



FISHING SAFETY MANAGEMENT CODE: Helping to improve the management of safety on Fishing Vessels.

Notice to all Owners, Employers, Skippers and Crew of Fishing Vessels

This notice should be read with The Merchant Shipping and Fishing Vessels (Health and Safety at Work) Regulations 1999 No. 2962, MSN 1871 The Code of Practice for the Safety of Small Fishing Vessels, MSN 1872, The Code of Safe Working Practices for the Construction and Use of 15m Length Overall to less than 24m Registered Length Vessels, and MSN 1873, The Code of Practice for the Construction and Safe Operation of Fishing Vessels of 24m Registered length and over.

This MIN expires 15 November 2018

Summary

In 2017 the following Codes will enter into force:

- MSN 1871 (F) The Code of Practice for the Safety of Fishing Vessels of less than 15m Length Overall (LOA)
- MSN 1872 (F) The Code of Practice for the Construction and Use of Fishing Vessels of 15m LOA to less than 24m Registered Length (L)
- MSN 1873 (F) The Code of Practice for the Construction and Use of Fishing Vessels of 24m (L) and Over

In 2018, ILO Convention No. 188 The Work in Fishing Convention will also be implemented in the UK.

To assist with compliance with the Work in Fishing Convention and the Codes, Industry have developed a new Fishing Safety Management Code (FSM).

The purpose of this Marine Information Note is to provide guidance on the contents of the FSM and how to ensure it remains relevant to your vessel or company as things change over time.



1. Introduction

1.1 2018 will see the biggest change in safety requirements for fishing vessels in a generation, with the new Codes of Practice and the implementation of ILO No.188 Work in Fishing Convention in the United Kingdom. Future developments will also include the implementation of STCW-F.

1.2 ILO 188 sees requirements for the following coming into force which include:

- Responsibility for operation of the vessel
- Medical Certificates
- Training
- Manning and Hours of Rest
- Crew Lists and Work Agreements
- Recruitment
- Payments
- Accommodation
- Food and Water
- Medical Care and Repatriation

1.3 Many of these requirements apply to all vessels, regardless of size.

1.4 To help make compliance with the Work in Fishing Convention as straightforward as possible, Industry have developed a new Fishing Safety Management Code (FSM), which will also assist in complying with the new Codes of Practice:

- MSN 1871 (F) The Code of Practice for the Safety of Fishing Vessels of less than 15m Length Overall (LOA)
- MSN 1872 (F) The Code of Practice for the Construction and Use of Fishing Vessels of 15m LOA to less than 24m Registered Length (L)
- MSN 1873 (F) The Code of Practice for the Construction and Use of Fishing Vessels of 24m (L) and Over

1.5 The purpose of this Marine Information Note is to provide guidance on the contents of the FSM and how to ensure it remains relevant to your vessel or company as things change over time.

1.6 The FSM itself will help you keep on top of the documentation required and to ensure that when you need to take action to check equipment, service it or carry out maintenance, the system can remind you of what is needed.

1.7 The FSM can also help you to ensure that everyone on your vessel carries out their work safely.

1.8 It is recognised that there are a wide variety of fishing vessels, undertaking a wide variety of fishing with different methods of operation. The purpose therefore, of developing the FSM, is to establish a common structure which everyone can use.

1.9 The FSM requires a vessel specific safety management system.

2. What are the benefits of a Fishing Safety Management Code?

2.1 FSM provides the framework for supporting the safe operation of fishing vessels and guidance for establishing a safety management system.



2.2 This FSM provides guidance to owners and skippers to improve the safety of their vessels, the maintenance and servicing of safety equipment that relates to the vessel and the operation of the vessel. FV owners and skippers will find that if they implement such a system it will greatly assist in complying with their statutory safety obligations.

2.3 A documented Safety Management System can help demonstrate that vessels comply with their statutory requirements at all times.

3. What should your Safety Management System include?

3.1 Many of the aspects you may already have and are familiar, with the new aspects coming mainly from the Work in Fishing Convention.

