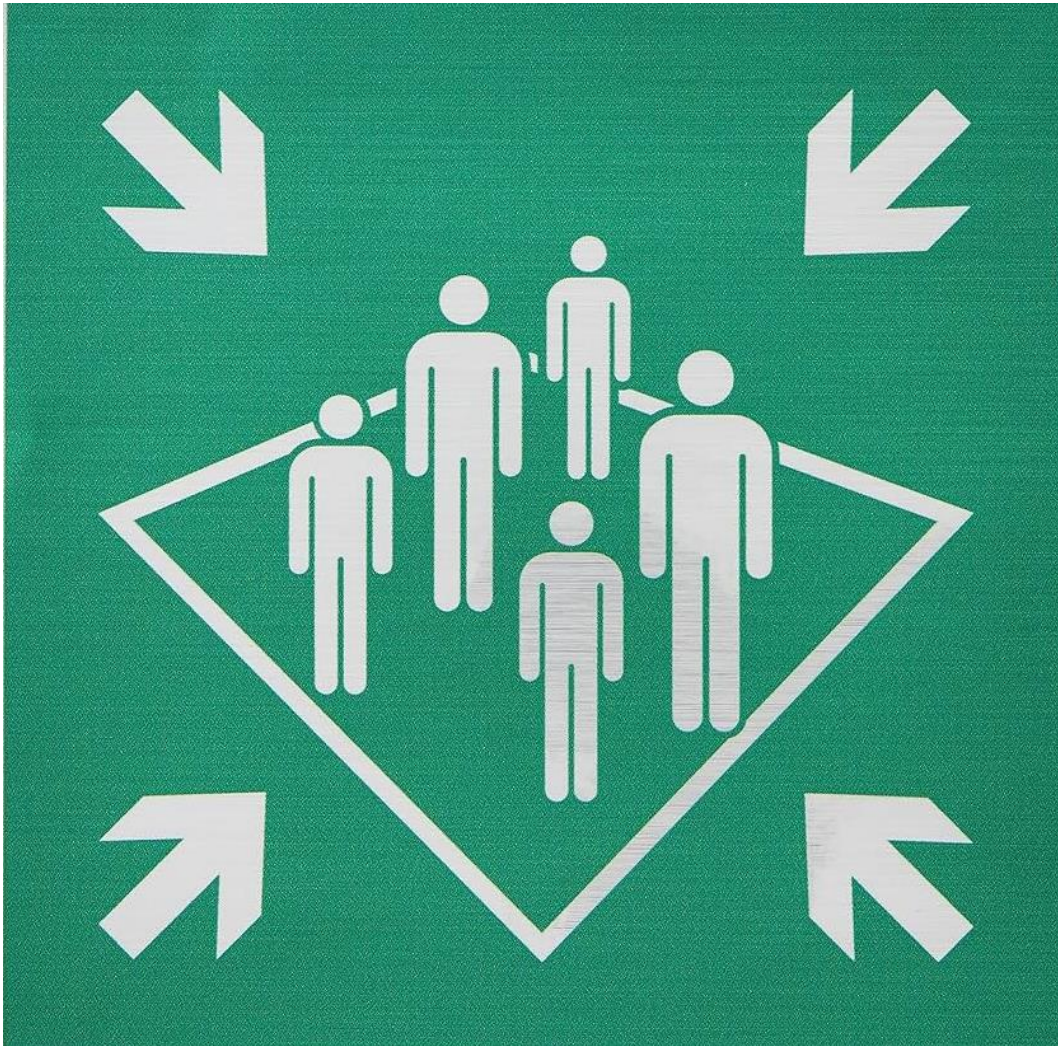
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Assembly station requirements



All Class 1, 2 and 3 vessels, except those eligible for a simplified SMS, must meet these requirements for assembly stations:

- Alternative assembly stations no longer dependent on the number of persons carried on board.
- Alternative assembly stations required if it's practical based on the vessel's layout, characteristics and risk assessment.



Assembly station requirements cont.

What should you consider?

- how an alternative assembly station can control risks
- whether an alternative assembly station is practical based on your vessel's layout, characteristics and risk assessment
- where to locate an alternative assembly station.

Update your risk assessment with any changes.



