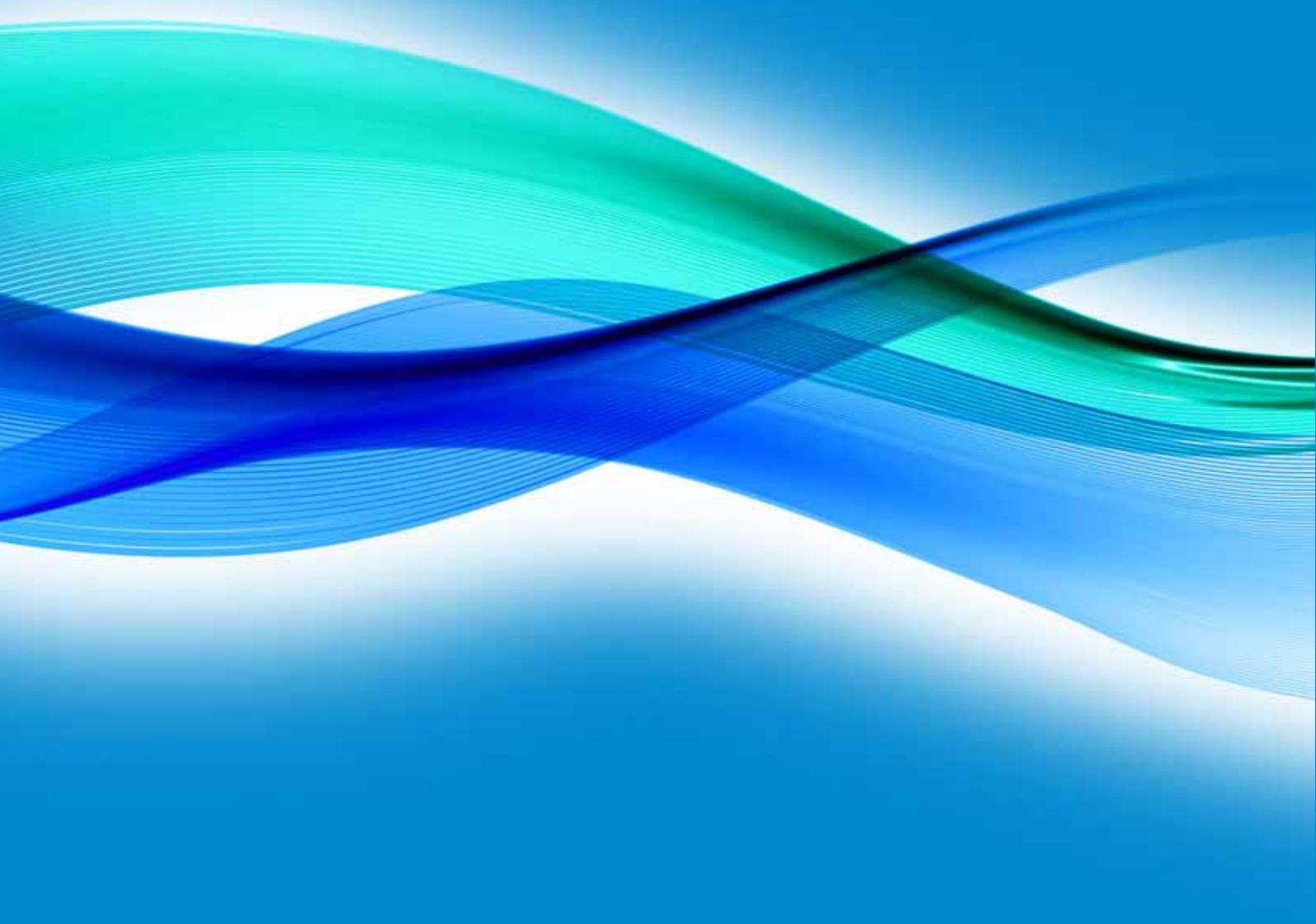


Developing a maintenance plan

Guidance for operators who need to develop a
maintenance plan



Developing a maintenance plan

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1. Overview

A maintenance plan helps to make sure your vessel (and its equipment) is safe, fit for its intended use and operating limits, is sound and serviceable and complies with the maritime and marine protection rules.