3.2 Documentation that should be developed and records maintained include:

- The Safety Management Manual;
- Company Safety and Environment Policies;
- All crew certification and training records;
- Planned maintenance system;
- Vessel Operation (operating procedures and the risk assessment);
- Testing/Certification relating to the lifesaving appliances and fire-fighting equipment;
- Accident and incident reports and any remedial actions taken thereof;
- Evidence of reviews of your safety management system, self-audit Reports and close outs thereof;
- Environmental management and pollution prevention;
- Drills and safety training

3.3 Papers that should be developed or obtained for checks on vessels with more than one crew or for companies that own/operate more than one vessel include:

- The Vessel/Company Welfare Policy document
- Evidence of Proactive Designated Person;

(A designated person ensures the safe operation of each vessel, monitors the safety and pollution-prevention aspects of the operation of the vessel and ensuring that adequate resources and shore-based support are applied, and provides a link between the Company and those on board, with direct access to the highest level of management)

3.4 Annex 1 (FSM) sets out the clauses that should be contained within a standard safety management system. However, it is not necessarily the case that each and every clause applies to every vessel or company. See Section 5, {Page number to be included} and Annex 2, which refers to self-audit checklists, which identify clauses that may not be applicable.



4. Inspections

- 4.1 As stated earlier, the main aims of the FSM are to:
- Improve the safety on your vessel by having a straightforward management system; and
 - Support you in complying with the Work in Fishing Convention.
- 4.2 MCA may request to see a safety management system when it visits your vessel. If you can present a well-managed system this will streamline the MCA survey and inspection process. A further benefit is that it may help keep to a minimum the expense incurred when the MCA inspector visits your vessel.
- 4.3 The MCA can inspect your vessel at any time, so having a safety management system will give you the confidence that the vessel complies with regulation at all times.

How might the Inspection process develop over time?

- 4.5 Although at this stage, MCA does not plan to carry out audits but they may review the contents of the safety management system during a survey or inspection.

5. Self-Audit

- 5.1 The self-audit should be completed at least annually by the owner/operator or someone external to the vessel who has a good knowledge of the operation of fishing vessels and/or has some experience in auditing.
- 5.2 As safety management systems develop, and owners/operators with experience of their own systems become more widespread, it is encouraged that local networks can develop to support each other with self-audits.
- 5.3 The owner/operator is encouraged to develop his/her own operations specific checklist which must include all of the elements of your safety management system, and shall ensure all aspects of the operation are included. The self-audit Checklist should include at least the areas set out in the formats below, depending on whether the owner operates one or more vessels. A sample Aide memoire is included at Annex 2 which may prove useful as a guide for developing your own.
- 5.4 The self-audit is intended to ensure that you comply with your own policies and procedures and any regulations. Any differences should be recorded as either non-conformances or observations, which should be rectified. These differences may be something that does not fulfil a requirement (known as a non-conformance) or could in the future lead to you not complying with a regulation (known as an observation).
- 5.5 When you first introduce your safety management system, you may not be confident in deciding what is or is not a non-conformance or observation, you have still identified something you need to correct, so you need to decide what to do sort to it out in a timely manner.
- 5.6 By keeping a record within your safety management system of these issues you can ensure that you are managing your vessels effectively and complying with the FSM requirements.
- 5.7 Annexes 2 contains an aide memoire which operators may find useful as a basis for their own checklists and Annex 3 contains a self-audit Report Form with guidance for recording a self-audit.
- 5.8 Your safety management system should also be subject to a continual review. If issues with its effectiveness or relevance are noted, or there are repeated non-conformances that



highlight a specific issue, then the system should be reviewed and amended. You should not wait until your annual self-audit.