Assembly station requirements cont.



Emergency Plan

Identify:

- at least one assembly station (primary assembly station) for all persons on board
- an alternative to any primary assembly station that becomes unusable or inaccessible during an emergency (if determined as practical in your risk assessment in Step 1)
- arrangements for assigning a crew member to each emergency station
- a system, for use in an emergency, for the crew to record and confirm the presence of all persons on board
- how often emergency procedures, including assembly station drills, will be practised.



Assembly station requirements cont.

For passenger carrying vessels

Ensure that the emergency plan also includes:

- the location of each assembly station
- what passengers must do in an emergency
- how passengers are to find, put on and secure lifejackets
- placement of appropriate signage to guide passengers to the assembly station
- placement of 'what to do in an emergency' information in each assembly station, passenger cabin and other area frequented by passengers
- placement of appropriate signage and information on how to find, put on and secure lifejackets in each assembly station, passenger cabin and other area frequented by passengers.



Example – extract from emergency plan

Extract from emergency plan



Emergency procedure – Abandon ship	
Action	Responsible
Sound prepare to abandon ship alarm (7 short blasts followed by one long blast of the ship's horn)	Master
Provide information about the nature of the emergency over the public address system and action being taken. Tell passengers to follow instructions given by the crew	Master
Check primary assembly station is clear and safe for passengers to gather. Inform master. If not clear instruct crew to use alternative assembly station	Crew members (names/positions)
Direct passengers to assigned assembly station	Crew members (names/positions)
Assist any passengers with mobility or medical issues to assembly station	Crew members (names/positions)

Undertake head count – inform master	Crew members (names/positions)
Instruct passengers to don lifejackets and ensure they are fitted properly	Crew members (names/positions)
Manually launch life raft(s) utilising launch instructions	Crew members (names/positions)
Master to determine and command when to abandon ship	Master
Help passengers to board life raft(s) and ensure they are seated with the entrance clear	Crew members (names/positions)
Crew members board life raft(s)	Master and crew
Once all accounted for, cut painter line(s) and move away from vessel – ensure EPIRB is activated	Crew members (names/positions)



Emergency plan cont.



- Trial your plan
- Address any risks
- Ask:
 - How well is the plan working?
 - Is anything missing or does anything need amending?



Vessel stability



Vessel owners are required to address operational risks to vessel stability by:

- Identifying the risks to vessel stability in the risk assessment (*all vessels, except those eligible for a simplified SMS*)
- Keeping a record of vessel modifications affecting stability (*Class 1, 2 and 3 vessels*)

