

Maritime Rules

Part 23: Operating Procedures and Training

MNZ Consolidation

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Part objective

Part 23 prescribes various operating and training procedures designed to cope with emergency situations or to prevent such situations occurring. The procedures include —

- muster lists, emergency alarms and drills, training manuals, on-board training and emergency instructions, recording passenger numbers, contingency planning, and entries to be made in the logbook;
- testing of steering gear;
- the closing of openings in the hull and watertight bulkheads;
- the issue of navigational warnings;
- the obligation to relay certain radio messages;
- distress signals;
- the master's discretion for safe navigation;
- speed near ice;
- ship's routeing;
- reporting systems;
- daily reporting;
- records of navigational activities;
- safe navigation and avoidance of dangerous situations;
- stability.

For vessels covered by the SOLAS convention, this Part implements the operating requirements of Chapter III and Chapter V of that convention, including all recent amendments.

For non-SOLAS vessels the new operating limits (as per Part 20 of the Maritime Rules) have resulted in amendments to operating and training requirements for ships operating in those limits.

The authority for making Part 23 is found in sections 36(b), (g) and (h) of the Maritime Transport Act 1994.

Maritime Rules are disallowable instruments under the Legislation Act 2012. Under that Act, the rules are required to be tabled in the House of Representatives. The House of Representatives may, by resolution, disallow any rules. The Regulations Review Committee is the select committee responsible for considering rules under that Act.

Please Note: The text within the document in **red** are identified amendments that will be addressed in the next domestic omnibus rule amendment 2017.

Disclaimer:

This document is the current consolidated version of Maritime/Marine Protection Rules Part 23 produced by Maritime New Zealand, and serves as a reference only. It has been compiled from the official rules that have been signed into law by the Minister of Transport. Copies of the official rule and amendments as signed by the Minister of Transport may be downloaded from the Maritime New Zealand website. www.maritimenz.govt.nz

History of Part 23

Part 23 first came into force on 1 July 1999 and now incorporates the following amendments:

| Amendment | Effective Date |
|------------------|-----------------------|
| Amendment 1 | 27 May 2004 |
| Amendment 2 | 30 July 2009 |
| Amendment 3 | 1 April 2014 |
| Amendment 4 | 1 July 2014 |
| Amendment 5 | 1 April 2015 |
| Amendment 6 | 1 June 2015 |
| Amendment 7 | 1 July 2016 |
| Amendment 8 | 1 November 2016 |

Summary of Amendments

Amendment 1

Maritime Rules Amendments Parts 20 – 90

Part objective – inserted paragraph
23.2 – substituted definition “fishing ship”
23.17 – heading substituted
23.17 – amended rule
23.53 – inserted rule
Appendix 1, Clause (1)(b) – amended paragraph
Appendix 3, Clause (5) – amended clause

Amendment 2

Maritime (Various Amendments) Rules Part 21 – 80

Appendix 3 – substituted

Amendment 3

Parts 20, 31, 32, 34 and 35: Consequential Amendments

23.2, 23.9, 23.10 footnote 9, 23.22 footnote 14, Appendix 1

Amendment 4

Parts 19 and 44: Consequential Amendments

23.2, 23.3, 23.9, 23.16, 23.22, 23.27

Amendment 5

Maritime Rules Various IMO-related Amendments 2015

IMO: 23.2

Amendment 6

Maritime Rules Various SOLAS-related Amendments 2015

23.2, 23.3, 23.9, 23.10, 23.14, 23.21, 23.22, 23.24, 23.31, 23.34, 23.35, 23.36, 23.37, 23.41, 23.49, Section 4

Part 23: Operating Procedures and Training

heading, 23.54, Section 5, 23.55,
23.56, 23.57

Amendment 7

Maritime Rules Various SOLAS related Amendments
2016

Part objective, 23.2, 23.3, 23.13A,
23.23B, 23.23A, 23.23B, 23.31, 23.48,
23.54, 23.54A, 23.43B

Amendment 8

Maritime Rules Various Amendments 2016

23.10(2)

All signed rules can be found on our website:

<http://www.maritimenz.govt.nz/rules/part-23/>

Contents

| | |
|--|----|
| Part objective | iv |
| Extent of consultation | v |
| Commencement | vi |
| General | |
| 23.1 Entry into force | 1 |
| 23.2 Definitions | 1 |
| Section 1 - Musters and drills | |
| 23.3 Definitions relating to section 1 | 4 |
| 23.4 Application of section 1 | 4 |
| Passenger ships on voyages in the unlimited, offshore, coastal and restricted coastal limits | |
| 23.5 Application of rules 23.6 to 23.16 | 5 |
| 23.6 Muster list and rescue procedures | 5 |
| 23.7 Instructions | 6 |
| 23.8 General emergency alarm signal | 6 |
| 23.9 Emergency training and drills | 6 |
| 23.10 Training and on-board instruction | 10 |
| 23.11 Passenger count | 12 |
| 23.12 Search and rescue | 12 |
| 23.13 Testing of steering gear | 12 |
| 23.13A Use of heading and/or track control systems | 13 |
| 23.13B Operation of steering gear | 14 |
| 23.14 Entries to be made in the logbook | 14 |
| 23.15 Operational limitations and exemptions | 14 |
| 23.16 Decision support for masters | 15 |
| Non-passenger ships, on voyages in the unlimited, offshore and coastal limits and those of 45 metres or more in length on voyages only within restricted coastal limits | |
| 23.17 Application of rules 23.18 to 23.24 | 15 |
| 23.18 Muster list | 15 |
| 23.19 Instructions | 16 |
| 23.20 General emergency alarm signal | 17 |
| 23.21 Emergency training and drills | 17 |
| 23.22 Training and on-board instruction | 20 |
| 23.23 Testing of steering gear | 21 |
| 23.23A Use of heading and/or track control systems | 22 |
| 23.23B Distress signals | 23 |
| 23.24 Entries to be made in the logbook | 23 |

Other ships

| | | |
|-------|--|----|
| 23.25 | Application of rules 23.26 to 23.30 | 23 |
| 23.26 | Passenger ships that are 45 metres or more in length that proceed beyond enclosed water limits but not beyond inshore limits | 23 |
| 23.27 | Passenger ships that are less than 45 metres in length that proceed beyond enclosed water limits but do not proceed beyond inshore limits and passenger ships that not beyond enclosed water limits | 24 |
| 23.28 | Non-passenger ships that do not proceed beyond restricted limits and non-passenger ships that are less than 45 metres in length that proceed beyond restricted limits but do not proceed beyond the restricted coastal limit | 25 |
| 23.29 | Fishing ships that proceed into the unlimited area, and fishing ships of 45 metres or more in length that proceed beyond the coastal limit but not beyond the offshore limit | 25 |
| 23.30 | Fishing ships with a total crew (including the master) of 2 or more, other than those to which rule 23.29 applies | 26 |

Foreign ships

| | | |
|-------|--|----|
| 23.31 | Foreign ships at a New Zealand port or offshore terminal | 26 |
|-------|--|----|

Section 2 - Openings in the hull and watertight bulkheads

| | | |
|-------|--------------------------|----|
| 23.32 | Application of section 2 | 26 |
|-------|--------------------------|----|

Passenger ships

| | | |
|-------|--|----|
| 23.33 | Openings in watertight bulkheads | 27 |
| 23.34 | Openings in the shell plating | 27 |
| 23.35 | Cargo loading doors | 27 |
| 23.36 | Watertight integrity from the ro-ro deck to spaces below | 28 |
| 23.37 | Drills, inspections and training | 28 |
| 23.38 | Entries to be made in the logbook | 29 |

Non-passenger ships

| | | |
|-------|---|----|
| 23.39 | Openings in watertight bulkheads and internal decks | 29 |
| 23.40 | External openings | 30 |
| 23.41 | Drills, inspections and training | 30 |
| 23.42 | Entries to be made in the logbook | 30 |

Section 3 - Navigational warnings, radio messages, distress signals, and master's discretion

| | | |
|-------|-----------------------------------|----|
| 23.43 | Definitions relating to section 3 | 31 |
| 23.44 | Application of section 3 | 31 |
| 23.45 | Dangers to navigation | 31 |
| 23.46 | Danger messages | 31 |
| 23.47 | Radio messages | 32 |
| 23.48 | Distress signals | 32 |
| 23.49 | Master's discretion | 33 |

Section 4 – Ship's routing, speed near ice, reporting systems, daily reporting, records of navigational activities, and safe navigation and avoidance of dangerous situations

| | | |
|-------|--------------------------|----|
| 23.50 | Application of section 4 | 33 |
|-------|--------------------------|----|

Maritime Rules

| | | |
|---|---|----|
| 23.51 | Speed near ice | 33 |
| 23.52 | Ship's routing | 33 |
| 23.53 | Ship reporting systems | 33 |
| 23.54 | Ship's daily reporting and records of navigational activities | 33 |
| 23.54A | Safe navigation, avoidance of dangerous situations, and navigation bridge of visibility | 34 |
| 23.54B | Ballast water exchange | 34 |
| Section 5 – Stability | | |
| 23.55 | Application of section 5 | 34 |
| 23.56 | Damage control plans and information | 34 |
| 23.57 | Stability and trim | 34 |
| Appendix 1 - Minimum training requirements for personnel nominated to assist passengers in emergency situations on passenger ships | | 35 |
| Appendix 2 - Information required for navigational warnings | | 38 |
| Appendix 3 - Distress signals | | 39 |

General

23.1 Entry into force

- (1) Except as provided in rule 23.1(2), Part 23 shall come into force 28 days after notification in the Gazette.
- (2) Rule 23.16 shall come into force for ships constructed before 1 July 1997 on 1 July 1999.

23.2 Definitions

In this Part —

Bulkhead deck is the uppermost deck up to which the transverse watertight bulkheads are carried:

Certificate of Survey means—

- (a) a certificate of survey issued by a surveyor under rule 44.41 of Part 44; or
- (b) any document that is deemed under Part 44 to be a current Certificate of Survey described in paragraph (a):

Commercial ship means a ship that is not –

- (a) a pleasure craft; or
- (b) solely powered manually; or
- (c) solely powered by sail:

Crew means the persons employed or engaged in any capacity on board a ship (except a master, a pilot, or a person temporarily employed on the ship while it is in port):

Date of build means the date on which the keel is laid or on which the ship is at a similar stage of construction or on which a ship undergoes modifications of a major character:

Day means a calendar day, being of 24 hours duration from one midnight to the next:

Director means the person who is for the time being the Director of Maritime New Zealand under section 439 of the Maritime Transport Act 1994:

Enclosed water limits has the same meaning as in Part 20:

Fishing ship means a fishing ship that is required to be registered under section 57 of the Fisheries Act 1983 or section 103 of the Fisheries Act 1996:

Foreign ship means any ship that is not a New Zealand ship:

IMO Resolution A.916(22) means the resolution adopted by the International Maritime Organization Assembly, titled *Guidelines for recording events related to navigation*:

IMO Resolution A.1050(27) means the resolution adopted by the International Maritime Organization Assembly, titled *Revised Recommendation for Entering Enclosed Spaces Aboard Ships*:

Inshore limits has the same meaning as in Part 20:

Internal waters of New Zealand means the internal waters of New Zealand as defined by section 4 of the Territorial Sea, Contiguous Zone and Exclusive Economic Zone Act 1977:

International Safety Management Code or **ISM Code** means the *International Management Code for the Safe Operation of Ships and for Pollution Prevention* adopted by the International Maritime Organisation by resolution A.741(18), as amended by that organisation from time to time:

International voyage means a voyage from New Zealand to a port outside New Zealand or the converse:

Logbook means the official logbook prescribed by Part 73 of the Maritime Rules or required to be maintained under rule 19.66:

Maritime Transport Operator Plan means the plan required by the rules:

Master means any person (except a pilot) having command or charge of any ship:

New Zealand Safe Ship Management Certificate means the certificate of that name issued under section 2 of Part 21 as in force prior to the revocation of that section by Part 19:

New Zealand commercial ship means a New Zealand ship that is a commercial ship:

New Zealand ship means a ship that is registered under the Ship Registration Act 1992; and includes a ship that is not registered under the Act but is required or entitled to be registered under the Act:

New Zealand waters means—

- (a) the territorial sea of New Zealand; and
- (b) the internal waters of New Zealand; and
- (c) all rivers and other inland waters of New Zealand:

Non-passenger ship means any ship that is not a passenger ship or a fishing ship or a pleasure craft:

“Offshore terminal” means any place in the sea where cargo is loaded or unloaded:

“Part” means a group of rules made under the Maritime Transport Act 1994:

“Passenger” means any person carried on a ship, other than—

- (a) 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; or
- (b) a person on board the ship either in pursuance of an obligation laid upon 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 forestalled; or
- (c) a child under the age of 1 year:

Passenger Ship means a ship that carries more than 12 passengers on a voyage beyond restricted limits, or carries any passengers on a voyage within restricted limits:

Pleasure craft means a ship that is used exclusively for the owner's pleasure or as the owner's residence, and is not offered or used for hire or reward: but does not include:

- (a) a ship that is provided for transport or sport or recreation by or on behalf of any institution, hotel, motel, place of entertainment, or other establishment or business; or
- (b) a ship that is used on any voyage for pleasure if it is normally used as a fishing ship or for the carriage of passengers or cargo for hire or reward; or
- (c) a ship that is operated or provided by any club, incorporated society, trust, or business:

Restricted coastal limits has the same meaning as in Part 20:

Restricted limits has the same meaning as in Part 20:

Rules includes maritime rules and marine protection rules:

Seaplane includes a flying boat and any other aircraft designed to manoeuvre on the water:

Ship means every description of boat or craft used in navigation, whether or not it has any means of propulsion; and includes-

- (a) a barge, lighter, or other like vessel; and
- (b) a hovercraft or other thing deriving full or partial support in the atmosphere from the reaction of air against the surface of the water over which it operates; and
- (c) a submarine or other submersible:

SOLAS means the International Convention for the Safety of Life at Sea 1974

SOLAS ship means:

- (a) all passenger ships operating in the unlimited area:
- (b) all non-passenger ships of 500 tons gross tonnage or over operating in the unlimited area:
- (c) all passenger ships and non-passenger ships of 45 metres or more in length operating outside restricted limits:

Territorial sea of New Zealand or **territorial sea** means the territorial sea of New Zealand as defined by section 3 of the Territorial Sea, Contiguous Zone, and Exclusive Economic Zone Act 1977:

Unlimited area has the same meaning as in Part 20:

Voyage means a journey by water from one port:

- (a) to another port; or
- (b) back to the same port without calling at any other port:

Warship—

- (a) means a ship belonging to the armed forces of a State and bearing the external marks distinguishing the nationality of ships of that State, being a ship -
 - (i) under the command of an officer duly commissioned by the Government of that State whose name appears in the appropriate service list or its equivalent; and
 - (ii) crewed by crew subject to regular armed forces discipline; and
- (b) includes a ship requisitioned under section 10 of the Defence Act 1990; but
- (c) does not include any ship operated by the New Zealand Defence Force that operates, for the time being, for a commercial purpose.

Section 1 - Musters and drills

23.3 Definitions relating to section 1

In this section:

Fast rescue boat means a fast rescue boat required by a maritime rule¹:

Fire appliance means a fire appliance required by a maritime rule²:

Free-fall launching means that method of launching a survival craft whereby the craft with its complement of persons and equipment on board is released and allowed to fall into the sea without any restraining apparatus:

Length means register length, as defined in the Ship Registration Act 1992:

Lifesaving appliance means a lifesaving appliance required by a maritime rule³:

Operate on the New Zealand coast means, in the case of a commercial ship, to undertake a voyage or voyages from one New Zealand port or offshore terminal to another New Zealand port or offshore terminal or back to the same New Zealand port or offshore terminal:

Rescue boat means a boat designed to rescue persons in distress and to marshal survival craft:

Ro-ro means roll on and roll off:

Ro-ro passenger ship means a passenger ship with ro-ro cargo spaces or special category spaces:

Simulated launching, in relation to free-fall lifeboats, means a drill that does not include actual launching of the boat. It must include -

- (a) the ship's crew members taking their positions in the lifeboat with their lifejackets on; and
- (b) the lifeboat being secured in place by a restraining mechanism to prevent it launching; and
- (c) the testing of the free-fall lifeboat release mechanism:

Special category spaces are those enclosed spaces above or below the bulkhead deck intended for carriage of motor vehicles with fuel in their tanks for their own propulsion, into and from which such vehicles can be driven and to which passengers have access:

Survival craft means a craft capable of sustaining the lives of persons in distress from the time of abandoning ship.

23.4 Application of section 1

- (1) Rules 23.3 to 23.31 apply to -
 - (a) New Zealand ships; and
 - (b) foreign ships that operate on the New Zealand coast and do not proceed on an international voyage.
- (2) Rule 23.31 applies only to foreign ships when in a New Zealand port or at a New Zealand offshore terminal.
- (3) Nothing in rules 23.3 to 23.31 applies to -
 - (a) any ship within any port in New Zealand, if it is there only because of stress of

¹ Any requirement for a fast rescue boat can be found in the Part 40 series of maritime rules.

² Requirements for fire appliances can be found in the Part 40 series of maritime rules.

³ Requirements for lifesaving appliances can be found in the Part 40 series of maritime rules.

weather or some other circumstance beyond the control of the owner and the master of the ship; or

- (b) pleasure craft.

Passenger ships on voyages in the unlimited, offshore, coastal and restricted coastal limits

23.5 Application of rules 23.6 to 23.16

Rules 23.6 to 23.16 apply to passenger ships that proceed beyond restricted limits.

23.6 Muster list and rescue procedures

- (1) The owner and the master of a ship to which this rule applies must ensure that there are procedures in place for locating and rescuing passengers trapped in their cabins.
- (2) The master of a ship to which this rule applies must prepare and maintain a muster list, in English, that complies with the requirements of rule 23.6(4) to 23.6(10).
- (3) The owner and the master of a ship to which this rule applies must ensure that the layout and content of the muster list is approved by the Director.
- (4) The muster list must specify -
 - (a) details of the general emergency alarm specified in rule 23.8; and
 - (b) the action to be taken by crew and passengers when the general emergency alarm signal is sounded; and
 - (c) how the order to abandon ship will be given; and
 - (d) other emergency signals that the Director considers appropriate to the type of ship, and action to be taken by the crew on hearing such signals; and
 - (e) the location of passenger muster stations.
- (5) The muster list must show the duties assigned to the different members of the crew including -
 - (a) closing the watertight doors, fire doors, valves, scuppers, side-scuttles, skylights, portholes, and other similar openings in the ship; and
 - (b) equipping the survival craft and other lifesaving appliances; and
 - (c) preparing and launching survival craft; and
 - (d) deployment of any marine evacuation system fitted; and
 - (e) the general preparations of other lifesaving appliances; and
 - (f) muster of passengers; and
 - (g) using communications equipment; and
 - (h) personnel for the fire parties assigned to deal with fires; and
 - (i) the special duties assigned in respect of the use of fire-fighting equipment and installations.
- (6) The muster list must show the duties assigned to members of the crew in relation to passengers in case of emergency, including -
 - (a) warning the passengers; and
 - (b) ensuring the passengers are suitably clad and have donned their lifejackets correctly; and
 - (c) assembling passengers at muster stations; and

- (d) keeping order in the passageways and on the stairways, and generally controlling the movements of the passengers; and
- (e) ensuring a supply of blankets (where carried) is taken to the survival craft.
- (7) The muster list must specify which officers are assigned to ensure that lifesaving appliances are maintained in good condition and are ready for immediate use.
- (8) The muster list shall specify substitutes for key people who may become disabled, taking into account that different emergencies may call for different actions.
- (9)
 - (a) The muster list must be prepared before the ship proceeds to sea; and
 - (b) if any changes take place in the crew that necessitate an alteration to the muster list, the master must revise the list or prepare a new list.
- (10) Copies of the muster list must be exhibited in conspicuous places throughout the ship, including –
 - (a) the navigating bridge; and
 - (b) if there is space, the engine room; and
 - (c) crew accommodation spaces.
- (11) Personnel listed on muster lists to assist passengers in emergency situations must receive training –
 - (a) to enable them to perform their duties properly; and
 - (b) to the minimum standard set out in Appendix 1 to this Part.

23.7 Instructions

- (1) The owner and the master of a ship to which this rule applies must ensure that clear instructions to be followed in the event of an emergency are provided in English, and such other languages that are likely to be understood by the persons on board.
- (2) The owner and the master of a ship to which this rule applies must ensure that illustrations and instructions in English, and such other languages that are likely to be understood by the persons on board, are posted in passenger cabins and conspicuously displayed at muster stations and other passenger spaces. These must inform passengers of -
 - (a) their muster station; and
 - (b) the essential actions they must take in an emergency; and
 - (c) the method of donning lifejackets.

23.8 General emergency alarm signal

The master of a ship to which this rule applies must ensure that the general emergency alarm signal for summoning passengers and crew to muster stations and initiating the actions included in the muster list consists of seven or more short blasts followed by one long blast on the ship's whistle or siren and on an electrically operated bell or klaxon or other equivalent warning system.

23.9 Emergency training and drills

- (1) The master of a ship to which this rule applies must ensure that practice musters and drills are carried out in the following manner and at the following times:
 - (a) an abandon ship drill and a fire drill must take place weekly, but each individual crew member need participate in only 1 abandon ship drill and 1 fire drill every month:

- (b) where more than 25% of the crew have not participated in abandon ship and fire drills on board that particular ship in the previous month, a drill shall take place within 24 hours of the ship leaving port⁴;
 - (c) when a ship enters service for the first time, or after a modification that could affect abandon ship or fire fighting procedures, or when a new crew is engaged, abandon ship and fire drills must be held before sailing⁵
 - (d) on a passenger ship that is both a New Zealand ship and a SOLAS ship, an enclosed space entry and rescue drill onboard the ship must be held at least once every two months for crew members with enclosed space entry or rescue responsibilities.
- (2) The master of a ship to which this rule applies must ensure that passenger musters and safety briefings are carried out in the following manner and at the following times:
- (a) when the ship is engaged on a voyage where passengers are scheduled to be on board for more than 24 hours, musters of newly-embarked passengers shall take place prior to or immediately upon departure. Each muster must include a safety briefing to passengers on the use of the lifejackets and the action to take in an emergency;
 - (b) whenever new passengers embark on the ship, a passenger safety briefing must be given immediately before or immediately after sailing.
- (3) The briefing required by rule 23.9(2)(b) must –
- (a) include –
 - (i) instructions to be followed in the event of an emergency; and
 - (ii) information on muster stations; and
 - (iii) information on action that must be taken in an emergency; and
 - (iv) instructions on the method of donning lifejackets; and
 - (b) be made by means of an announcement –
 - (i) in one or more languages that are likely to be understood by the passengers; and
 - (ii) on the ship's public address system or by equivalent means likely to be heard at least by passengers who have not yet heard it during the voyage.⁶
- (4) The master of a ship to which this rule applies must ensure the following drills are conducted, as far as practicable, as if there were an actual emergency:
- (a) abandon ship and fire drills:
 - (b) on a passenger ship that is both a New Zealand ship and a SOLAS ship, enclosed space entry and rescue drills.
- (5) The master of a ship to which this rule applies must ensure that –
- (a) each abandon ship drill includes as many of the following as are applicable -
 - (i) summoning of passengers and crew to muster stations with the alarm

⁴ Where this is impracticable for a ship, the Director may accept other arrangements by exemption under section 47 of the Maritime Transport Act.