6. Periodic Review

- 6.1 Self-audits and periodic review of the safety management system are not the same thing.
- 6.2 Whereas the self-audit takes place every year, the periodic review is an overview of how the safety management system has worked over the past three years and by critically reviewing this can help to improve your operations.
- 6.3 When reviewing how your safety management system has worked, look at inspection reports, “non-conformities”, accident reports, risk assessments, near miss reports, crew feedback, etc. Can you identify any trends, root causes, areas of concern, etc, and then decide how you can address them?

7. Application to single handed vessels & owner operators

- 7.1 The FSM is developed to be consistent across all vessels including single handed owner operators and crewed owner operators. There are clauses which will only relate to company owned vessels and crewed vessels, but as part of the vessel documents these clauses should be declared as not necessary for the vessel’s use.

More Information

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Annex 1 – Clauses contained in the FSM Code

1.1 Definitions

- 1.1.1 **Fishing Safety Management (FSM) Code** means the Fishing Safety Management Code for the safe operation of fishing vessels and for pollution prevention as proposed by the UK fishing industry and developed by the Fishing Industry Safety Group (FISG). [This code is based on the ISM Code 2014]
- 1.1.2 **Company** means the Owner of the vessel or any other organisation or person such as the Manager, or the Bareboat Charterer, who has assumed the responsibility for operation of the vessel from the vessel owner and who on assuming such responsibility has agreed to take over all the duties and responsibility imposed by the Code.
- 1.1.3 **Safety Management System (SMS)** means a structured and documented system enabling Company personnel to implement effectively the Company safety and environmental protection policy.
- 1.1.4 **Objective evidence** means quantitative or qualitative information, records or statements of fact pertaining to safety or to the existence and implementation of a safety management system element, which is based on observation, measurement or test and which can be verified.
- 1.1.5 **Observation** means a statement of fact made during a safety management audit and substantiated by objective evidence.
- 1.1.6 **Non-conformity** means an observed situation where objective evidence indicates the non-fulfilment of a specified requirement.
- 1.1.7 **Major non-conformity** means an identifiable deviation that poses a serious threat to the safety of personnel or the vessel or a serious risk to the environment that requires immediate corrective action or the lack of effective and systematic implementation of a requirement of this Code.

1.2 Objectives

- 1.2.1 The objectives of the System are to ensure health, safety and welfare at sea, prevention of human injury or loss of life, and avoidance of damage to the environment, in particular, to the marine environment, and to property.
- 1.2.2 Safety management objectives should:
- .1 provide for safe practices in vessel operation and a safe working environment;
 - .2 assess all identified risks to its vessels, crew and the environment and establish appropriate safeguards; and
 - .3 continuously improve safety management on board, including preparing for emergencies related both to safety and environmental protection.
- 1.2.3 The safety and management system should ensure:
- .1 compliance with mandatory rules and regulations; and
 - .2 risks on board the vessels are assessed and addressed effectively.



1.3 Application

The requirements of this Code may be applied to all vessel sizes.

1.4 Functional requirements for a Safety Management System

Every Safety Management System should include the following functional requirements:

- .1 a safety and environmental protection policy;
- .2 instructions and procedures to ensure safe operation of vessels and protection of the environment in compliance with relevant legislation;
- .3 defined levels of authority and lines of communication between, and amongst, crew on board and, if appropriate, shore personnel;
- .4 procedures for reporting accidents and non-conformities with the provisions of legislation;
- .5 procedures to prepare for and respond to emergency situations; and
- .6 procedures for internal reviews and self-assessments.

SAFETY AND ENVIRONMENTAL PROTECTION POLICY

- 2.1 The Owner/skipper should establish a safety and environmental protection policy which describes how the objectives, given in paragraph 1.2 of this Annex will be achieved.
- 2.2 The Owner/skipper should ensure that the policy is implemented and maintained on the vessel(s) and, if appropriate, in the shore based operation.

OWNER RESPONSIBILITIES AND AUTHORITY

- 3.2 The Owner, where applicable, should define and document the responsibility, authority and interrelation of all skipper(s) and crew who undertake work relating to and affecting safety and pollution prevention.
- 3.3 Where applicable the Owner is responsible for ensuring that adequate resources and shore based support are provided to enable the designated person or persons to carry out their functions.

