

Requirements for procedures

For small fishing vessels (those that are **no longer than 24.4 m** and **no more than 150 gross tonnage**), you are legally responsible to create and maintain written safety procedures if you are the vessel's authorized representative (AR).

The authorized representative (AR) is the vessel owner, unless the vessel is owned by more than one person. In this case, appoint one owner to be the AR.

The AR must meet the following requirements for keeping procedures:

- **Section 106(1) of the [Canada Shipping Act, 2001](#)** requires you to provide procedures for how to:
 - safely operate the vessel
 - deal with emergencies
- **Part 2, section 206 (1) of the [Marine Personnel Regulations](#)** requires you to provide the master written instructions that, at a minimum, set out the procedures – and, if applicable, the policies – that will ensure each member of the complement, before being assigned any duty:
 - a. becomes familiar with:
 - i. shipboard equipment specific to the vessel
 - ii. operational instructions specific to the vessel
 - iii. their assigned duties
 - b. can effectively perform duties when they are vital to safety or the prevention or mitigation of pollution

Note: The terms “procedures” and “policies” (above) apply as defined in section A-I/14 of the Code for Standards of Training, Certification and Watchkeeping (STCW Code).

- Divisions 1 and 3.16 (1) of the new Fishing Vessel Safety Regulations require you to establish and use written safety procedures (in English, French, or both, according to the needs of the crew) that familiarize persons on board a fishing vessel with the following:
 - a. the location of all safety equipment, and how to use it
 - b. all measures they must take to protect persons on board, including to:
 - prevent persons from falling overboard

- retrieve persons who have fallen overboard
 - protect limbs from rotating equipment
 - avoid ropes, docking lines, nets, and other fishing equipment that may pose a safety hazard
- c. in the case of beam trawling and purse seining operations, how to quickly release loads that can be activated in an emergency
 - d. all measures they must take to prevent fires and explosions on the vessel
 - e. if the vessel has a deck or deck structure, all measures they must take to maintain watertightness and weathertightness, and prevent interior spaces of the hull from flooding; or, if the vessel has no deck or deck structure, measures they must take to prevent the vessel from swamping
 - f. all measures they must take to ensure safe loading, stowage, and unloading of fish catches, baits, and consumables
 - g. how to operate towing and lifting equipment, and measures they must take to prevent overloading the vessel

The new Fishing Vessel Safety Regulations will come into force in July 2017. For more information about the new regulations, visit [Small fishing vessel safety](#).

Using templates for written procedures

You do not have to submit your safe operating procedures to Transport Canada for approval. However, during an inspection, you must be able to show that you have met the requirements for developing and using them.

To help you do so, we have created templates for common operating and emergency procedures. They include useful checklists and forms for managing operations and recording crew training or emergency drills. The templates are available for downloading below.

You should:

- Adapt these templates for your needs.
- Store them (and other vessel operation documents) in a binder that you keep in a safe place.
- Refer to them often and keep them current.

Template type	How to use this template

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Pre-departure	Run through this short list every time you get ready to set sail and be sure everything is in order before you leave.
Refueling	Prevent pollution and avoid explosion.
Person overboard	Work together to retrieve anyone who falls overboard quickly and safely.
Fire fighting	Contain and extinguish fires without exposing crew or passengers to unnecessary risk.
Taking on water	Respond rapidly and effectively to reduce the amount of water entering a vessel.
Pollution response	Minimize the amount and spread of pollutant(s).
Abandon ship	Practice assembling passengers and crew, wearing personal protective equipment, and launching safety equipment.
Personnel record	<p>Use this collection of personal information for each staff member in case of a medical or other emergency as a record of their initial training.</p> <p>Note: A signed summary of the items you review in training is preferable to using this form.</p>
Crew certification	Use this handy reference to track crew members' competency, marine emergency duties, and first aid training certificates. Easily identify crew members who have certificates that need to be renewed.
Number of	Record and report the number of people on board each voyage.

Template type	How to use this template
persons onboard	Leave this record with a responsible person ashore who Search and Rescue can contact to find out how many people need to be recovered in an emergency.
Emergency drills	Record the date of a drill, its type, and who took part to show compliance with the Small Vessel Regulations (sections 419, 519, 417) and the Marine Personnel Regulations .
Maintenance schedule	Modify this schedule to include manufacturers' recommended service intervals. The combined calendar and recommended service interval driven items allow you to plan maintenance so it gets done when it should, with less downtime.