

Developing a survey plan

Guidance for operators who need to develop a
survey plan



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1. Overview – developing your survey plan

A survey plan describes the survey requirements for a vessel. It includes what needs to be surveyed or inspected and when. You must have a survey plan for every vessel in your operation – including barges that carry passengers.

A surveyor (recognised by us) must approve each survey plan and any changes made to it, but you (the operator) or a recognised surveyor can produce them.

A new survey plan for a ship is required:

- as part of the initial survey (as a new build, or as a new entrant into the Maritime Operator Safety System (MOSS))
- when a ship has had major modifications or repairs.

A survey is an independent check that the vessel and equipment:

- are sound and serviceable
- are fit for their intended use and operating limits
- meet all applicable maritime and marine protection rules.

We recommend you work with a *recognised surveyor* and use our *Survey plan template* to help develop your survey plan. (Refer to the MNZ website for these.)

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Disclaimer:

Maritime New Zealand makes every effort to ensure the information provided here accurately represents the legal requirements for survey 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 Survey plans and MOSS

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

Under MOSS, every ship needs to be surveyed:

- any time between 24 and 36 months from the date the Certificate of Survey was issued
- within the six months before the Certificate of Survey expires.

The only exception to the above is if MNZ's Director (our Director) has approved a different survey cycle.

Any vessel with a Certificate of Survey issued on or after 1 July 2014 must have a survey plan.

If your vessel has an SSM (Safe Ship Management) certificate, it will already have a maintenance plan that includes survey or inspection dates. You can use these details as the basis of your survey plan.

Note that, a maintenance plan, under MOSS, is a separate document. It describes the policies and procedures to maintain the ship's equipment and critical shipboard systems.

Learn more about MOSS on the MNZ website.

maritimenz.govt.nz/moss

1.2 Maritime Rule Part 19

Maritime Rule Part 19 gives the requirement for you to develop and apply a survey plan. The survey requirements themselves are set out in the survey performance requirements developed by our Director.

Under Part 19, you must:

- ensure all survey plans are approved by a recognised surveyor
- amend an approved survey plan if required to by a recognised surveyor
- get prior written approval from a recognised surveyor, for any other amendments to an approved survey plan
- make an approved survey plan available for inspection, if requested.

Your survey plans must also be in a form that is acceptable to our Director. Our template takes you through everything your survey plan must include. Refer to the MNZ website for our *Survey plan template*.

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Part 19 allows our Director to approve a survey plan for a ship that has alternative survey requirements. For example, a vessel may be under a Class Society Survey Plan.

Learn more about Maritime Rule Part 19 on the MNZ website.

maritimenz.govt.nz/rules

1. Overview (continued)

1.3 Our role

We have two roles in respect to survey plans.

1. We check you have included your approved survey plan (or plans) when we assess your operator plan and application for a Maritime Transport Operator Certificate (MTOC)
2. We also assess and grant Certificates of Surveyor Recognition (CoSR). A surveyor must hold a current CoSR to be eligible to perform surveys of MOSS vessels and approve a survey plan.

1.4 Surveyor's role – approving and producing survey plans

Your survey plan (or plans) and any changes you make must be approved by a recognised surveyor. They can require you to make changes to your survey plan.

Note that a surveyor's scope of recognition under MOSS is limited to the survey types and categories they are approved (by our Director) to perform. When choosing a surveyor to approve your survey plan, you need to select one with the appropriate scope of recognition for your vessels.

Recognised surveyors can also develop survey plans for you. Get a list of *recognised surveyors* on the MNZ website.

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1.5 Timing – when to develop your survey plan

The first time a ship needs a survey plan developed is when it:

- is newly built – as part of the initial survey
- first comes under MOSS – for example:
 - when it transfers from recreational to commercial use
 - at its first out of water inspection after 1 July 2014 (if it is an existing vessel in SSM)
- has had major modifications or repairs
- has a change in category or activity.

Remember: any vessel with a Certificate of Survey issued on or after 1 July 2014 must have a survey plan.

Any changes to an existing survey plan need to be approved by a recognised surveyor and included as an amendment in your survey plan – refer to 3.5: *History of survey plan amendments*.

1. Overview (continued)

1.6 Survey plan template

While we recommend you work with a recognised surveyor to develop your survey plans, we have created a template to help you develop your own survey plans.