DESIGNATED PERSON(S)

- 4.1 Where appropriate, to ensure the safe operation of each vessel and to provide a link between the owner and those on board, vessel owners who do not participate in the fishing operations on a regular basis, should designate either themselves or another person in the company having direct access to the highest level of management. The responsibility and authority of the owner, or the designated person or persons should include monitoring the safety and pollution prevention aspects of the operation of each vessel and to ensure that adequate resources and shore-based support are applied, as required.



SKIPPER'S RESPONSIBILITY AND AUTHORITY

- 5.1** The Owner should clearly define and document the skipper's responsibility with regard to:
- .1 implementing the safety and environmental protection policy;
 - .2 ensuring the vessel/s is/are operated in the observation of that policy;
 - .3 issuing appropriate orders and instructions in a clear and simple manner where applicable;
 - .4 verifying that specified requirements are observed; and
 - .5 periodically reviewing the safety management system and reporting its deficiencies to the owner/designated person or recorded for review when owner operator.
- 5.2** The Owner should ensure that the safety management system operating on board the vessel contains a clear statement emphasizing the Skipper's authority and establish in the safety management system that the skipper has the overriding authority and the responsibility to make decisions with respect to safety and pollution prevention and to request the Owner's assistance as may be necessary.

RESOURCES AND PERSONNEL

- 6.1** The Owner should ensure that the skipper is:
- .1 properly qualified for command;
 - .2 fully conversant with the safety management system; and
 - .3 given the necessary support where applicable so that the skipper's duties can be safely performed.
- 6.2** The Owner/skipper should ensure that each vessel is:
- .1 manned with qualified, certificated, trained and medically fit crew in accordance with national and international requirements; and
 - .2 appropriately manned in order to encompass all aspects of maintaining safe operations on board.
- 6.3** The Owner/Skipper should where applicable establish procedures to ensure that new crew and crew transferred to new assignments related to safety and protection of the environment are given proper familiarization with their duties. Instructions which are essential to be provided prior to sailing should be identified, documented and given.
- 6.4** The Owner should ensure that all persons involved in the vessel's safety management system have an adequate understanding of relevant rules, regulations, codes and guidelines.
- 6.5** The Owner should establish and maintain procedures for identifying any training which may be required in support of the safety management system and ensure that such training is provided for all personnel concerned including the owner operator.



- 6.6** The Owner should establish procedures by which the vessels crew where applicable receive relevant information on the safety management system in a working language or languages understood by them.
- 6.7** The Owner should ensure that the vessels crew where applicable are able to communicate effectively in the execution of their duties related to the safety management system.

7. VESSEL OPERATIONS

The Owner should establish procedures, plans and instructions as appropriate, for key onboard operations concerning the safety of the crew, vessel and protection of the environment. The various tasks should be defined and assigned to competent crew.

EMERGENCY PREPAREDNESS

- 8.1** The Owner should identify potential emergency situations, and establish procedures to respond to them.
- 8.2** The Owner should establish programmes for drills and exercises to prepare for emergency actions.
- 8.3** The safety management system should provide for measures ensuring that where the vessel belongs to a company with more than one vessel, that the Company's organization can respond at any time to hazards, accidents and emergency situations involving its vessels.

REPORTS AND ANALYSIS OF NON-CONFORMITIES, ACCIDENTS AND HAZARDOUS OCCURRENCES

- 9.1** The safety management system should include procedures ensuring that non conformities, accidents and hazardous situations are recorded and reported to the Owner/skipper or recorded by owner operator, investigated and analysed with the objective of improving safety and pollution prevention.
- 9.2** The Owner/Skipper should establish procedures for the implementation of corrective action, including measures intended to prevent recurrence.

