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Safety Management System
Template Solution (Maritime)
Version 1.0

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Welcome to the Ocean Time Marine Safety Management System (SMS) template.

By using this template to develop a SMS for your vessels, you will be able to create the necessary safety procedures, instructions and management systems for your vessel(s) quickly and efficiently.

This template is composed of 12 sections. Each section is colour-coded for ease of reference. Within each section you will find procedures, policies and systems per-written for you as well as additional space to write your own vessel & company specific procedures.

Along the way, you will find pages of instructional text like this one. All the instructional pages have a dashed-line border. Remember to remove these pages once the document is printed.

Ocean Time Marine will keep you updated by email with any regulation and legislation changes. By purchasing the Ocean Time Marine template you have automatically subscribed to the monthly newsletter, where you will receive industry news, technology and safety updates as well as expert advice from our staff. Let us know if you would like to unsubscribe.

We welcome suggestions for additions to the template and these can be made by email-

ing your suggestions to suggestions@oceantimemarine.com.au.

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How to use this PDF Template

This PDF document has areas that can be typed into. Use your mouse to navigate to the fields you want to edit. You can also use the 'tab' button on your keyboard to navigate through the editable areas, one-by-one, in sequence.

In addition to the instructional pages, some editable text areas contain tool tips. To see tool tips, hover your mouse over the editable area and the tool tip will appear.

This PDF document has been designed for use with the free Adobe® Reader program. We recommend that you use the latest version of Adobe® Reader, which can be downloaded from:

get.adobe.com/reader/

Remember: Save this PDF file at a location on your computer. Remember to save frequently as you work through the template.

Backups: It's a good idea to periodically back up your saved PDF to a second location, like another computer, a CD-ROM or a USB drive.

Printing & Collating: Because this document can be assembled and bound in the most appropriate way for your vessel, no page numbers have been included in the document; Colour-coded sections have been used instead.

This is your safety management system and you should assemble the finished document from any pages or sections that are relevant to the safe operation of your vessel and your business. You will find spare blank pages at the end of each section to add new policies, procedures or instructions or to continue any policies, procedures or instructions onto a second page.

Getting Started with your Safety Management System

This template is intended to assist owners of commercial vessels produce a Safety Management System (SMS) that:

• Is specific to their own vessel(s)
• Allow owners to produce, modify, and retain control of the SMS
• Reflects the nature and area of their operation
• Accounts for seasonal aspects of their operations
• Adopt the processes set out in this SMS will benefit from the reduced exposure to risk, reduced costs associated with incidents and accidents and better retention of personnel.

This SMS template:

• Acts as a tool to assist in the safe and efficient operation of their vessel
• Assists in compliance with the ISM code and variances of the code such as the Australian NSCV Part E and other relevant government authorities.

Owners/Operators should populate the various sections of the template with policies and procedures that are specific to their own operation and vessels. Many owners already have existing policies and procedures in place to operate their vessels and where possible these should be used and included in the template for the SMS.

To assist owners populate the SMS Template, section 07 through to section 10 contains a risk matrix, examples of risk analysis and examples of checklists and documents. Make sure you use only what is relevant to your vessel(s)/operation from these sections. Keep it simple.

It is recommended that your SMS contains a risk assessment, this will assist you in identifying your risks and how you mitigate them. There are some completed examples and a blank form that will assist you.

Browse through the Annex and select and print out what ever is relevant to your vessels operation. Every page in the Annex is labeled and if selected is to be added to the relevant section of your SMS.

The principles of an effective SMS are the same for a company with a fleet of large vessels as they are for a single person operation with one small vessel. Keep your SMS simple and don't include material that is not needed. SMS is based on leadership and accountability. It requires proactive hazard identification, risk management, information control, reviewing and training. This SMS will help you facilitate the proactive identification of hazards and maximize the development of a better safety culture as well as modify attitudes and actions of personnel in order to make a safer work place.

We have a number of SMS consultants that are available, to find out who is available in your area contact mail@oceantimemarine.com note this service is not included in the cost of the template.