⁵ Where this is impracticable for a ship, the Director may accept other arrangements by exemption under section 47 of the Maritime Transport Act.

⁶ The briefing may be included in the muster required by rule 23.9(2)(a). Information cards or posters or video programmes displayed on ships' video displays may be used to supplement the briefing but may not be used to replace the announcement.

- required by rule 23.8 followed by drill announcement on the public address or other communication system; and
- (ii) ensuring passengers and crew are made aware of the order to abandon ship specified in the muster list; and
 - (iii) reporting to stations and preparing for the duties described in the muster list; and
 - (iv) checking that passengers and crew are suitably dressed; and
 - (v) checking that lifejackets are correctly donned; and
 - (vi) the lowering of at least 1 lifeboat after any necessary preparation for launching. Where practicable, different lifeboats are to be lowered at successive drills; and
 - (vii) starting and operating each lifeboat engine, unless the engine has been started and operated weekly in accordance with a maintenance plan meeting the requirements of Part 21 or Part 19; and
 - (viii) operation of davits used for launching liferafts; and
 - (ix) a mock search and rescue of passengers trapped in their cabins; and
 - (x) instruction in the use of radio life-saving appliances; and
- (b) emergency lighting provided for muster and abandonment is tested at each abandon ship drill; and
- (c) where practicable, passengers are strongly encouraged to attend abandon ship drills; and
- (d)
 - (i) if a ship is fitted with marine evacuation systems, drills include exercise of the procedures required for the deployment of the system up to the point immediately preceding actual deployment of the system. This aspect of the drills must include regular instruction using the on-board training aids required with the training manuals; and
 - (ii) every member of a marine evacuation system party is further trained, where practicable, –
 - (aa) by participation in a full deployment of a similar system into water, either on board a ship or ashore, at intervals of not more than 2 years⁷; or
 - (bb) if the ship does not carry passengers on international voyages, by participation in dry deployment of the chute component and, where carried, the platform component of the marine evacuation system every 12 months; and a full deployment of a complete similar marine evacuation system, either on board a ship or ashore, at intervals of not more than five years; and
- (e) on a ship that is not required by Part 23 to exercise other survival craft, the launching of a liferaft is simulated up to the point of actual deployment.
- (6) The master of a ship to which this rule applies must ensure that fire drills are carried out as follows -
- (a) fire drills must be planned to ensure regular practice in the various emergencies that may occur depending on the type of ship and the cargo; and
 - (b) each fire drill must include -

⁷ This training can be associated with deployments required for any survey.

- (i) reporting to stations and preparing for the duties described in the muster list; and
 - (ii) starting of a fire pump, using at least 2 jets of water to show that the system is in proper working order; and
 - (iii) checking of firemen's outfits and other personal rescue equipment; and
 - (iv) checking of relevant communication equipment; and
 - (v) checking the operation of watertight doors, fire doors, fire dampers, and main inlets and outlets of ventilation systems in the drill area; and
 - (vi) checking the necessary arrangements for subsequent abandoning of the ship; and
- (c) the equipment used during drills must immediately be brought back to its fully operational condition and any faults and defects discovered during the drills remedied as soon as possible.
- (7) The master of a ship to which this rule applies must ensure that lifeboats are launched in the following manner and at the following intervals -
- (a) except as provided in rule 23.9(8), each lifeboat must be launched with its assigned operating crew aboard and manoeuvred in the water at least once every 3 months during an abandon ship drill; and
 - (b) in the case of a free-fall lifeboat—
 - (i) at least once every three months, during an abandon ship drill—
 - (A) the crew shall—
 - (I) board the lifeboat; and
 - (II) properly secure themselves in their seats; and
 - (III) commence launch procedures up to but not including the actual release of the lifeboat (i.e., the release hook shall not be released); and
 - (B) the lifeboat shall—
 - (I) be free-fall launched with only the operating crew on board; or
 - (II) be lowered into the water by a secondary means of launching with or without the operating crew on board; and
 - (C) the lifeboat shall be manoeuvred in the water by the operating crew; and
 - (ii) at least once every six months, the lifeboat shall be launched—
 - (A) by free-fall launching with only the operating crew on board; or
 - (B) by simulated launching.
 - (c) as far as is reasonable and practicable, rescue boats other than lifeboats that are also rescue boats, must be launched each month with their assigned crew aboard and manoeuvred in the water.

In all cases this requirement must be complied with at least once every 3 months.

- (7A) The master of a passenger ship to which this rule applies that is both a New Zealand ship and a SOLAS ship must ensure that enclosed space entry and rescue drills—
- (a) are carried out in a planned and safe manner taking into account IMO Resolution A.1050(27); and
 - (b) include—
 - (i) checking and use of personal protective equipment required for entry; and
 - (ii) checking and use of communication equipment and procedures; and
 - (iii) checking and use of instruments for measuring the atmosphere in enclosed spaces; and
 - (iv) checking and use of rescue equipment and procedures; and
 - (v) instruction in first aid and resuscitation techniques.
- (8) The Director may allow ships not to launch lifeboats on one side if -
- (a) their berthing arrangements in port and their operating timetable do not permit launching of lifeboats on that side; and
 - (b) all lifeboats are lowered at least once every 3 months and launched at least annually.
- (9) Because of the dangers involved, if lifeboat and rescue boat drills are carried out with the ship making headway, these drills must be practised in sheltered waters only and under the supervision of an officer experienced in such drills.
- (10) The master of a ro-ro passenger ship to which this rule applies must ensure that at least two crews of each fast rescue boat, certified as required by Part 31 of the maritime rules, carry out drills regularly taking into account all aspects of -
- (a) rescue in various conditions⁸; and
 - (b) handling of the boat in various conditions; and
 - (c) manoeuvring of the boat in various conditions; and
 - (d) operating of the boat in various conditions; and
 - (e) righting the boat after capsized.

23.10 Training and on-board instruction

- (1) The master of a ship to which this rule applies must ensure that before a crew member is assigned to shipboard duties, he or she -
- (a) has received familiarisation training, acceptable to the Director, in personal survival techniques; or
 - (b) receives sufficient information and instruction to -
 - (i) communicate with other persons on board on elementary safety matters and understand safety information symbols, signs and alarm signals; and
 - (ii) know what to do if a person falls overboard; and
 - (iii) know what to do if fire or smoke is detected; and
 - (iv) know what to do if the fire or abandon ship alarm is sounded; and
 - (v) identify muster and embarkation stations and emergency escape routes; and

⁸ For example: various sea conditions; various conditions of loading; various numbers of survivors to be considered; various conditions of survivors

- (vi) locate and don lifejackets; and
 - (vii) raise the alarm and have a basic knowledge of the use of portable fire extinguishers; and
 - (viii) take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board; and
 - (ix) close and open the fire, weathertight and watertight doors fitted in the particular ship, other than those for hull openings.
- (2) The master of a ship to which this rule applies must ensure that a crew member with assigned emergency duties is familiar with those duties before being assigned to shipboard duties.⁹
- (3) The master of a ship to which this rule applies must ensure that –
- (a) instructions in the use of the ship's fire-extinguishing and life-saving appliances and in survival at sea are given at the same intervals as the abandon ship and fire drills; and
 - (b) although each instruction session may cover different parts of the ship's fire-extinguishing and life-saving appliances, instruction on all the ship's fire-extinguishing and life-saving appliances is given at intervals not exceeding 2 months; and
 - (c) each member of the crew is given instructions which include, but are not limited to-
 - (i) the operation and use of the ship's inflatable liferafts; and
 - (ii) problems of hypothermia, first-aid treatment of hypothermia and other relevant first-aid procedures; and
 - (iii) special instructions necessary for the use of the ship's life-saving appliances in severe weather and severe sea conditions; and
 - (iv) operation and use of fire-extinguishing appliances; and
 - (v) on a passenger ship that is both a New Zealand ship and a SOLAS ship, risks associated with enclosed spaces and onboard procedures for safe entry into such spaces taking into account IMO Resolution A.1050 (27).
- (4) The master of a ship to which this rule applies must ensure that -
- (a) on board training in the use of davit-launched liferafts takes place at intervals of not more than four months, if the ship is fitted with such appliances; and
 - (b) whenever practicable, this includes the inflation and lowering of a liferaft.
- (5) For the purposes of rule 23.10(4)(b), the liferaft may be a special liferaft that is intended for training purposes only and that is not part of the ship's life -saving equipment, if it is conspicuously marked as such.
- (6) The owner and the master of a ship to which this rule applies must ensure that the personnel nominated on muster lists to assist passengers in emergency situations are given on board training and instruction as soon as possible after joining the ship, as required by Appendix 1.

⁹ Further familiarisation training is required by the ISM Code and applicable Maritime Transport Operator Plans and required by Part 31 of the Maritime Rules (Crewing and Watchkeeping).

- (7) The owner of a ship to which this rule applies that is both a New Zealand ship and a SOLAS ship must ensure that the ship has ship-specific plans and procedures for recovery of persons from the water that—
 - (a) identify the equipment intended to be used for recovery purposes; and
 - (b) identify measures to be taken to minimise the risk to shipboard personnel involved in recovery operations.
- (7A) For ships with a date of build before 1 January 2016, the requirement in subrule (7) applies by, whichever comes first—
 - (a) the first periodical survey after this rule comes into force; or
 - (b) the first renewal safety equipment survey of the ship carried out after this rule comes into force.

23.11 Passenger count

- (1) The owner and the master of a ship to which this rule applies must ensure that information on passengers is collected as follows:
 - (a) all persons on board a passenger ship must be counted prior to departure; and
 - (b) all persons must be asked to declare any special care and assistance they may need in emergency situations and details of such persons must be recorded and communicated to the master prior to departure; and
 - (c) the information must be kept ashore and made readily available to search and rescue services when needed.
- (2) The owner and the master of a ship to which this rule applies that proceeds in the unlimited area must ensure that information on the names and gender of all persons on board, distinguishing between adults, children and infants, is recorded and the information kept ashore and made readily available to search and rescue services when needed.

23.12 Search and rescue

- (1) The owner and the master of a ship to which this rule applies and that trades on a fixed route after 1 July 1999, must ensure that –
 - (a) they have onboard a plan for co-operation with appropriate search and rescue services in event of emergency; and
 - (b) the plan is developed in accordance with, and complies with, rule 23.12(2).
- (2) The plan –
 - (a) must be developed by the owner or master of the ship in co-operation with the search and rescue services provided by the New Zealand Government; and
 - (b) must include provisions for periodic exercises to be undertaken as agreed by the ship's owner or master and the search and rescue services to test its effectiveness.