MAINTENANCE OF THE VESSEL AND EQUIPMENT

- 10.1** The Owner should establish procedures to ensure that the vessel is maintained in conformity with the provisions of the relevant regulations and with any additional requirements which may be established by the Owner.
- 10.2** In meeting these requirements the Owner should ensure that:
- .1 inspections are held at appropriate intervals;
 - .2 any non-conformity is reported with its possible cause, if known;
 - .3 appropriate corrective action is taken; and
 - .4 records of these activities are maintained.



- 10.3** The Owner should identify equipment and technical systems the sudden operational failure of which may result in hazardous situations. The safety management system should provide for specific measures aimed at promoting the reliability of such equipment or systems. These measures should include the regular testing of stand-by arrangements and equipment or technical systems that are not in continuous use.
- 10.4** The inspections mentioned in 10.2 together with the measures referred to 10.3 should be integrated in the vessel's operational maintenance routine.

DOCUMENTATION

- 11.1** The Owner should establish and maintain procedures to control all documents and data which are relevant to the safety management system.
- 11.2** The Company should ensure that:
- .1 valid documents are available at all relevant locations;
 - .2 changes to documents are reviewed and approved by authorized personnel; and
 - .3 obsolete documents are promptly removed.
- 11.3** The documents used to describe and implement the safety management system may be referred to as the "Safety Management Manual". Documentation should be kept in a form that the Owner considers most effective. Each vessel should carry on board all relevant documentation.

COMPANY VERIFICATION, REVIEW AND EVALUATION

- 12.1** The Company should carry out internal self-audits on board and ashore at intervals not exceeding twelve months to verify whether safety and pollution-prevention activities comply with the safety management system. In exceptional circumstances, this interval may be exceeded by not more than three months.
- 12.2** The Company should periodically verify whether all those undertaking delegated FSM-related tasks are acting in conformity with the Company responsibilities under the Code.
- 12.3** The Company should periodically evaluate the effectiveness of the safety management system in accordance with procedures established by the Company.
- 12.4** The audits and possible corrective actions should be carried out in accordance with documented procedures.
- 12.5** Personnel carrying out audits should be independent of the areas being audited unless this is impracticable due to the size and the nature of the Company.
- 12.6** The results of the audits and reviews should be brought to the attention of all personnel having responsibility in the area involved.
- 12.7** The management personnel responsible for the area involved should take timely corrective action on deficiencies found.



Annex 2 Safety Management System Aide Memoire

Safety Management System DOCUMENT REVIEW AIDE – MEMOIRE		
Company/Vessel Name:		Comments
Auditor Name	Date	
1.2 OBJECTIVES		
1.2.1	Safety Management System provides for safe practice in vessel operation	
1.2.2	All risks identified and safeguards established	
1.2.3	Safety Management provides for continual improvement of safety management skills	
1.2.4	Safety Management System ensures compliance with mandatory regulations	
1.2.5	Safety Management System applicable codes, guidance, etc. are taken into account	
2.0 SAFETY, WELFARE AND ENVIRONMENTAL PROTECTION POLICY		
2.1	Policies established which describes how objectives will be achieved. These are available and the crew are familiar with it.	
2.2	Policy is implemented and maintained at all levels aboard and ashore	
3.0 OWNER RESPONSIBILITIES AND AUTHORITY		
3.1	Personnel involved in the Safety Management System, role and authority clearly defined	Not relevant for single handers unless not owner operated
3.2	Commitment to provision of adequate resources & support	Not relevant for single handers unless not owner operated
3.3	Levels of authority and lines of communication are set out and understood	Not relevant for single handers unless not owner operated
	Comments	