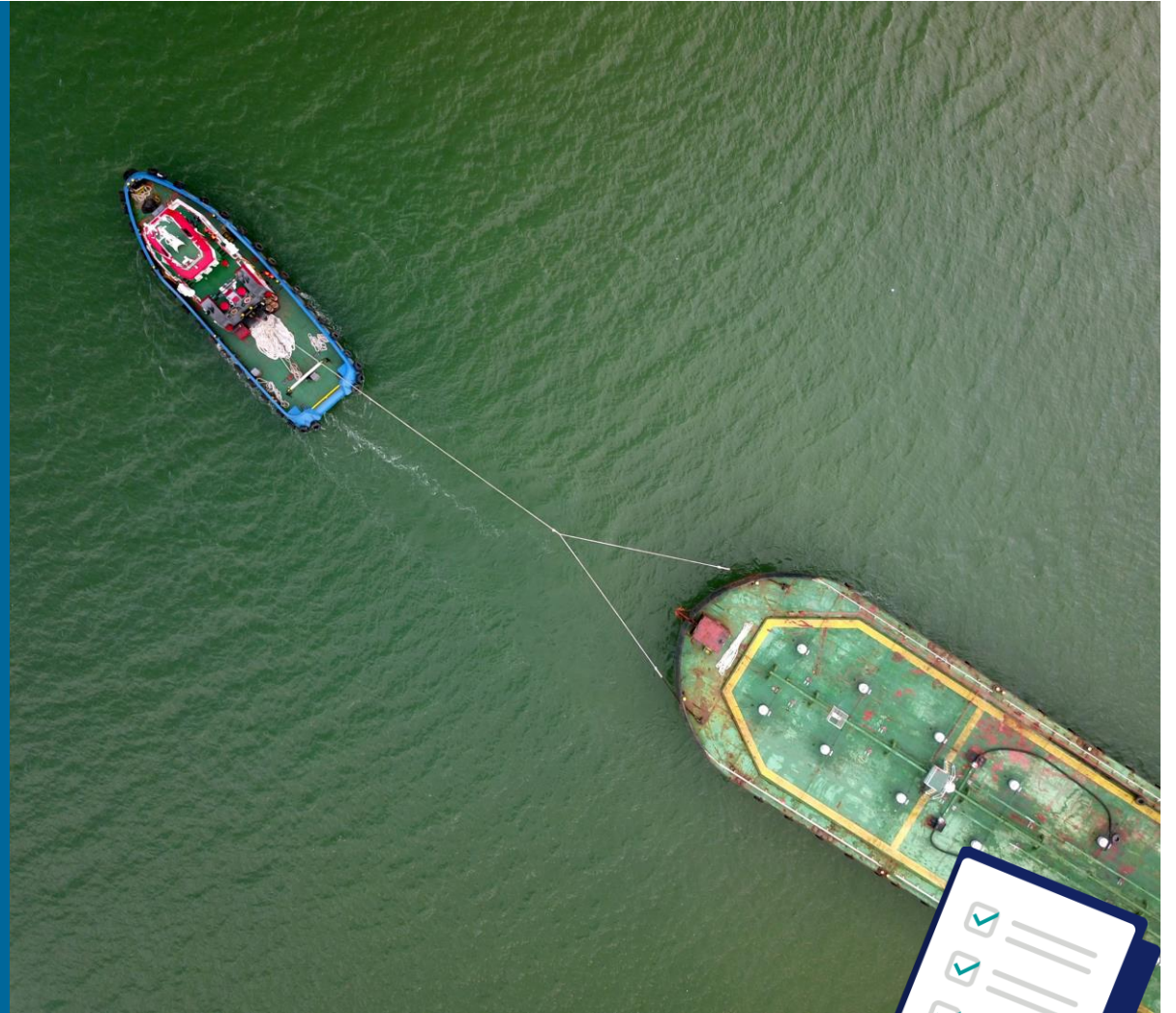


Vessel stability – risk assessment

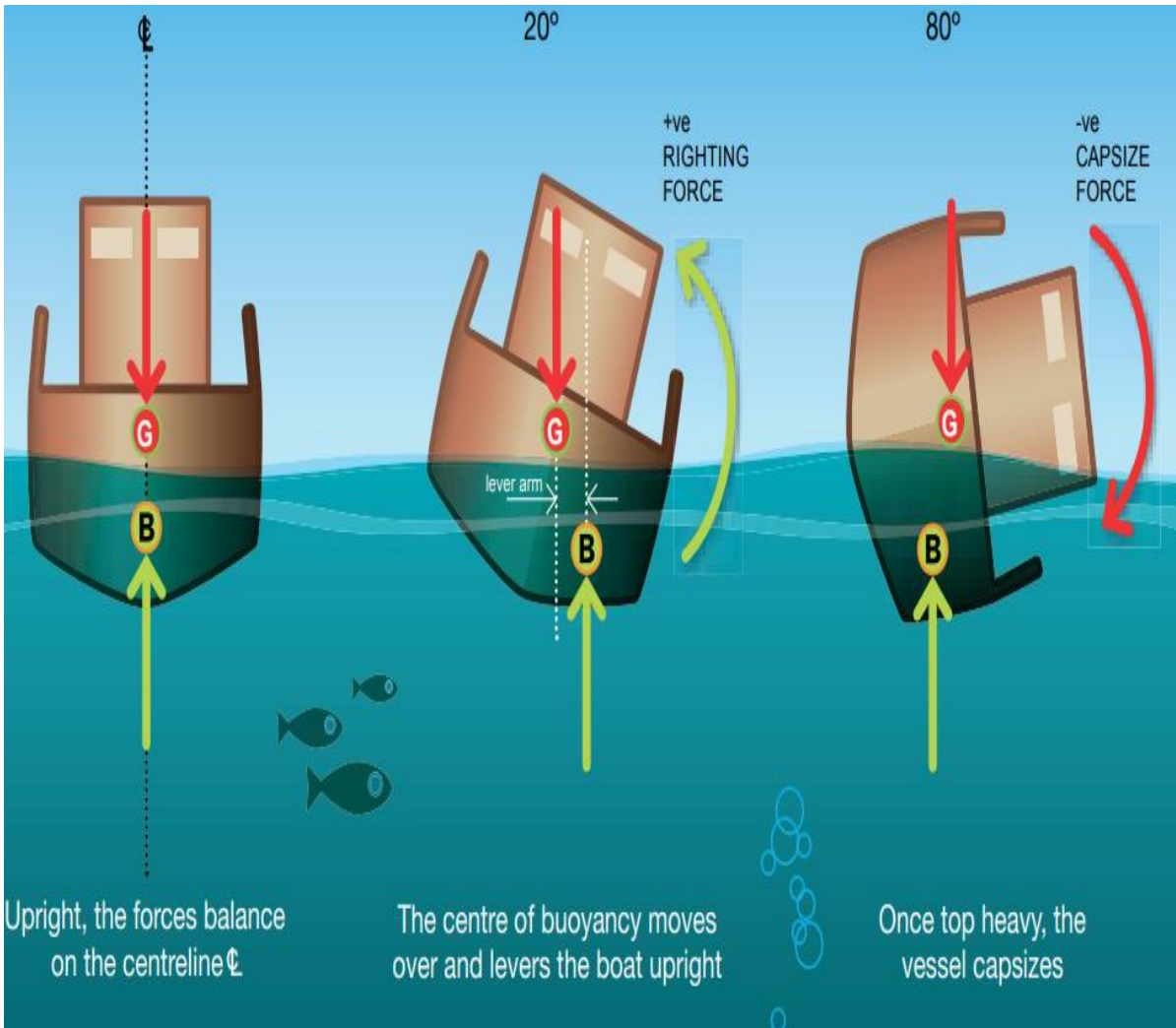
What should you consider?

Key risks to vessel stability that you may identify include:

- Modifications to a vessel or installation of new equipment and fishing gear
- overloading or weight creep
- towing
- loss of watertight integrity
- free surface effects including water on deck
- accidental flooding
- rough sea state and weather conditions



Vessel stability – risk assessment cont.



Educate your master and relevant crew about stability limitations of your vessel and how its operations compare to the load cases presented in the stability documentation.

- Learn about stability risks
- Assess the vessel against the applicable stability criteria
- Use competent persons, such as accredited marine surveyors and naval architects
- In some instances, operations may have to be modified for the vessel to remain stable and compliant with the stability book.

If you don't know, ask a competent person such as accredited marine surveyor or naval architect.



Example – extract from risk assessment

Extract from risk assessment



Hazards	Risks	Controls
Adding/removing/replacing equipment (e.g. fishing gear, brine tanks, engine)	<ul style="list-style-type: none"> Loss of/reduced stability 	<ul style="list-style-type: none"> Identify what is to be added, replaced or removed Check that replacement equipment the same size/weight as item being removed Engage Accredited Marine Surveyor to assess stability changes and update stability book Advise AMSA Master and crew training Record in logbook
Shifting fishing gear	<ul style="list-style-type: none"> Loss of/reduced stability 	<ul style="list-style-type: none"> Fishing gear to be well-secured Gear stored on deck to be stored as low as possible and secured Stabiliser boom arms to be made fast when not in operation
Loading of catch in areas not covered by stability book	<ul style="list-style-type: none"> Loss of/reduced stability 	<ul style="list-style-type: none"> Catch to be stored only in approved areas identified by stability book Signage showing approved areas for storage of catch Master and crew training
Shifting catch	<ul style="list-style-type: none"> Loss of/reduced stability 	<ul style="list-style-type: none"> Secure product in storage to prevent movement
Trawling	<ul style="list-style-type: none"> Loss of/reduced stability 	<ul style="list-style-type: none"> Assess the sea-state and swell direction Tow point of vessel to be as low as possible