Our template takes you through everything your survey plan must include to be in a form that is acceptable to our Director.

The template:

- captures ship and certificate information critical to determining future surveys and inspections of the ship and its equipment
- covers a period of at least five years, looking forward from the issue date of the current Certificate of Survey.

Refer to the MNZ website for our *Survey plan template*.

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2. Steps to developing your survey plan

We recommend you work through the following steps to develop your survey plan.

1 Plan the process

2 Write your plan

3 Get approval from a recognised surveyor

4 Information management procedures

2.1 Plan the process (Step 1)

The most important task for this step is engaging a recognised surveyor. You must also decide who will develop your survey plan (or plans). Will you hire a surveyor (recognised by us) to produce your survey plans, or develop them yourself?

Remember: a recognised surveyor must approve each survey plan (and any changes made to it) regardless of who develops them.

Get a list of *recognised surveyors* on the MNZ website.

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Next, make sure you (or your surveyor) have all the information needed to develop a survey plan for every vessel in your operation. Refer to 3: *Survey plan requirements* to find out what you need.

2.2 Write your plan (Step 2)

Either you or a recognised surveyor needs to write your survey plan (or plans).

We recommend you use our survey plan template, as it will help to ensure your survey plan is complete and accurate and in a form that is acceptable to the Director of Maritime New Zealand.

For a description of what you must include in your survey plan – refer to 3: *Survey plan requirements*.

2. Steps to developing your survey plan (continued)

2.3 Get approval from a recognised surveyor (Step 3)

A surveyor recognised by us, must approve your survey plan (or plans).

To indicate their approval, the *recognised surveyor* needs to add their name, signature and date to your survey plan. See the *Survey plan approval* page of our *Survey plan template*. (Refer to the MNZ website for this.)

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The surveyor who produced your survey plan can also approve (sign) it.

2.4 Information management procedures (Step 4)

Develop information management procedures to make sure your personnel know, understand and follow the survey items schedule and survey requirements in your survey plan (or plans). It is important your plan is followed.

Your survey plan is part of your operator plan.

Consider adding a policy or procedure to make sure a survey plan is developed or reviewed when:

- your vessel is surveyed
- the vessel has had major modifications or repairs, or after an accident which has caused damage to the vessel – resulting in major repair
- the operation takes on a new vessel.

3. Survey plan requirements

The following seven sections give descriptions of what you must include in your survey plan.

- Ship details
- Scope of certification
- Certificates
- Survey or inspection checklist
- History of survey plan amendments
- Survey items schedule
- Survey plan approval.

3.1 Ship details

You need to provide details about each ship in your operation. This information helps to determine what maritime and marine protection rules apply.

For example:

- the full name of your ship and operation
- your MNZ (Maritime New Zealand) number
- your port of registry
- your official registry number
- your call sign and fishing number
- the primary harbour or port which you normally operate from
- the type of hull construction, eg: wood, aluminum, steel, fibre reinforced plastic (of either glass resin, carbon fibre or aramid fibre), plastic (of either rotor moulded or welded plastic) and ferro-cement
- total engine power (kW)
- drive type (number and type) eg stern drive, jet, outboard
- number of shafts
- length overall (LOA), load line length, registered length and tonnage length
- beam and draft
- gross and net tonnage
- the capacity of lifting equipment
- whether it carries dangerous goods
- the design approval number and date of build.

3. Survey plan requirements (continued)

3.2 Scope of certification

The scope details, similar to the ship details, help to determine the maritime and marine protection rules that apply.

For example:

- the vessel categories ie passenger, non-passenger, fishing, sailing
- minimum crew numbers
- maximum numbers of persons
- maximum passenger numbers
- maximum cargo load
- the activities your vessel can engage in – refer to your Operator plan for these
- the operating limits for your vessel eg restricted coastal or coastal
- any special conditions or limitations that we or a surveyor have imposed on the vessel.

Definition of crew

Crew is any person employed or engaged in any capacity on board a ship except for a:

- master
- pilot
- person temporarily employed on the ship while it is in port.

Definition of passengers

Passengers are any person carried on a ship, other than:

- the master and members of the crew and any other person employed or engaged in any capacity on board the ship on the business of the ship
- a person on board who is either doing a duty on behalf of the master (to carry shipwrecked, distressed, or other persons), or by reason of any circumstance that neither the master nor the owner nor the charterer (if any) could have prevented or delayed
- a child under the age of one year.