23.13 Testing of steering gear

- (1) Except as provided in rule 23.13(5), the master of a ship to which this rule applies must ensure that, within 12 hours before departure, the ship's steering gear is checked and tested by the ship's crew. The checks and tests must include –
 - (a) the full movement of the rudder according to the required capabilities of the steering gear; and
 - (b) a visual inspection of the steering gear and its connecting linkage; and

- (c) the operation of the means of communication between the navigating bridge and the steering compartment;
- and where applicable –
- (d) the operation of the main steering gear; and
 - (e) the operation of the auxiliary steering gear; and
 - (f) the operation of the remote steering gear control systems; and
 - (g) the operation of the steering positions located on the navigating bridge; and
 - (h) the operation of the emergency power supply; and
 - (i) the operation of the rudder angle indicators in relation to the actual position of the rudder; and
 - (j) the operation of the remote steering gear control system power failure alarms; and
 - (k) the operation of the steering gear power unit failure alarms; and
 - (l) the operation of automatic isolating arrangements and other automatic equipment.
- (2) The owner and the master of a ship to which this rule applies must ensure that simple operating instructions with a block diagram showing the change-over procedures for remote steering gear control systems and steering gear power units are permanently displayed on the navigating bridge and in the steering gear compartment.
 - (3) The master of a ship to which this rule applies must ensure that all ships' officers concerned with the operation or maintenance of steering gear are familiar with the operation of the steering systems fitted on the ship and with the procedures for changing from one system to another.
 - (4) The master of a ship to which this rule applies must ensure that in addition to the routine checks and tests prescribed in rule 23.13(1), emergency steering drills take place at intervals of not more than 3 months to practise emergency steering procedures. These drills must include -
 - (a) direct control from within the steering gear compartment; and
 - (b) the communications procedure with the navigating bridge; and
 - (c) where applicable, the operation of alternative power supplies.
 - (5) If the steering gear has not been shut down for a period exceeding 12 hours, the master of a ship that is regularly engaged on voyages of short duration must carry out the checks and tests required by this rule at intervals not exceeding 1 week.

23.13A Use of heading and/or track control systems

- (1) The master of a passenger ship that is both a New Zealand ship and a SOLAS ship must ensure that, when heading and/or track control systems are in use, it is possible to establish manual control of the ship's steering immediately in conditions of—
 - (a) high traffic density; or
 - (b) restricted visibility; or
 - (c) all other hazardous navigational situations.
- (2) The master must ensure that a qualified helmsperson is available to the officer in charge of the navigational watch to take over steering control where the conditions listed in subrule (1)(a), (b), or (c) are present.
- (3) The master must ensure that the change over from automatic to manual steering and from manual steering to automatic steering is made—

- (a) by the officer in charge of the navigational watch; or
 - (b) under the supervision of the officer in charge of the navigational watch.
- (4) The owner and the master must ensure that the manual steering is tested—
- (a) after prolonged use of heading and/or track control systems; and
 - (b) before entering areas where navigation requires special caution.

23.13B Operation of steering gear

The master of a passenger ship that is both a New Zealand ship and a SOLAS ship navigating in an area that requires special caution must ensure that the ship has more than one steering gear power unit in operation when such units are capable of simultaneous operation.

23.14 Entries to be made in the logbook

- (1) Subject to rule 23.14 (2), the master of a ship to which this rule applies must record in the logbook -
- (a) the date when musters are held; and
 - (b) details of abandon ship drills and fire drills; and
 - (c) details of drills of other life-saving appliances; and
 - (d) details of on-board training; and
 - (e) the time and date when checks and tests of steering gear are carried out; and
 - (f) the date and details of emergency steering drills; and
 - (g) the date and details of enclosed space entry and rescue drills on ships to which rule 23.9(7A) applies.
- (2) If a full muster, abandon ship or fire drill, enclosed space entry and rescue drill, or training session is not held at the appointed time, the master must make an entry in the logbook stating the circumstances and the extent of the muster, abandon ship or fire drill, enclosed space entry and rescue drill, or training session held.

23.15 Operational limitations and exemptions

- (1) The owner and the master of a ship to which this rule applies must ensure that a list of all limitations on, and exemptions for, the operation of the ship, whether imposed by the Director or established during the design or the building stages, is carried on board the ship.
- (2) The list of limitations and exemptions must include –
- (a) exemptions from any of the maritime rules; and
 - (b) restrictions in operating areas; and
 - (c) weather restrictions; and
 - (d) sea state restrictions; and
 - (e) restrictions in permissible loads, trim, speed; and
 - (f) any other limitations.
- (3) The list of limitations and exemptions, together with any necessary explanations, must be -
- (a) approved by the Director; and
 - (b) readily available to the master; and
 - (c) kept updated; and
 - (d) in English.

23.16 Decision support for masters

- (1) The owner and the master of a ship to which this rule applies must ensure that a decision support system for emergency management complying with the requirements of this rule is provided on the navigating bridge.¹⁰
- (2) The decision support system must consist, at minimum, of a printed emergency plan or plans covering all foreseeable emergency situations including but not limited to –
 - (a) fire; and
 - (b) damage to ship; and
 - (c) pollution; and
 - (d) unlawful acts threatening the safety of the ship and the security of its passengers; and
 - (e) personnel accidents; and
 - (f) cargo-related accidents; and
 - (g) emergency assistance to other ships.
- (3) The emergency procedures established in the emergency plan or plans must provide decision support to masters for handling any combination of emergency situations.
- (4) The emergency plan or plans must have a uniform structure and be easy to use.
- (5) Where applicable, the stability data for the loading condition for that voyage must be used for damage control purposes.
- (6) In addition to the printed emergency plan or plans, the Director may also accept the use of a computer-based decision support system on the bridge which provides all the information including that contained in the emergency plan or plans, procedures and checklists. The system must be able to present a list of recommended actions to be carried out in foreseeable emergencies.

Non-passenger ships, on voyages in the unlimited, offshore and coastal limits and those of 45 metres or more in length on voyages only within restricted coastal limits

23.17 Application of rules 23.18 to 23.24

Rules 23.18 to 23.24 apply to —

- (a) non-passenger ships on voyages in or beyond the coastal limit; and
- (b) non-passenger ships of 45 metres or more in length on voyages in the restricted coastal limit while such ships are beyond inshore limits.

23.18 Muster list

- (1) The master of a ship to which this rule applies must prepare and maintain a muster list, in English, complying with the requirements of rule 23.18(2) to 23.18(8).
- (2) The muster list must specify –
 - (a) details of the general emergency alarm specified in rule 23.20; and
 - (b) the action to be taken by crew and passengers (if any) when the general emergency alarm signal is sounded; and
 - (c) how the order to abandon ship will be given; and

¹⁰ Ships with decision support system complying with the ISM Code are considered to comply with this rule.

- (d) other emergency signals that the Director considers appropriate to the type of ship, and action to be taken by the crew on hearing such signals.
- (3) The muster list must show the duties assigned to the different members of the crew including —
 - (a) closing of the watertight doors, fire doors, valves, scuppers, portholes, skylights, portholes, and other similar openings in the ship; and
 - (b) equipping the survival craft and other lifesaving appliances; and
 - (c) preparing and launching survival craft; and
 - (d) the general preparation of other lifesaving appliances; and
 - (e) muster of passengers (if any); and
 - (f) use of communications equipment; and
 - (g) personnel for the fire parties assigned to deal with fires; and
 - (h) the special duties assigned in respect of the use of fire-fighting equipment and installations.
- (4) The muster list must show the duties assigned to members of the crew in relation to passengers, if passengers are carried, in case of emergency, including —
 - (a) warning the passengers; and
 - (b) ensuring the passengers are suitably clad and have donned their lifejackets correctly; and
 - (c) assembling passengers at muster stations; and
 - (d) keeping order in the passageways and on the stairways, and generally controlling the movements of the passengers; and
 - (e) ensuring a supply of blankets (where carried) is taken to the survival craft.
- (5) The muster list must specify which officers are assigned to ensure that lifesaving appliances are maintained in good condition and are ready for immediate use.
- (6) The muster list shall specify substitutes for key people who may become disabled, taking into account that different emergencies may call for different actions.
- (7)
 - (a) The muster list must be prepared before the ship proceeds to sea; and
 - (b) if any changes take place in the crew that necessitate an alteration to the muster list, the master must revise the list or prepare a new list.
- (8) Copies of the muster list must be exhibited in conspicuous places throughout the ship, including —
 - (a) the navigating bridge; and
 - (b) if there is space, the engine room; and
 - (c) crew accommodation spaces.

23.19 Instructions

- (1) The owner and the master of a ship to which this rule applies must ensure that clear instructions to be followed in the event of an emergency are provided in English, and such other languages that are likely to be understood by the persons on board.
- (2) Where passengers are carried the owner and the master of a ship to which this rule applies, must ensure that illustrations and instructions in English, and such other languages that are likely to be understood by the persons on board, are posted in passenger cabins and conspicuously displayed at muster stations and other passenger spaces. These must inform passengers of —

- (a) their muster station; and
- (b) the essential actions they must take in an emergency; and
- (c) the method of donning lifejackets.

23.20 General emergency alarm signal

The master of a ship to which this rule applies must ensure that the general emergency alarm signal for summoning passengers and crew to muster stations and initiating the actions included in the muster list, consists of seven or more short blasts followed by one long blast on the ship's whistle or siren and on an electrically operated bell or klaxon or other equivalent warning system.

23.21 Emergency training and drills

- (1) The master of a ship to which this rule applies must ensure that practice musters and drills are carried out in the following manner and at the following times -
 - (a) every member of the crew must participate in at least one fire drill and one abandon ship drill every month; and
 - (b)
 - (i) where more than 25% of the crew have not participated in abandon ship and fire drills on board that particular ship in the previous month, a drill shall take place within 24 hours of the ship leaving port; and
 - (ii) when a ship enters service for the first time, or after a modification that could affect abandon ship or fire fighting procedures, or when a new crew is engaged, abandon ship and fire drills must be held before sailing.¹¹; and
 - (c) on a non-passenger ship that is both a New Zealand ship and a SOLAS ship, an enclosed space entry and rescue drill onboard the ship must be held at least once every two months for crew members with enclosed space entry or rescue responsibilities.
- (2) The master of a ship to which this rule applies must, if any passengers are carried, ensure that a passenger safety briefing is given immediately before or immediately after sailing whenever new passengers embark on the ship.
- (3) The briefing must –
 - (a) include –
 - (i) instructions to be followed in the event of an emergency; and
 - (ii) information on muster stations; and
 - (iii) information on action that must be taken in an emergency; and
 - (iv) instructions on the method of donning lifejackets; and
 - (b) be made by means of an announcement-
 - (i) in one or more languages likely to be understood by the passengers; and
 - (ii) on the ship's public address system or by equivalent means likely to be heard at least by passengers who have not yet heard it during the voyage.¹²
- (4) The master of a ship to which this rule applies must ensure the following drills are conducted, as far as practicable, as if there were an actual emergency:
 - (a) abandon ship and fire drills:

¹¹ The Director may accept other arrangements that are at least equivalent for those classes of ships for which such a drill is impracticable

¹² The briefing may be included in a muster that is held immediately upon departure.