Under the Maritime Operator Safety System (MOSS), you need to develop a Maintenance Plan for each vessel in your operation. However, you do not need to get your maintenance plan approved by a surveyor.

We recommend you work with a *recognised surveyor* and use our *Maintenance Plan template* to help develop your maintenance plan. (Refer to the MNZ website for this.)

maritimenz.govt.nz

Disclaimer:

Maritime New Zealand makes every effort to ensure the information provided here accurately represents the legal requirements for maintenance plans, as set out in the Maritime Rule Part 19, Maritime transport operator – Certification and responsibilities. However, this information is not a substitute for the rules themselves, which are the law. The Director of Maritime New Zealand will issue a Maritime Transport Operator Certificate only when you have met all the requirements.

1. Overview (continued)

1.1 Maintenance plans and MOSS

A maintenance plan is a key component of your MOSS (Maritime Operator Safety System) Operator Plan.

Under MOSS, every ship needs a maintenance plan. If your vessel has an SSM (Safe Ship Management) certificate, it will already have a maintenance plan. You can use this plan as the starting-point for your maintenance plan under MOSS.

Learn more about MOSS on the MNZ website.

maritimenz.govt.nz/moss

1.2 How maintenance plans help you to manage your maintenance

A maintenance plan helps by listing all of the items to be checked and how often these checks need to be done, eg: for each voyage, monthly, quarterly or annually.

It also:

- includes the maintenance requirements for the hull, decks, superstructure, machinery, equipment and critical shipboard systems
- includes the routine maintenance requirements and the timing for these
- includes a log (record) of the maintenance that has been done, who did it, and any further action that is required
- describes the maintenance requirements for at least the next five years
- includes a list of your preferred maintenance providers and shore based contractors.

1. Overview (continued)

1.3 Maritime Rule Part 19

Maritime Rule Part 19 requires you, as a maritime transport operator, to develop and apply a maintenance plan for each ship in your maritime transport operation.

You need to include your maintenance plan (or plans) when you send your application for a Maritime Transport Operator Certificate (MTOC) to Maritime New Zealand.

Unlike a survey plan, a recognised surveyor does not need to approve your maintenance plan (or plans). However, we strongly recommend you work with a recognised surveyor to develop your maintenance plan.

Every maintenance plan must:

- describe the policies and procedures that are necessary to maintain the ship
- include how any hazards associated with the maintenance will be managed. For example, removing the engine key and displaying a warning sign while you work on the engine – to make sure the engine cannot accidentally be started while you have your hands near the working parts.
- be in a form that is acceptable to the Director of Maritime New Zealand
- be available for inspection by your recognised surveyor
- be available for inspection by the Director of Maritime New Zealand, if requested.

You must also sign and date any amendments you make to your maintenance plan (or plans).

To learn more about this rule, refer to Maritime Rule Part 19 on the MNZ website.

maritimenz.govt.nz/rules

1.4 Get help from a recognised surveyor

We recommend you work with a recognised surveyor to develop your maintenance plan. They can give you advice on what to include in your maintenance plan.

With help from a recognised surveyor, you can make sure your maintenance plan is relevant and complete.

A surveyor does not need to approve your maintenance plan; but they do need to see it, before they can issue you with a Certificate of Survey on or after 1 July 2014.

Refer to the MNZ website for a list of *recognised surveyors*.

maritimenz.govt.nz

1. Overview (continued)

1.5 Timing – when to develop your maintenance plan

You must include a maintenance plan for each vessel in your operation (along with your operator plan and other documentation), when you apply for a Maritime Transport Operator Certificate (MOSS operator certificate). Refer to *1.3 Maritime Rule Part 19* (see above), if you have more than one vessel.