4.0 DESIGNATED PERSON		
4.1	Is identity of DP clearly indicated	Has to be owner if single handed unless vessel is not owner operated
	Access to highest level of management stated	Not relevant for single handers unless vessel is not owner operated
	Is DP at appropriate level of seniority	Not relevant for single handers unless vessel is not owner operated
	Is DP in appropriate area of management structure	Not relevant for single handers unless vessel is not owner operated
	Responsibilities clearly defined	Not relevant for single handers unless vessel is not owner operated
	Comments	
5.0 SKIPPERS RESPONSIBILITY AND AUTHORITY		
5.1	Skipper's responsibility defined with regard to:-	
	<ul style="list-style-type: none"> Implementing Safety Welfare and Environment Protection on board vessel 	Single handed operators may consider combined policy statements.
	<ul style="list-style-type: none"> Motivating crew in observance of Safety, Welfare and Environment Protection 	Not relevant to single handers unless vessel is not owner operated
	<ul style="list-style-type: none"> Clear statement in Safety Management System emphasising Skipper's authority 	Not relevant to single handers unless vessel is not owner operated
	<ul style="list-style-type: none"> Clear statement of Skipper's authority to override Safety Management System instructions 	Not relevant to single handers unless vessel is not owner operated?
5.2	Safety Management System to ensure that the Skipper can request company's assistance as and when necessary	Not relevant to single handers unless vessels is not owner operated
	Comments	



6.0 RESOURCES AND PERSONNEL		
6.1	Skipper must be:- <ul style="list-style-type: none"> • Properly qualified and competent for command • Experienced with Safety Management System • Effectively supported to ensure duties are undertaken safely 	
6.2	The Owner must implement:- <ul style="list-style-type: none"> • Procedure for checking fishermen's qualifications • Procedure for checking fishermen's medical fitness • Procedure for ensuring fishermen's welfare 	
6.3	Procedure for familiarisation and training of new crew	
6.4	Means of monitoring Safety Management System familiarity for all personnel and procedure for promulgating information relevant to Safety Management System	
6.5	Means of identifying training needs	
6.6	Safety Management System documentation promulgated in working language of vessel and means to ensure common working language on board vessel	
6.7	Appropriately manned to encompass all operations	
	Comments	
7.0 DEVELOPMENT OF PLANS FOR VESSEL OPERATIONS		
7.1	Plans for key vessel operations drawn up (should cover all operations depending on vessel type)	
	Common operations include:	
	<ul style="list-style-type: none"> • Pre-departure 	Engine room Bridge LSA FFE
	<ul style="list-style-type: none"> • Pre-arrival 	
	<ul style="list-style-type: none"> • Vessel Operations <ul style="list-style-type: none"> ○ Method of Fishing ○ Navigational Duties ○ Processing and Catch handling ○ Machinery checks ○ Boarding and Leaving ○ Anchoring 	
	<ul style="list-style-type: none"> • Shore side activities 	
	<ul style="list-style-type: none"> • Safety equipment checks 	
	<ul style="list-style-type: none"> • Stability checks 	



	<ul style="list-style-type: none"> • Catch load/discharge 	
	<ul style="list-style-type: none"> • Planned maintenance 	
	Comments	
8.0 EMERGENCY PREPAREDNESS		
8.1	Procedures for potential emergency onboard emergencies:-	
	<ul style="list-style-type: none"> • Abandon ship 	
	<ul style="list-style-type: none"> • Fire 	
	<ul style="list-style-type: none"> • Collision 	
	<ul style="list-style-type: none"> • Flooding 	
	<ul style="list-style-type: none"> • Grounding 	
	<ul style="list-style-type: none"> • Coming fast 	
	<ul style="list-style-type: none"> • Man overboard / search and rescue 	
	<ul style="list-style-type: none"> • Entry into enclosed space 	
	<ul style="list-style-type: none"> • Medical emergency/serious injury 	
8.2	Programmes of drills and exercises in the above emergencies	
8.3	Company response plan for emergencies, accidents, hazardous situations	
	Comments	
9.0 REPORTS AND ANALYSIS OF NON-CONFORMITIES, ACCIDENTS AND HAZARDOUS OCCURRENCES		
9.1	Procedure for reporting accidents	Process may only be recording for Single handed owner operator (subject to Accident Reporting Regulations)
	Procedure for reporting hazardous situations	Process may only be recording for Single handed owner operator
	Procedure for reporting Safety Management non-conformities	Process may only be recording for Single handed owner operator