- (b) on a non-passenger ship that is both a New Zealand ship and a SOLAS ship, enclosed space entry and rescue drills.
- (5) The master of a ship to which this rule applies must ensure that -
- (a) each abandon ship drill includes as many of the following as are applicable -
 - (i) summoning of passengers (if any) and crew to muster stations with the alarm required by rule 23.20 followed by drill announcement on the public address or other communication system; and
 - (ii) ensuring passengers (if any) and crew are made aware of the order to abandon ship specified in the muster list; and
 - (iii) reporting to stations and preparing for the duties described in the muster list; and
 - (iv) checking that passengers (if any) and crew are suitably dressed; and
 - (v) checking that lifejackets are correctly donned; and
 - (vi) the lowering of at least 1 lifeboat after any necessary preparation for launching. Where practicable, different lifeboats are to be lowered at successive drills; and
 - (vii) starting and operating each lifeboat engine; and
 - (viii) operation of davits used for launching liferafts; and
 - (ix) if passengers are carried, a mock search and rescue of passengers trapped in their cabins; and
 - (x) instruction in the use of radio life-saving appliances; and
 - (b) emergency lighting provided for muster and abandonment is tested at each abandon ship drill; and
 - (c) where practicable, passengers (if any) are strongly encouraged to attend abandon ship drills; and
 - (d)
 - (i) if a ship is fitted with marine evacuation systems, drills include exercise of the procedures required for the deployment of the system up to the point immediately preceding actual deployment of the system. This aspect of the drills must include regular instruction using the on-board training aids required with the training manuals; and
 - (ii) every member of a marine evacuation system party is further trained, where practicable, by participation in a full deployment of a similar system into water, either on board a ship or ashore, at intervals of not more than 2 years.¹³
- (6) The master of a ship to which this rule applies must ensure that fire drills are carried out as follows -
- (a) fire drills must be planned to ensure regular practice in the various emergencies that may occur, depending on the type of ship and the cargo; and
 - (b) each fire drill must include -
 - (i) reporting to stations and preparing for the duties described in the muster list; and
 - (ii) starting of a fire pump, using at least 2 jets of water to show that the system is in proper working order; and

Information cards or posters or video programmes displayed on ships video displays may be used to supplement the briefing but may not be used to replace the announcement.

¹³ This training can be associated with deployments required for survey.

- (iii) checking of firemen's outfits and other personal rescue equipment; and
 - (iv) checking of relevant communication equipment; and
 - (v) checking the operation of watertight doors, fire doors, fire dampers and main inlets and outlets of ventilation systems in the drill area; and
 - (vi) checking the necessary arrangements for subsequent abandoning of the ship; and
- (c) the equipment used during drills must immediately be brought back to its fully operational condition and any faults and defects discovered during the drills remedied as soon as possible.
- (7) The master of a ship to which this rule applies must ensure that lifeboats are launched in the following manner and at the following intervals -
- (a) except as provided in rule 23.21(8), each lifeboat must be launched with its assigned operating crew aboard and manoeuvred in the water at least once every 3 months during an abandon ship drill; and
 - (b) in the case of a free-fall lifeboat—
 - (i) at least once every three months, during an abandon ship drill—
 - (A) the crew shall—
 - (I) board the lifeboat; and
 - (II) properly secure themselves in their seats; and
 - (III) commence launch procedures up to but not including the actual release of the lifeboat (i.e., the release hook shall not be released); and
 - (B) the lifeboat shall—
 - (I) be free-fall launched with only the operating crew on board, or
 - (II) be lowered into the water by a secondary means of launching with or without the operating crew on board; and
 - (C) the lifeboat shall be manoeuvred in the water by the operating crew; and
 - (ii) at least once every six months, the lifeboat shall be launched—
 - (A) by free-fall launching with only the operating crew on board; or
 - (B) by simulated launching.
 - (c) as far as is reasonable and practicable, rescue boats other than lifeboats that are also rescue boats, must be launched each month with their assigned crew aboard and manoeuvred in the water.

In all cases, this requirement must be complied with at least once every 3 months.

- (7A) The master of a non-passenger ship to which this rule applies that is both a New Zealand ship and a SOLAS ship must ensure that enclosed space entry and rescue drills—
- (a) are carried out in a planned and safe manner taking into account IMO Resolution A.1050(27); and
 - (b) include—
 - (i) checking and use of personal protective equipment required for entry; and
 - (ii) checking and use of communication equipment and procedures; and

- (iii) checking and use of instruments for measuring the atmosphere in enclosed spaces; and
 - (iv) checking and use of rescue equipment and procedures; and
 - (v) instruction in first aid and resuscitation techniques.
- (8) The Director may allow ships not to launch lifeboats on one side if -
- (a) their berthing arrangements in port and their trading patterns do not permit launching of lifeboats on that side; and
 - (b) all such lifeboats are lowered at least once every 3 months and launched at least annually.
- (9) Because of the dangers involved, if lifeboat and rescue boat drills are carried out with the ship making headway, these drills must be practised in sheltered waters only and under the supervision of an officer experienced in such drills.

23.22 Training and on-board instruction

- (1) The master of a ship to which this rule applies must ensure that before a crew member is assigned to shipboard duties she or he -
- (a) has received familiarisation training, acceptable to the Director, in personal survival techniques; or
 - (b) receives sufficient information and instruction to -
 - (i) communicate with other persons on board on elementary safety matters and understand safety information symbols, signs and alarm signals; and
 - (ii) know what to do if a person falls overboard; and
 - (iii) know what to do if fire or smoke is detected; and
 - (iv) know what to do if the fire or abandon ship alarm is sounded; and
 - (v) identify muster and embarkation stations and emergency escape routes; and
 - (vi) locate and don lifejackets; and
 - (vii) raise the alarm and have a basic knowledge of the use of portable fire extinguishers; and
 - (viii) take immediate action upon encountering an accident or other medical emergency before seeking further medical assistance on board; and
 - (ix) close and open the fire, weathertight and watertight doors fitted in the particular ship, other than those for hull openings.
- (2) The master of a ship to which this rule applies must ensure that a crew member with assigned emergency duties is familiar with those duties before being assigned to shipboard duties.¹⁴
- (3) The master of a ship to which this rule applies must ensure that -
- (a) instructions in the use of the ship's fire-extinguishing and life-saving appliances and in survival at sea are given at the same intervals as the abandon ship and fire drills; and
 - (b) although individual instruction may cover different parts of the ship's fire-extinguishing and life-saving appliances, all the ship's fire-extinguishing and life-saving appliances are covered at intervals of not more than 2 months;

¹⁴ Further familiarisation training is required by section 6 of the ISM Code and by Part 31 (Crewing and Watchkeeping).

- and
- (c) each member of the crew is given instructions regarding topics which include, but are not limited to -
 - (i) the operation and use of the ship's inflatable liferafts; and
 - (ii) problems of hypothermia, first-aid treatment of hypothermia and other relevant first-aid procedures; and
 - (iii) special instructions necessary for the use of the ship's life-saving appliances in severe weather and severe sea conditions; and
 - (iv) operation and use of fire-extinguishing appliances; and
 - (v) on a ship that is both a New Zealand ship and a SOLAS ship, risks associated with enclosed spaces and onboard procedures for safe entry into such spaces taking into account IMO Resolution A.1050 (27).
 - (4) The master of a ship to which this rule applies must ensure that –
 - (a) on board training in the use of davit-launched liferafts takes place at intervals of not more than four months if the ship is fitted with such appliances; and
 - (b) whenever practicable, such training includes the inflation and lowering of a liferaft.
 - (5) For the purposes of rule 23.22(4)(b), the liferaft may be a special liferaft that is intended for training purposes only and that is not part of the ship's life -saving equipment, if it is conspicuously marked as such.
 - (6) The owner of a ship to which this rule applies that is both a New Zealand ship and a SOLAS ship must ensure that the ship has ship-specific plans and procedures for recovery of persons from the water that—
 - (a) identify the equipment intended to be used for recovery purposes; and
 - (b) identify measures to be taken to minimise the risk to shipboard personnel involved in recovery operations.
 - (6A) For ships with a date of build before 1 January 2016, the requirement in subrule (6) applies by, whichever comes first—
 - (a) the first periodical survey after this rule comes into force; or
 - (b) the first renewal safety equipment survey of the ship carried out after this rule comes into force.

23.23 Testing of steering gear

- (1) Except as provided in rule 23.23(5), the master of a ship to which this rule applies must ensure that within 12 hours before departure, the ship's steering gear is checked and tested by the ship's crew. The checks and tests must include –
 - (a) the full movement of the rudder according to the required capabilities of the steering gear; and
 - (b) a visual inspection of the steering gear and its connecting linkage; and
 - (c) the operation of the means of communication between the navigating bridge and the steering compartment;and where applicable -
 - (d) the operation of the main steering gear; and
 - (e) the operation of the auxiliary steering gear; and
 - (f) the operation of the remote steering gear control systems; and

- (g) the operation of the steering positions located on the navigating bridge; and
 - (h) the operation of the emergency power supply; and
 - (i) the operation of the rudder angle indicators in relation to the actual position of the rudder; and
 - (j) the operation of the remote steering gear control system power failure alarms; and
 - (k) the operation of the steering gear power unit failure alarms; and
 - (l) the operation of automatic isolating arrangements and other automatic equipment.
- (2) The owner and the master of a ship to which this rule applies must ensure that simple operating instructions with a block diagram showing the change-over procedures for remote steering gear control systems and steering gear power units are permanently displayed on the navigating bridge and in the steering gear compartment.
- (3) The master of a ship to which this rule applies must ensure that all ships' officers concerned with the operation or maintenance of steering gear are familiar with the operation of the steering systems fitted on the ship and with the procedures for changing from one system to another.
- (4) The master of a ship to which this rule applies must ensure that, in addition to the routine checks and tests prescribed in rule 23.23(1), emergency steering drills take place at intervals of not more than 3 months to practice emergency steering procedures. These drills must include –
- (a) direct control from within the steering gear compartment; and
 - (b) the communications procedure with the navigating bridge; and
 - (c) where applicable, the operation of alternative power supplies.
- (5) If the steering gear has not been shut down for a period exceeding 12 hours, the master of a ship that is regularly engaged on voyages of short duration may carry out the checks and tests required by this rule at intervals not exceeding 1 week.

23.23A Use of heading and/or track control systems

- (1) The master of a non-passenger ship that is both a New Zealand ship and a SOLAS ship must ensure that when heading and/or track control systems are in use, that it is possible to establish manual control of the ship's steering immediately in conditions of—
- (a) high traffic density; or
 - (b) restricted visibility; or
 - (c) all other hazardous navigational situations.
- (2) The master must ensure that a qualified helmsperson is available to the officer in charge of the navigational watch to take over steering control where the conditions listed in subrule (1)(a), (b), or (c) are present.
- (3) The master must ensure that the change over from automatic to manual steering and from manual steering to automatic steering is made—
- (a) by the officer in charge of the navigational watch; or
 - (b) under the supervision of the officer in charge of the navigational watch.
- (4) The owner and the master must ensure that the manual steering is tested—
- (a) after prolonged use of heading and/or track control systems; and
 - (b) before entering areas where navigation requires special caution.

23.23B Operation of steering gear

The master of a non-passenger ship that is both a New Zealand ship and a SOLAS ship navigating in an area that requires special caution must ensure that the ship has more than one steering gear power unit in operation if the units are capable of simultaneous operation.