Remember: This is your Safety Management System. It is a live document and needs to be updated whenever the need arises, this gives you the opportunity to simplify procedures and assess business performance.

Your Company/Owner's Name

Enter your company name in the field below. Ensure that you enter the correct information as what you enter here will populate your company name across the whole document.

Company/Owner's Name(s):	

Safety Management System (SMS)
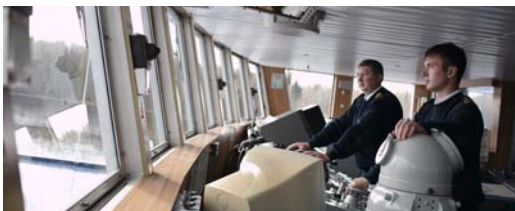
Section 01:
Introduction

In this first section of the SMS, you will be entering the details of your vessel and its normal operations.

A blank page is included in this section should you wish to add further details about your vessel and its operations.

A placeholder page is included to indicate a good point in this document to put an image of your vessel and/or a map of the area your vessel operates.

Photos and maps are of course optional in your SMS and these placeholder pages can be discarded after printing.

Introduction

This Safety Management System (SMS) is the exclusive property of

It has been developed by   for its own operation. It should not be removed from the Vessel(s) or Company premises, neither should its contents be copied or conveyed to anyone without permission.

Purpose

The purpose of this Safety Management System is to describe the policy in developing, implementing, and maintaining the functional elements of the Safety Management System for

This SMS is based on the requirements of the International Safety Management (ISM) Code and the Relevant Government Authority.

This Safety Management System may be changed at any time.

Contents

The contents of this SMS provides an overview of a policy on safety and environmental protection for

In particular, this SMS is for the use of the following categories of personnel:

• Vessel Masters
• Crew
• Other seagoing personnel, and
• Onshore management.

Owner/Operator Signature:	
Print Name:	
Date Of Signature:	

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Introduction (Cont'd)

Vessel Details

Vessel Name(s):	
Relevant government authority:	
Class/Category:	
Vessel Identification:	
Length:	
Breadth:	
Construction:	
Engine Details:	
Number Of Crew:	
Number of Passengers:	
Location:	

Other Vessel Information:

Description of Operation & Activity:

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Introduction (Cont'd)

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REMOVE THIS
PLACEHOLDER PAGE

INSERT IMAGE
OF VESSEL
(Optional)

Section 02:
Safety & Environmental Policy

Included in this section is a standard environmental policy for your vessel(s).

A blank page is included in this section should you wish to add any specific environmental policies about your vessel and its operations.

Safety & Environmental Policy

Safety and environmental protection are of critical importance to
. The Company is committed to
conducting its operations to ensure safety at sea, prevention of human injury
or loss of life, and avoidance of damage to property and the environment, in
particular the marine environment. The Company seeks to develop, implement,
and maintain standards of safety and environmental protection in line with what is
considered reasonable and practical.

Policy Objectives

· Provide for safe practices in marine and vessel operations
· List safeguards against all identified risks
· Provide a safe working environment
· Prevent human injury or loss of life
· Avoid damage to property and the environment, in particular, the marine
  environment
· Continue to improve the safety management skills of all personnel including
  Preparing for emergencies related both to safety and environmental
  protection.

Implementation

In order to achieve the above objectives the Company has adopted a safety and
environmental protection policy that seeks to ensure:

· Compliance with relevant mandatory rules and regulations
· Recognition of applicable codes, guidelines and standards recommended
  by the International Maritime Organization (IMO) and relevant Government
  Authorities.

Functional Elements

The Company has included the following functional elements in the development,
implementation, and maintenance of the safety and environmental protection
policy:

· Oil pollution prevention equipment and procedures
· Instructions and procedures to ensure safe operation of vessel(s) and
  protection of the environment in compliance with the relevant government
  authority
· Defined levels of authority and lines of communication between personnel
· Procedures for reporting accidents and non-conformities
· Procedures to prepare for and respond to emergency situations
· Procedures for internal audits and management reviews.

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