9.2	Procedure for implementation of corrective action	Process may only be recording for Single handed owner operator
	Comments	
10.0 MAINTENANCE OF VESSEL AND EQUIPMENT		
10.1	Reporting procedure for Hull and Machinery surveys	Some vessels may be in Class, others surveyed by MCA
10.2	Reporting procedure for planned maintenance system:- Deck, Engine, LSA	
	Inspections at appropriate intervals	
	Non-conformity of vessel/equipment against requirements reported with possible causes, if known	Process may only be recording for Single handed owner operator
	Appropriate corrective action taken to ensure vessel/equipment meets regulatory requirements	Process may only be recording for Single handed owner operator
	Records of activities maintained	
10.3	Procedure for checking identified critical stand by systems such as:- <ul style="list-style-type: none"> • Emergency fire pumps • Emergency steering arrangements • Stand by pumps • Emergency generator 	
10.4	Inspections and measures integrated into operational maintenance routine	
	Comments	
11.0 DOCUMENTATION		
11.1	Procedure for control of all documents and data	Build into Safety Management System if possible



11.2	Valid documentation available	Can included availability via electronic means
	Changes to documents reviewed and approved by authorised personnel	Not relevant for single handers unless not owner operated
	Removal of obsolete documentation	
11.3	Documentation is in a form that that is considered most effective	Can include availability via electronic means
12.0 VERIFICATION REVIEW AND EVALUATION		
12.1	Internal safety audits/reviews carried out every 12 months	
12.2	Procedure for periodic evaluation and [review] of Safety Management System	
12.3	Evaluate effectiveness of safety management system	
12.4	Procedure for implementation of corrective actions	
12.5	Make up of internal audit team (independent)	Not relevant for single handers unless not owner operated
12.6	Results of audits notified to those with responsibility	Not relevant for single handers unless not owner operated
12.7	Management to take timely corrective action	Not relevant for single handers unless not owner operated
	Comments	



Annex 3- Self-Audit Report

	Comments	Guidance notes
Name of Company/Vessel		From the Safety Management Folder
Date of self-audit	dd/mm/yy	
Anniversary date of annual self-audit	dd/mm/yy	The date of the first self-audit
Date of last Periodic review	dd/mm/yy	Must complete review every three years
Is it within three years of last review?	Yes / No	If no, review to be completed
Expiry date of Fishing Vessel Safety certificate	dd/mm/yy	
Crew qualifications verified and in date?		Provide details of crew qualifications
Medical certification verified and in date?		Provide details of medical certificates
Any changes to operations (changes to area of operation, type of fishing, gear, modifications to the vessel etc.)		Provide details of changes
Have any of the procedures been revised or new ones produced?		If yes, provide details of new/revised procedures
Has there been any near misses or accidents this year?		Provide details of near misses/accidents
If the near misses or accidents were reportable, have these been reported to MCA/MAIB/CHIRP as appropriate?		Provide details
Have drills/training exercises been carried out as required by the system?		Provide list of training with dates
Has all planned maintenance been completed?		If not, provide details of outstanding jobs and reasons for not completing
Have new crew been given induction training		Provide details
Have all maintenance checklists for daily, weekly and monthly checks been completed satisfactorily?		If not, provide details of outstanding jobs and reasons for not completing
Has there been any breakdown of essential/critical equipment?		Provide details
If so, have these been investigated and actioned appropriately?		Provide details
Has anything been raised by crew which requires shore-based action?		Provide details and actions taken
Have any improvements or changes been requested by any member of the crew?		Provide details



Has the Company made any changes/improvements to the Safety Management System within the last year?		Provide details
Does the self-audit conclude that the Safety Management System remains effective?		Provide a statement that the Safety Management System remains effective
Are the requirements for maintaining the Fishing Vessel Safety Certificate being complied with?		If not, provide details
Number of employed/share fishermen normally engaged	Employed: Share:	
Name of person carrying out the self-audit?		
Position or relationship with the Company?		
Signed		