23.24 Entries to be made in the logbook

- (1) Subject to rule 23.24(2), the master of a ship to which this rule applies must record in the logbook –
 - (a) the date when musters are held; and
 - (b) details of abandon ship drills and fire drills; and
 - (c) details of drills of other life-saving appliances; and
 - (d) details of on-board training; and
 - (e) the time and date when checks and tests of steering gear are carried out; and
 - (f) the date and details of emergency steering drills; and
 - (g) the date and details of enclosed space entry and rescue drills on ships to which rule 23.21(7A) applies.
- (2) If a full muster, abandon ship or fire drill, enclosed space entry and rescue drill, or training session is not held at the appointed time, the master must make an entry in the logbook stating the circumstances and the extent of the muster, abandon ship or fire drill, enclosed space entry and rescue drill, or training session held.

Other ships

23.25 Application of rules 23.26 to 23.30

- (1) Rule 23.26 applies to passenger ships of 45 metres or more in length that proceed beyond enclosed water limits but not beyond inshore limits.
- (2) Rule 23.27 applies to -
 - (a) passenger ships that are less than 45 metres in length that proceed beyond enclosed water limits but not beyond inshore limits; and
 - (b) passenger ships that do not proceed beyond enclosed water limits.
- (3) Rule 23.28 applies to -
 - (a) non-passenger ships that do not proceed beyond restricted limits; and
 - (b) non-passenger ships of less than 45 metres in length that proceed beyond restricted limits but not beyond the restricted coastal limit.
- (4) Rule 23.29 applies to fishing ships that proceed into the unlimited area and hose of 45 metres or more in length that proceed beyond the coastal limit but not beyond the offshore limit.
- (5) Rule 23.30 applies to fishing ships with a total crew (including the master) of two or more, other than those to which rule 23.25(4) applies.

23.26 Passenger ships that are 45 metres or more in length that proceed beyond enclosed water limits but not beyond inshore limits

- (1)
 - (a) Except as provided in rule 23.26(1)(b), the owner and the master of a ship to which this rule applies must ensure that the ship has muster lists which comply with the requirements of rule 23.6.
 - (b) The training for personnel listed on muster lists to assist passengers in emergency situations must fulfil the requirements of Appendix 1 (I)(a), (2)(b), (3)(c) and (d), (5)(a), (b), (c), (d), (g), (h)(i) to (v), (vii), (ix) and (xiii), (i) and

(j), and (6).

- (2) The owner and the master of a ship to which this rule applies must ensure that the ship has instructions which comply with the requirements of rule 23.7.
- (3) The master of a ship to which this rule applies must ensure that the instructions required by rule 23.26(2) are drawn to the attention of every passenger on board.
- (4) The owner and the master of a ship to which this rule applies must ensure that the general emergency signal for summoning passengers and crew to muster stations and initiating the actions included in the muster list consists of 7 or more short blasts followed by 1 long blast on the ship's whistle or siren.
- (5) The master of a ship to which this rule applies must ensure that the ship carries out practice musters and drills which comply with the requirements of rule 23.9, except that abandon ship and fire drills need only be held monthly.
- (6) The master of a ship to which this rule applies must ensure that the ship carries out on-board training and instruction which comply with the requirements of rule 23.10.
- (7) The owner and the master of a ship to which this rule applies must ensure that all persons on board are counted prior to departure and the information kept ashore and made readily available to search and rescue services when needed.
- (8) The owner and the master of ships trading on fixed routes to which this rule applies must ensure that they have on board a plan for co-operation with appropriate search and rescue services in the event of emergency, that complies with the requirements of rule 23.12.
- (9) The master of a ship to which this rule applies must make entries in the logbook that comply with the requirements of rules 23.14(l)(a) to (d) and 23.14(2).

23.27 Passenger ships that are less than 45 metres in length that proceed beyond enclosed water limits but do not proceed beyond inshore limits and passenger ships that do not proceed beyond enclosed water limits

- (1) The owner and the master of a ship to which this rule applies must ensure that clear instructions to be followed in the event of an emergency are provided for every person on board.
- (2) A ship to which this rule applies must have illustrations and instructions in English and such other languages that are likely to be understood by the persons on board, conspicuously displayed in all passenger spaces to inform passengers of -
 - (a) the essential actions to take in an emergency; and
 - (b) the correct use of lifesaving appliances.
- (3) The master of a ship to which this rule applies must ensure that the illustrations and instructions required by rule 23.27(2) are drawn to the attention of every passenger on board.
- (4) The owner and the master of a ship to which this rule applies must ensure that the general emergency signal for summoning passengers and crew to muster stations and initiating the instructions required by rule 23.27(1) consists of 7 or more short blasts followed by 1 long blast on the ship's whistle or siren.
- (5)
 - (a) The master of a ship to which this rule applies must ensure that all members of the crew –
 - (i) know where all lifesaving and fire appliances and equipment provided to the ship are stowed; and
 - (ii) are trained in their use.
 - (b) If such ships carry one or more lifeboats or rescue boats, training must include –

- (i) the swinging out and lowering of such craft at regular intervals; and
 - (ii) if such craft are equipped with an engine, the operation of that engine.
- (6) The owner and the master of a ship to which this rule applies must ensure that all persons on board are counted prior to departure and the information kept ashore and made readily available to search and rescue services when needed.
- (7) The owner and the master of a ship to which this rule applies which has been certified to carry more than 50 passengers in its Certificate of Survey in inshore limits on fixed routes must ensure they have on board a plan for co-operation with appropriate search and rescue services in event of emergency that comply with the requirements of rule 23.12.
- (8) The master of a ship to which this rule applies must record in the logbook details, including the date, of all training sessions held.

23.28 Non-passenger ships that do not proceed beyond restricted limits and non-passenger ships that are less than 45 metres in length that proceed beyond restricted limits but not beyond the restricted coastal limit

- (1) The owner and the master of a ship to which this rule applies must ensure that emergency instructions to be followed in the event of emergency are provided in a form clear to every person on board.
- (2) The owner and the master of a ship to which this rule applies must ensure that the general emergency signal for summoning passengers and crew to muster stations and initiating instructions required by rule 23.28(1) consists of 7 or more short blasts followed by 1 long blast on the ship's whistle or siren.
- (3)
 - (a) The master of a ship to which this rule applies must ensure that all members of the crew –
 - (i) know where all lifesaving and fire appliances and equipment provided to the ship are stowed; and
 - (ii) are trained in their use.
 - (b) If such ships carry one or more lifeboats or rescue boats, training must include –
 - (i) the swinging out and lowering of such craft at regular intervals; and
 - (ii) if such craft are equipped with an engine, the operation of that engine.
- (4) The master of a ship to which this rule applies must record details in the logbook, including the date, of all training sessions held.

23.29 Fishing ships that proceed into the unlimited area, and fishing ships of 45 metres or more in length that proceed beyond the coastal limit but not beyond the offshore limit

- (1) The master of a ship to which this rule applies must ensure that clear instructions to be followed in the event of an emergency are provided for every person on board.
- (2) A ship to which this rule applies must have muster lists which comply with the requirements of rule 23.18.
- (3) The owner and the master of a ship to which this rule applies must ensure that the general emergency signal for summoning crew to muster stations and initiating the actions included in the muster list consists of seven or more short blasts followed by one long blast on the ship's whistle or siren.
- (4) The owner and the master of a ship to which this rule applies must ensure that the ship carries out emergency training and drills which comply with the requirements of

rule 23.21, except rule 23.21(2).

- (5) The owner and the master of a ship to which this rule applies must ensure that the ship carries out on-board training and instruction which comply with the requirements of rule 23.22.
- (6) The master of a ship to which this rule applies must ensure that the steering gear is tested as required by rule 23.23.
- (7) The master of a ship to which this rule applies must make logbook entries that comply with the requirements of rule 23.24.

23.30 Fishing ships with a total crew (including the master) of 2 or more, other than those to which rule 23.29 applies

- (1) The owner and the master of a ship to which this rule applies must ensure that clear instructions to be followed in the event of an emergency are provided for every person on board.
- (2) The owner and the master of a ship to which this rule applies must ensure that the general emergency signal for summoning crew to muster stations and initiating the actions included in the muster list consists, where appropriate to the size of the ship and the number of crew carried, of 7 or more short blasts followed by 1 long blast on the ship's whistle or siren.
- (3)
 - (a) The master of a ship to which this rule applies must ensure that all members of the crew –
 - (i) know where all lifesaving and fire appliances and equipment provided to the ship are stowed; and
 - (ii) are trained in their use.
 - (b) If a ship to which this rule applies carries one or more lifeboats or rescue boats, the master must ensure that training includes –
 - (i) the swinging out and lowering of such craft at regular intervals; and
 - (ii) if such craft are equipped with an engine, the operation of that engine.
- (4) The master of a ship to which this rule applies must record in the logbook details, including the date, of all training sessions held.

Foreign ships

23.31 Foreign ships at a New Zealand port or offshore terminal

The owner and the master of a foreign passenger ship, or foreign non-passenger ship of 500 tons gross tonnage or more, must ensure that the ship complies with the requirements of –

- (a) SOLAS Chapter III, Regulations 6 (paragraph 4.2), 8, 17-1, 19, 27, 29, 30, and 37; and
- (b) SOLAS Chapter V Regulations 7, 24, 25, 26, 28 (paragraph 2), and 30.

Section 2 - Openings in the hull and watertight bulkheads

23.32 Application of section 2

- (1) Rules 23.33 to 23.38 apply to -
 - (a) New Zealand ships carrying more than 12 passengers; and
 - (b) foreign passenger ships while in a New Zealand port or at a New Zealand offshore terminal.
- (2) Rules 23.39 to 23.42 apply to -

- (a) New Zealand non passenger ships and fishing ships proceeding beyond restricted limits; and
- (b) foreign non passenger ships and fishing ships while in a New Zealand port or at a New Zealand offshore installation.

Passenger ships

23.33 Openings in watertight bulkheads

- (1) The master of a ship to which this rule applies must ensure that all watertight doors in watertight bulkheads are kept closed while the ship is at sea, except that a watertight door in a watertight bulkhead may be opened while the ship is at sea —
 - (a) to permit the passage of crew, in which case the door must be closed when transit through the door is complete; and
 - (b) when work in the immediate vicinity of the door necessitates it being opened, in which case the door must be closed as soon as the task that necessitated it being open is finished or ceased; andin any case must be ready to be immediately closed.
- (2) The master of a ship to which this rule applies must ensure that portable plates on bulkheads in machinery spaces are -
 - (a) in place before the ship sails; and
 - (b) not removed while the ship is at sea, except in urgent necessity.

23.34 Openings in the shell plating

- (1) The master of a ship to which this rule applies must ensure that each sidescuttle, including its deadlight, that is not accessible while at sea is closed and secured before the ship sails.
- (2) The master of a ship to which this rule applies must ensure that gangway, cargo and fuelling ports fitted below the bulkhead deck are -
 - (a) effectively closed and secured watertight before the ship leaves port; and
 - (b) kept closed while the vessel is at sea.

23.35 Cargo loading doors

- (1) Subject to rule 23.35(2) and (3), the master of a ship to which this rule applies must ensure that any door located above the bulkhead deck that is either -
 - (a) a cargo loading door in the shell or the boundaries of enclosed superstructures; or
 - (b) a bow visor fitted in the shell or the boundaries of enclosed superstructures; or
 - (c) a cargo loading door in the collision bulkhead; or
 - (d) a weather tight ramp forming an alternative closure to those defined in rule 23.35(l)(a), (b) and (c):

is securely closed and locked before the ship proceeds to sea and is kept closed and locked while the ship is at sea.