Definition of maximum number of persons

The maximum number of persons is the total of all of the following:

- the maximum number of passengers
- the maximum number of crew
- any other persons carried on board who do not fit the definition of passengers or crew eg Fisheries Officers and Observers, and Maritime New Zealand Officers.

3. Survey plan requirements (continued)

3.3 Certificates and exemptions

List the certificates and exemptions required for your vessel – include the ones you hold already and those you still need to get. This helps to work out the timing of future certificate-related surveys or inspections.

For each certificate or exemption listed, you need to include the certificate number and expiry date.

3.4 Survey or inspection checklist

This checklist will help you work out what needs to be surveyed and how often. Make sure the items you select here are included in the survey items schedule (see 3.6 below).

The full range of survey or inspection types are included in the checklist, as well as how often (the frequency) each item needs to be surveyed or inspected.

3.5 History of survey plan amendments

You must record any changes made to your survey plan however, this is only after a recognised surveyor has approved your new survey plan.

Recording the changes provides surveyors with information that might be relevant to an up-coming survey. The history log may also contain information that is relevant to inspections or audits.

Remember: once approved, you can only make changes to your survey plan at the request of a recognised surveyor or if a recognised surveyor approves the changes.

3.6 Survey items schedule

This survey items schedule includes all of the items that need to be surveyed or inspected and when this needs to happen.

The schedule starts after the initial survey is completed and runs for the full life of the vessel.

The list of survey items depends on:

- the ship information
- the relevant maritime and marine protection rules
- what has been covered in previous surveys or inspections.

See our *Survey plan template* for a survey items schedule example. (Refer to the MNZ website for this.) Your recognised surveyor can help you complete your schedule.

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3. Survey plan requirements (continued)

Schedule five years at a time

You do not need to develop a survey items schedule that spans the (estimated) full life of the vessel. Instead, limit the schedule to just the next five years, adding further years along the way.

A Certificate of Survey (CoS) is issued for up to five years. Your survey plan must cover at least the period of the CoS.

The age of the vessel determines some of the key survey requirements. For example, a steel hull may require thickness testing when a vessel is 15 years old. In scenario one (see below), this thickness testing will be done in the year 2029. In scenario two (also below), it will be done in 2019.

Scenario one

A newly built vessel that had its initial survey done in the year it was built – 2014.

Calendar year	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Age of vessel	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Scenario two

A vessel built in 2004 that enters MOSS for the first time in 2014.

Calendar year	2014	2015	2016	2017	2018	2019	2020	2021	2022
Age of vessel	10	11	12	13	14	15	16	17	18

3. Survey plan requirements (continued)

3.7 Survey plan approval

This is where an appropriately recognised surveyor signs and dates the survey plan, to indicate his or her approval of the plan.

Surveyor approval for any subsequent amendments to the survey plan need to be recorded in the *History of survey plan amendments* (refer to 3.5 above).

4. Operating under a survey plan

Your survey plan will need to be reviewed and updated (as necessary) at each survey or inspection. It may also need to be updated at other times – for example, if the vessel has major modifications or repairs done on it.

Update your schedule as you go along, so your survey items are scheduled for the next five years.

4.1 Scheduled surveys and inspections

It is your responsibility, as the operator, to make sure surveys and inspections happen at the appropriate time – as required by the survey items schedule in the survey plan.

A recognised surveyor must do all surveys and inspections. As part of this process, they will review your survey plan and ask you to change or update it as necessary, before they can approve it.

Remember: a recognised surveyor must approve any changes made to your survey plan.

4.2 Major modifications and repairs

When a major modification or repair is done, the vessel's survey plan needs to be updated – but only the aspects affected by the modification or repair. However, remember to update the survey items schedule and the history of survey plan amendments table too.

Maritime Rule Part 44 includes definitions for major modifications and major repairs – refer to the MNZ website.

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4.3 Selling or retiring a vessel

The survey plan is attached to the vessel. When a commercial vessel is sold, the survey plan goes with the vessel.

4.4 Buying a vessel that has a survey plan

When you purchase a commercial vessel, that has an existing survey plan under MOSS, you must ensure the survey plan:

- is added to your operator plan
- complies with the maritime rules and maritime protection rules that apply for the category or activity for which the vessel will be used.