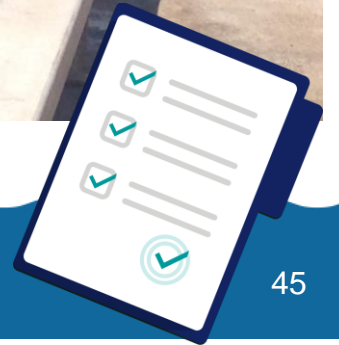
Snagging of fishing gear	<ul style="list-style-type: none"> Loss of/reduced stability 	<ul style="list-style-type: none"> Quick release and weak links added to the trawl lines Hook up emergency plan Crew trained and drilled in managing risks of fouled or snagged gear
Swamping of the deck and free-surface effects	<ul style="list-style-type: none"> Loss of/reduced stability 	<ul style="list-style-type: none"> Where possible, avoid conditions where breaking waves or following seas could cause the decks to be swamped Always keep freeing ports open while at sea and ensure they are clear of obstructions as item being removed Ensure freeing ports comply with the standards and regulations (survey) Keep all bilge water to a minimum Keep fuel and ballast tanks either full or empty, to minimise the free-surface effect on board Training for master and crew on stability risks and understanding elements that influence stability
Melted ice – free surface effects	<ul style="list-style-type: none"> Loss of/reduced stability 	<ul style="list-style-type: none"> Ensure refrigeration unit is regularly serviced Pumping or draining of the space as a matter of urgency
Consumption of fresh water and fuel vs increase in catch load	<ul style="list-style-type: none"> Loss of/reduced stability 	<ul style="list-style-type: none"> Use of stability book to check loading conditions at different stages of trip Training for master and crew on stability risks and understanding elements that influence stability



Vessel stability – modifications

Modifications to the structure or equipment of a vessel may change its stability and the way it behaves at sea.

This requirement does not affect existing obligations to advise AMSA of vessel modifications



Vessel stability – modifications cont.

Modifications that need to be recorded include:

- hull or superstructure modifications
- addition, removal or relocation of fixed and moveable ballast
- addition or modifications to trawling, towing or lift apparatus apart from like-for-like replacement of apparatus that is addressed in the stability assessment of the vessel
- addition of external plastic curtains (clears)
- addition, removal or modification of the size or location of tanks such as fuel, fresh water, wastewater, lube oil, ballast water, sludge, live bait, fish tanks/fish bins or cargo tanks
- addition, removal, relocation or replacement of machinery including propulsion engines that are not a like-for-like replacement
- addition, removal, relocation or replacement of accommodation fit-out or equipment that would alter the displacement, trim or raise the centre of gravity of the vessel from the lightship condition for which it was previously approved e.g. cabins, refrigerators, air conditioners, compressors, cool rooms, ice rooms
- variation to the operational loading of the vessel including cargo and personnel weights and their location.



Example – extract from logbook



Extract from logbook



Date	Occurrence	Signature
dd/mm/yyyy	Refitted bar area in main saloon with new servicing area, additional fridges and storage cabinets. Refit assessed and signed off by accredited marine surveyor on dd/mm/yyyy	JM Owner



Additional resources

amsa.gov.au/smschanges










The revised Marine Order 504 comes into effect on 1 June 2025. Update your SMS to make sure your vessel complies.

Simplified SMS



- Step 1: Learn about simplified SMS
Find out what's changed.
- Step 2: Check if your vessel is eligible
Class 2, 3 and 4 vessels.
- Step 3: Prepare for simplified SMS
What to do next.

Update your SMS

 <p>Fatigue management Learn how to develop a fatigue management plan.</p>	 <p>Drug and alcohol policy - Class 1, 2, 3 Learn how to develop a drug and alcohol policy.</p>	 <p>Drug and alcohol policy - Class 4 Learn how to develop a drug and alcohol policy.</p>
 <p>Operations and emergencies Learn which procedures you need to add for key vessel operations and emergencies.</p>	 <p>Master and designated person Learn how to add or clarify your master and designated person responsibility statement.</p>	 <p>Assembly station Learn about changes to assembly station requirements and how this affects your SMS.</p>
 <p>Vessel stability</p>		





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Upcoming AMSA webinar

- 9 April – simplified SMS



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Safe and clean seas, saving lives



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