- (2) Where a door cannot be opened or closed while a ship is at the berth, such a door may be opened or left open while the ship approaches or draws away from the berth, but only so far as is necessary to enable the door to be immediately operated. In any case, the inner bow door must be kept closed.
- (3) The Director may allow a particular door to be opened at the discretion of the master if-

- (a) necessary for the operation of the ship or the embarking and disembarking of passengers; and
 - (b) the ship is at safe anchorage; and
 - (c) the safety of the ship is not impaired.
- (4) The master must ensure that an effective system of supervision and reporting of the closing and opening of the doors referred to in rule 23.35(1) is implemented.

23.36 Watertight integrity from the ro-ro deck to spaces below

- (1) Rule 23.36 applies to ro-ro passenger ships.
- (2) The master of a ship that was constructed on or after 1 July 1997 and to which this rule applies must ensure that an effective system is implemented to supervise and report the closing and opening of -
- (a) vehicle ramps that give access to spaces below the bulkhead deck that are capable of being closed to prevent the ingress of water below; and
 - (b) watertight accesses to spaces below the vehicle deck.
- (3) The master of a ship that was constructed before 1 July 1997 and to which this rule applies must ensure that all accesses from the ro-ro deck that lead to spaces below the bulkhead deck -
- (a) are closed before the ship leaves its berth; and
 - (b) remain closed until the ship is at its next berth.
- (4) The master of a ship to which this rule applies must ensure that no passengers are allowed access to an enclosed ro-ro deck, when the ship is at sea, without the express permission of the master.
- (5) The master of a ship to which this rule applies must ensure that all transverse or longitudinal bulkheads which are taken into account as effective to confine seawater accumulated on the ro-ro deck -
- (a) are in place and secured before the ship leaves the berth; and
 - (b) remain in place and secured until the ship is at its next berth.
- (6) In addition to the requirements of rules 23.36(2), (4), and (5), the master of a ro-ro passenger ship that is a SOLAS ship with a date of build on or after 1 January 2016 must ensure—
- (a) special category spaces and ro-ro spaces are continuously patrolled or monitored by effective means, such as television surveillance, so that any movement of vehicles in adverse weather conditions and unauthorised access by passengers can be detected whilst the ship is underway; and
 - (b) there are documented operating procedures kept onboard and posted at an appropriate place that set out the procedures for closing and securing all shell doors, loading doors and other closing appliances which, if left open or not properly secured, could lead to flooding of a special category space or ro-ro space; and
 - (c) all accesses from the ro-ro deck and vehicle ramps that lead to spaces below the bulkhead deck are closed before the ship leaves the berth on any voyage and remain closed until the ship is at its next berth.

23.37 Drills, inspections and training

- (1) The master of a ship to which this rule applies must ensure that all watertight doors and all closing appliances referred to in rules 23.33 to 23.36 are operated for the purposes of a drill -
- (a) at intervals of not more than 7 days; and

- (b) immediately before the ship proceeds to sea if the ship is intended to remain at sea for a period of more than 7 days;

except that those closing appliances that must not be opened at sea must not be subject to a drill at sea.

- (2) The master of a ship to which this rule applies must ensure that at intervals of not more than 7 days, a person appointed for that purpose either generally or on that particular occasion by the master inspects -
 - (a) all watertight doors and all mechanisms, indicators, and warning devices connected with such doors; and
 - (b) all valves, the closing of which is necessary to make watertight any compartment; and
 - (c) all valves, the operation of which is necessary for efficient operation of damage control cross-connections.
- (3) The master of a ship to which this rule applies must ensure that all watertight doors fitted in watertight bulkheads in use at sea are operated every day.
- (4) The owner and the master of a ship to which this rule applies must ensure that suitable notices and signs are provided on, or in the vicinity of, all the valves, doors, and mechanisms referred to in rule 23.37(2) to indicate, as necessary -
 - (a) the procedures for operating the appliances; and
 - (b) the purpose of the controls; and
 - (c) any precautions to be observed.

23.38 Entries to be made in the logbook

- (1) The master of a ship to which this rule applies must ensure that –
 - (a) the time of last closing; and
 - (b) the time of opening (if permissible) –of all watertight doors, portable plates, portholes, gangway, cargo and fuelling ports and any other openings required by this Part to be kept closed at sea is entered into the logbook. A record of the opening of a watertight door permitted under rule 23.33(l)(a) need not be made.
- (2) A record of drills and inspections as required by rule 23.37 must be made in the logbook with an explicit record of any defects detected and details of any action taken regarding the defect.

Non-passenger ships

23.39 Openings in watertight bulkheads and internal decks

- (1) The master of a ship to which this rule applies must ensure that access doors and access hatch covers that are normally closed at sea and that are intended to ensure the watertight integrity of internal openings are only used with the authorisation of the officer of the watch.
- (2) The master of a ship to which this rule applies must ensure that watertight doors or ramps that internally subdivide large cargo spaces are –
 - (a) closed before the ship leaves its berth; and
 - (b) remain closed until the ship is at its next berth.

23.40 External openings

The master of a ship to which this rule applies must ensure that openings in the shell plating, that is below the deck level and that limits the vertical extent of damage, are kept permanently closed while at sea.

23.41 Drills, inspections and training

- (1) The master of a ship to which this rule applies must ensure that all watertight doors and all closing appliances are operated for the purposes of a drill –
 - (a) at intervals of not more than 7 days; and
 - (b) immediately before the ship proceeds to sea if the ship is intended to remain at sea for a period of more than 7 days;except that those closing appliances that must not be opened at sea must not be subject to a drill at sea.
- (2) The master of a ship to which this rule applies must ensure that at intervals of not more than 7 days, a person appointed for that purpose either generally or on that particular occasion by the master inspects -
 - (a) all watertight doors and all mechanisms, indicators, and warning devices connected with such doors; and
 - (b) all valves, the closing of which is necessary to make watertight any compartment; and
 - (c) all valves, the operation of which is necessary for efficient operation of damage control cross-connections.
- (3) The master of a ship to which this rule applies must ensure that all watertight doors fitted in watertight bulkheads in use at sea are operated every day.
- (4) The owner and the master of a ship to which this rule applies must ensure that suitable notices and signs are provided on, or in the vicinity of, all the valves, doors, and mechanisms referred to in rule 23.41(2) to indicate, as necessary -
 - (a) the procedures for operating the appliances; and
 - (b) the purpose of the controls; and
 - (c) any precautions to be observed.

23.42 Entries to be made in the logbook

- (1) The master of a ship to which this rule applies must ensure that
 - (a) the time of last closing; and
 - (b) the time of opening (if permissible)-of all openings required by this Part to be kept closed at sea is entered into the logbook.
- (2) A record of drills and inspections as required by rule 23.41 must be made in the logbook with an explicit record of any defects detected and details of any action taken regarding the defect.

Section 3 - Navigational warnings, radio messages, distress signals and master's discretion

23.43 Definitions relating to section 3

In this section:

"**Coast radio station**" means a coast station intended to receive communications from ships by means of radio:

"**Coast station**" means a station situated on land for the purpose of receiving communications from ships:

"**Distress signal**" means a signal described in Appendix 3:

"**The International Code of Signals**" means the current International Code of Signals adopted by the International Maritime Organisation:

"**Tropical storm**" includes a tropical cyclone, hurricane, typhoon, tropical revolving storm, severe cyclonic storm, or a similar phenomenon called by any other name in various local regions:

"**UTC**" means Universal Co-ordinated Time, or Greenwich Mean Time:

A master of a ship will be said to have "**met with a tropical storm**" if the master has reason to believe that such a storm is developing in the vicinity of the ship or exists in the vicinity of the ship.

23.44 Application of section 3

This section applies to -

- (a) all New Zealand ships; and
- (b) foreign ships while in New Zealand waters.

23.45 Dangers to navigation

The master of a ship to which this rule applies must send a danger message in accordance with rule 23.46 on meeting any of the following dangers to navigation -

- (a) dangerous ice; or
- (b) a dangerous derelict; or
- (c) a tropical storm; or
- (d) air temperatures below freezing point associated with gale force winds causing severe ice accretion on the superstructure of ships; or
- (e) winds of force 10 or above on the Beaufort scale for which no storm warning has been received; or
- (f) any other direct danger to navigation.

23.46 Danger messages

- (1) (a) On meeting a danger to navigation, the master of a ship to which this rule applies must send, by the most efficient means of communication at the ship's disposal, the relevant information specified in Appendix 2.
- (b) The information must be sent, either in English or by the International Code of Signals, to -
 - (i) ships in the vicinity; and
 - (ii) the nearest coast station with which it is possible for the ship to communicate. Where the nearest coast station is not a coast radio station, the information must be accompanied by a request that it be

sent immediately to the nearest coast radio station.

- (2) If sent by means of the ship's radio, the master of a ship to which this rule applies must ensure the information commences with the safety signal consisting of –
 - (a) if sent by radiotelegraphy, the signal TTT in the Morse code, repeated 3 times with the letters of each group and the successive groups clearly separated from each other; and
 - (b) if sent by radiotelephony, the spoken word "SECURITE" (pronounced "SAYCURITAY") repeated 3 times.

23.47 Radio messages

A person who is in charge of any radio apparatus capable of transmission or reception of radio communications must, whenever required to do so by the Director, transmit and receive messages relating to safety at sea in general and relating in particular to -

- (a) dangers to navigation; and
- (b) meteorological forecasts and warnings; and
- (c) search and rescue operations; and
- (d) medical advice to ships.

23.48 Distress signals

- (1) A person must not make a distress signal, or cause or permit a distress signal to be made, unless that person is satisfied that -
 - (a) the ship or seaplane that is on the water (or any person from that ship or seaplane) to which the person belongs is in serious and imminent danger and requires immediate assistance; or
 - (b) another ship or an aircraft (or any person from that ship or aircraft) is in serious and imminent danger and cannot itself make the signal and requires immediate assistance.
- (2) The master of a ship or seaplane that is on the water and in distress, after as much consultation as possible with the masters of the ships which answer the distress signal, has the right to requisition one or more of the ships considered to be best able to render assistance.
- (3) The person for the time being in charge of the ship or seaplane that is on the water and has sent any distress signal by means of radio must cause that signal to be revoked as soon as that person is satisfied that the ship, or person to which the message relates, is no longer in need of assistance.
- (4) A person must not use signals which may be confused with the distress signals prescribed in Appendix 3, unless in distress.
- (5) The Director may, for the purpose of allowing instruction in the use of distress signals, authorise in writing the making of distress signals at such times and places, and subject to such other conditions, as the Director thinks fit.
- (6) The owner and the master of a SOLAS ship to which rule 25.4 applies must ensure that an illustrated table, describing the life-saving signals set out in the publications specified in rules 25.4(1)(b)(vi) and 25.4(2), is provided on the ship that is—
 - (a) available to the officer of the watch at all times; and
 - (b) used when in distress to communicate with any of the following:
 - (i) life-saving stations:
 - (ii) maritime rescue units:
 - (iii) aircraft engaged in search and rescue operations.

23.49 Master's discretion

- (1) The master of a ship to which this rule applies must not be constrained by the ship owner, charterer, or any other person, from taking any decision which, in the professional judgement of the master, is necessary for the safety of life at sea and the protection of the marine environment.
- (2) The owner of a ship to which this rule applies must not constrain the master from making any decision in accordance with rule 23.49(1).

Section 4 - Ship's routeing, speed near ice, reporting systems, daily reporting, records of navigational activities, and safe navigation and avoidance of dangerous situations

23.50 Application of section 4

This section applies to all New Zealand commercial ships.

