

Maritime Operator Safety System (MOSS) low risk self-audit – what low risk maritime operators need to know

**Every operation is assigned a risk profile percentage.
 Operators with a history of running their operation with a lower risk profile may be able to undertake a self-audit.**

The self-audit is completed by the responsible persons in your operation and looks at how your operation is performing against your operator plan under your Maritime Transport Operator Certificate (MTOC).

When will the self-audit happen?

Audit date

When you first entered MOSS a risk profile was completed for your operation. The timing of your audit was set by the risk profile along with your risk percentage.

You will be contacted by Maritime NZ when your audit is due. We will discuss with you a self-audit instead of having a Maritime Officer visit to conduct a routine audit.

Time involved

The amount of time involved will depend on the complexity of your operation, the number of vessels involved and how well you have implemented your safety system.

How much will it cost?

There are no fees for routine audits and inspections of domestic operators that pay the Maritime Levy. However, there may be charges for follow-up visits.

Refer to the Maritime NZ website for information about fees.

www.maritimenz.govt.nz/fees

Maritime NZ can visit at any time to check your operation remains in compliance with the Maritime Transport Act 1994 and the Health and Safety at Work Act 2015.

What does the self-audit involve?

Overview

The self-audit looks at your whole operation. It checks that you are operating safely and following your operator plan.

Key items covered

You will check the following items as part of the self-audit.

- The responsible persons are identified.
- The operation details are correct.
- Information management:
 - the plan is regularly reviewed
 - trip and accident reporting procedures
 - people are trained and those who have to be qualified are.
- Harm Prevention:
 - safe operating procedures
 - managing your risks
 - protecting the environment.
- Vessel:
 - certification is valid
 - the vessel is maintained
 - safety equipment is serviced.

What do you need to do?

- You need to study the self-audit check sheet and think about where the information required could be located in your plan.
- You need to follow the check sheet making sure you answer the questions as accurately as possible.
- You should involve the responsible people named in the operator plan in the self-audit.
- You need to complete your self-audit check sheet and return it to Maritime NZ within 14 days.
- Contact a Maritime Officer for advice and guidance if you have any questions.

Tips for your audit

- Be prepared to answer questions about your operator plan and your operation in general.
- Make sure your records are up to date and can be accessed easily.
- Involve not only your key staff but also other staff at lower levels, as this could be a great learning opportunity.
- Not having information or an answer is not a bad thing. The expectation is that you put a plan in place to fix any short comings found in the self-audit.