Learn more about MOSS on the MNZ website.

maritimenz.govt.nz/moss

2. Developing a maintenance plan

This section describes how to develop, apply and update a maintenance plan.

Use our *Maintenance Plan template* to help develop your maintenance plan. (Refer to the MNZ website for this.)

maritimenz.govt.nz

2.1 What a maintenance plan includes

Each maintenance plan needs to include:

- the vessel name and MNZ number
- the scheduled checks and maintenance to be carried out over at least the next five years
- a place to record the outcomes of maintenance checks
- a place to record the maintenance that needs to be done or has been done
- a place to record, sign and date any amendments made to the maintenance plan.

2.2 Voyage checks

The purpose of voyage checks is to make sure your ship is safe, before you depart.

You need to do checks before, during and after each voyage. These checks will help you to find out if any critical items need attention before the due date on your maintenance plan. The checks you do will depend on your vessel and operation.

Pre-departure checks may include checking:

- the general condition of the hull of the ship above the water level
- fuel and oil levels
- trip provisions
- the charts and the weather
- that all hatches are closed and your gear is stowed securely
- the lifesaving, firefighting and radio equipment.

Post-trip check examples may include:

- making sure the log book is filled in and any new hazards are logged
- checking the vessel has been refueled
- making sure that any loose equipment has been made secure
- following-up after any voyage incidents. For example, checking if a repair is needed where the hull scraped against rocks, or making sure a fire extinguisher that leaked CO₂ is serviced.

2. Developing a maintenance plan (continued)

2.3 Doing monthly or annual checks and maintenance

Some items need to be checked or maintained reasonably frequently, so monthly checking and maintenance is best for these. For items that need to be checked less often, schedule checks on a yearly basis.

We recommend you use a table to record the equipment and items that need monthly or annual checks and maintenance. This gives you a handy overview of the maintenance workload by month and year, for the next 5 years. Refer to the *Maintenance Plan template* for examples of these tables.

Examples of scheduling on a monthly basis include:

- twice monthly
- bi-monthly (every 2 months)
- quarterly (every 3 months)
- 6-monthly.

For detailed instructions on what to check and how to do it, refer to:

- the manufacturer's instructions
- your maintenance procedures
- the procedures outlined in your training programme.

2.4 Applying your maintenance plan

You must maintain a vessel according to its maintenance plan. This means doing the checks and routine maintenance as scheduled, to ensure your ship and its equipment remains fit for the intended use and operating limits.

2.5 The maintenance log – recording further actions

The maintenance log is where you record any:

- further actions you identify (items marked with an 'X'), when you do your scheduled checks and maintenance
- extra (unscheduled) reports or maintenance that you need to do, to make sure your vessel operates safely and prevents pollution.

For easy tracking of checked items that have further actions, use the reference column on the maintenance log.

Remember to record the progress (through to completion), of any maintenance log items. Add your initials and the date in the 'action checked' column once you have completed an item.

2. Developing a maintenance plan (continued)

2.6 Record of maintenance plan amendments

You need to record any changes you make to your maintenance plan.

You will need to update your maintenance plan if your vessel:

- has a major repair or modification
- changes its 'scope of certification' temporarily or permanently
- increases its passenger carrying capacity.

You must sign and date any changes you make to your maintenance plan; however, these changes do not need to be approved by your surveyor.

Consider also, if any items in the maintenance log need to be added to your maintenance plan – scheduling them on either a monthly or a yearly basis. Your recognised surveyor can advise you on this.

For more information about scope of certification, refer to *Developing a survey plan* on the MNZ website:

maritimenz.govt.nz

2.7 Maintenance providers and shore-side contractors

This is a list of contact details for the providers you use to service the machinery and equipment on your vessel.

Remember to keep this list up-to-date and to contact your providers in advance, so that your maintenance gets done on time.