23.51 Speed near ice

When ice is reported on or near the course of any ship at night, the master of a ship to which this rule applies must ensure the ship proceeds at a safe speed adjusted to the prevailing conditions, or alter the ship's course so as to go well clear of the danger area.

23.52 Ships' routeing

- (1) The master of a ship to which this rule applies must ensure that, unless there are compelling reasons not to do so, the ship uses routeing systems adopted by the International Maritime Organization –
 - (a) which are required for its category or cargo carried; and
 - (b) in accordance with the relevant requirements for that system.
- (2) If the master of a ship to which this rule applies does not comply with rule 23.52(1), the master must record the reasons for not using a routeing system in the logbook.

23.53 Ship reporting systems

- (1) The master of a ship must ensure that, unless there are compelling reasons not to do so, the ship complies with the requirements of any ship reporting system adopted by the International Maritime Organisation when in the area of the sea covered by that system.
- (2) If the master of a ship does not comply with rule 23.53(1), the master must record the reasons for not complying with the reporting requirement in the New Zealand Official Logbook.

23.54 Ship's daily reporting and records of navigational activities

- (1) The master of a ship to which this rule applies that is a SOLAS ship, engaged on an international voyage exceeding 48 hours, must, for the duration of the voyage, submit a daily report to the owner (as defined in rule 21.2) of the ship.
- (2) The owner of a ship must retain all daily reports received under subrule (1).
- (3) In submitting the daily reports under subrule (1), the master may—
 - (a) transmit the report by any means, provided that they are transmitted to the owner as soon as practicable after determination of the position named in the report; and
 - (b) use an automated reporting system, provided that—
 - (i) it includes a recording function of its transmission; and ^{10 May 1999}
 - (ii) position-fixing equipment is subjected to regular verification by the ship's master.

- (4) The daily report shall contain—
 - (a) the ship's position; and
 - (b) the ship's course and speed; and
 - (c) details of any external or internal conditions that are affecting the ship's voyage or the normal safe operation of the ship.
- (5) The master of a ship to which this rule applies that is a SOLAS ship must record, in the logbook, navigational activities and incidents—
 - (a) that are of importance to the safety of navigation; and
 - (b) in sufficient detail to restore a complete record of the voyage in accordance with IMO Resolution A.916(22).

23.54A Safe navigation, avoidance of dangerous situations, and navigation bridge visibility

The master of a ship must ensure that before a voyage commences, the voyage has been planned in accordance with Regulation 34 of Chapter V of SOLAS.

23.54B Ballast water exchange

The owner and master of a ship must ensure that when ballast water exchange is undertaken it is undertaken in accordance with Regulation 22.4 of Chapter V of SOLAS.

Section 5 – Stability

23.55 Application of section 5

- (1) Rule 23.56 applies to:
 - (a) a New Zealand ship that is a SOLAS ship:
 - (b) a foreign ship that is a SOLAS ship while in a New Zealand port or at a New Zealand offshore installation.
- (2) Rule 23.57 applies to:
 - (a) a New Zealand ship that is both a passenger ship and a SOLAS ship:
 - (b) a foreign ship that is both a passenger ship and a SOLAS ship while in a New Zealand port or at a New Zealand offshore terminal.

23.56 Damage control plans and information

On a ship to which this rule applies, the owner must ensure that the ship is provided with the damage control plans and information required by Regulation 19 of Chapter II-1 of SOLAS.

23.57 Stability and trim

- (1) On a ship to which this rule applies that has a date of build on or after 1 January 2016, the master of the ship must, on completion of loading the ship and prior to its departure—
 - (a) determine the ship's trim; and
 - (b) determine, by calculation¹, the ship's stability; and
 - (c) ascertain and record that the ship is in compliance with all relevant stability criteria.

¹ For which purpose an electronic loading and stability computer or equivalent means may be used.

Appendix 1

Minimum training requirements for personnel nominated to assist passengers in emergency situations on passenger ships¹⁵

- (1)
 - (a) Personnel nominated on muster lists to assist passengers in emergency situations must receive additional training to enable them to perform their duties properly. The number of trained persons must always be sufficient to assist the total number of passengers who may be on board at any one time.
 - (b) The number of trained persons must be included on the ship's minimum safe personnel document required by Part 31 of the Maritime Rules.
- (2)
 - (a) The training must be acceptable to the Director. Means of ensuring that the crew maintain their proficiency through periodic refresher training, drills, or related work experience must be acceptable to the Director.
 - (b) Where training is given in a shore-based training course, it must be supplemented by shipboard training before assuming the duties in relation to assisting passengers in emergency situations.
- (3) Communication skills must be sufficient to assist passengers during an emergency, taking into account the following criteria –
 - (a) the language or languages appropriate to the principal nationalities of passengers carried on a particular route; and
 - (b) the likelihood that an ability to use elementary English vocabulary for basic instructions can provide a means of communicating with a passenger in need of assistance, whether or not the passenger and crew share a common language; and
 - (c) the possible need to communicate during an emergency by some other means such as demonstration, hand signals, or calling attention to the location of instructions, muster stations, life-saving appliances, or evacuation routes, when verbal communication is impractical; and
 - (d) the extent to which complete safety instructions have been provided to passengers in their native language or languages; and
 - (e) the languages in which emergency announcements may be broadcast during an emergency or drill to convey critical guidance to passengers and to facilitate crew members in assisting passengers.
- (4) The training must include, but is not limited to, the items in paragraphs (5) and (6) of this appendix.
- (5) Theory requirements
 - (a) Awareness of life-saving appliance plans and fire control plans.
Knowledge of muster lists and emergency instructions including —
 - (i) general alarms and procedures for mustering of passengers; and
 - (ii) areas of responsibility with emphasis on "own section".
 - (b) General layout of the ship, with special emphasis on location of muster and embarkation stations, accesses and escape routes.

¹⁵ See rules 23.6(11), 23.10(6), and 23.26(1)(b).

- (c) Location and use of emergency equipment relevant to the duties of assisting passengers in emergency situations with emphasis on "own section" and escape routes there from.
- (d) Location of adult and infant lifejackets.
- (e) Location of other evacuation supplies to be taken to survival craft, for example, blankets.
- (f) Elementary first aid and the transportation of casualties.
- (g) Communication -
 - (i) the use of internal communication systems; and
 - (ii) raising the alarm; and
 - (iii) alerting the passengers; and
 - (iv) reporting and notification.
- (h) Evacuation -
 - (i) the use of passenger lists and counts; and
 - (ii) the alarm signals; and
 - (iii) mustering, importance of keeping order and panic-avoidance procedures; and
 - (iv) emergency exits; and
 - (v) evacuation equipment; and
 - (vi) control of passengers in corridors, staircases, and passage ways; and
 - (vii) maintenance of escape routes clear of obstructions; and
 - (viii) assistance *en route* to muster and embarkation station; and
 - (ix) methods available for evacuation of disabled persons needing special assistance; and
 - (x) restrictions on the use of elevators; and
 - (xi) search of accommodation spaces; and
 - (xii) ensuring that the passengers are suitably clothed; and
 - (xiii) ensuring that the passengers have donned their lifejackets correctly,
- (i) Fire situations -
 - (i) fire detection and initial containment; and
 - (ii) raising the alarm; and
 - (iii) danger of smoke inhalation; and
 - (iv) breathing protection.
- (j) Abandon ship situations -
 - (i) correct use of individual survival equipment, e.g., lifejackets, immersion suits, lifebuoys, light and smoke signals, and other equipment; and
 - (ii) need for assistance in special cases.

- (6) Practical requirements
 - (a) Familiarisation by means of repeated organised guided tours on board.
 - (b) Repeated participation in fire drills and lifeboat drills, including transportation of simulated casualties.
 - (c) Repeated exercise in use of equipment, such as donning lifejackets and appropriate protective clothing.
 - (d) Repeated exercise in the use of internal communication systems.
 - (e) Repeated exercises in evacuation.

Appendix 2

Information required for navigational warnings

The master must provide the following information when sending navigational warnings -

- (1) for ice, derelicts, and other direct dangers to navigation -
 - (a) the kind of ice, derelict or danger observed; and
 - (b) the position of the ice, derelict or danger when last observed; and
 - (c) the time and date (UTC) when the danger was last observed; and

- (2) for tropical storms or whenever the master has good reason to believe that a tropical storm is developing or exists in the area -
 - (a) a statement that a tropical storm has been encountered; and
 - (b) time, date and position of the ship when the observation was taken; and
 - (c) as much of the following information as is practicable -
 - (i) the barometric pressure, preferably corrected, (stating units used and whether or not corrected); and
 - (ii) the change of barometric pressure during the past 3 hours; and
 - (iii) true wind direction; and
 - (iv) wind force using the Beaufort scale; and
 - (v) state of the sea (smooth, moderate, rough, high); and
 - (vi) the height of the swell (slight, moderate, rough, high); and
 - (vii) the true direction of the swell; and
 - (viii) the period or length of the swell (short, average, long); and
 - (ix) true course and speed of the ship; and

- (3) when a tropical or other dangerous storm has been reported, the master must transmit further observations hourly if practicable, but in any case at least every 3 hours, so long as the ship remains under the influence of the storm; and

- (4) for winds encountered of force 10 or above on the Beaufort scale for which no storm warning has been received, other than tropical storms, the information sent must be that listed in paragraph (2) but excluding the details on sea and swell; and

- (5) for sub-freezing air temperatures associated with gale force winds causing severe ice accretion on superstructures -
 - (a) time and date (UTC); and
 - (b) air temperatures (stating units used); and
 - (c) sea temperature, if practicable (stating units used); and
 - (d) wind force and direction.

Appendix 3

1. The following signals, used or exhibited either together or separately, indicate distress and need of assistance:
 - (a) a gun or other explosive signals fired at intervals of about a minute:
 - (b) a continuous sounding with any fog-signalling apparatus:
 - (c) rockets or shells, throwing red stars fired one at a time at short intervals:
 - (d) a signal made by any signalling method consisting of the group ...- - -... (SOS) in the Morse Code:
 - (e) a signal sent by radiotelephony consisting of the spoken word "MAYDAY":
 - (f) the International Code Signal of distress indicated by N.C.:
 - (g) a signal consisting of a square flag having above or below it a ball or anything resembling a ball:
 - (h) flames on a vessel (as from a burning tar barrel, oil barrel, etc...):
 - (i) a rocket parachute flare or a hand-flare showing a red light:
 - (j) a smoke signal giving off orange-coloured smoke:
 - (k) slowly and repeatedly raising and lowering arms outstretched to each side:
 - (l) a distress alert by means of digital selective calling (DSC) transmitted on:
 - (i) VHF channel 70; or
 - (ii) MF/HF on the frequencies 2187.5 kHz, 8414.5 kHz, 4207.5 kHz, 6312 kHz, 12577 kHz or 16804.5 kHz:
 - (m) a ship-to-shore distress alert transmitted by the ship's Recognised Mobile Satellite Service Provider (RMSSP) ship earth station:
 - (n) signals transmitted by emergency position-indicating radio beacons:
 - (o) approved signals transmitted by radio communications systems, including survival craft radar transponders.

2. Attention is drawn to the relevant sections of the International Code of Signals, the International Aeronautical and Maritime Search and Rescue Manual, Volume III and the following signals:
 - (a) a piece of orange-coloured canvas with either a black square and circle or other appropriate symbol (for identification from the air):
 - (b) a dye marker.